



**NARRAGANSETT TOWN COUNCIL  
REGULAR MEETING  
AGENDA**

**May 2, 2016**

**7:30 p.m.**

Posted 04-28-16

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

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

**ANNOUNCEMENTS/PRESENTATIONS:**

**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 RECEIVE and ACCEPT the WITHDRAWAL of a Petition for Abandonment from John R. Sahagian for the eastern half of Harris Avenue on Assessor Plat P to add to Assessor's Plat P, Lot 96.

A [PUBLIC HEARING](#) to consider various applications from Town departments and/or local non-profit organizations for the 2016 Community Development Block Grant Program.

A MOTION to ADOPT a Resolution authorizing the Town Manager to submit an application for funding under the 2016 Community Development Block Grant (CDBG) Program in the amount of \$66,553.

**CONSENT AGENDA:**

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

1. A [MOTION](#) to APPROVE, RATIFY and CONFIRM the emergency purchase and installation of strobe lights and sirens to police vehicles 8 & 13, performed by Patrol Products Consortium, LLC (Patrol Data), in the amount of \$2,737.71.
2. A [MOTION](#) to APPROVE, RATIFY, and CONFIRM the emergency repairs to Mini-Bus 4381, performed by Tasca Automotive Group, in the amount of \$4,439.17.
3. A [MOTION](#) to APPROVE, RATIFY and CONFIRM the emergency repairs to Parks Maintenance Vehicle 707, performed by Tasca Automotive Group, in the amount of \$7,598.15.
4. A [MOTION](#) to APPROVE the Friends of the Historic Tower's request for an Antique Car Show at Veterans Memorial Park on Thursday, September 15, 2016 from 3:00 pm to 6:00 pm, subject to state and local laws.
5. A [MOTION](#) to APPROVE the list of Real Estate abatements in the amount of \$1,063.58 and the list of Motor Vehicle abatements in the amount of \$674.04.
6. A [MOTION](#) to APPROVE the two contract extensions for Miscellaneous Repair and Construction; one for the Water Division and one for the Wastewater Division/Public Works Department for a one-year period with George Sherman Sand & Gravel Company, Inc. at their quoted prices and rates, under the same terms and conditions as the previous year.
7. A [MOTION](#) to APPROVE the purchase of Basketball Equipment to replace the backboard vandalized on February 1, 2016 at Domenic Christofaro Park from O'Brien & Sons, Inc., in the amount of \$2,719.00.
8. A [MOTION](#) to AWARD a contract for catering services for the Gratitude Gathering Event to West Bay Gourmet in the amount of \$2,742.50 and further AUTHORIZE the expenditure of that amount from the Town's Contingency Fund to pay for the recognition celebration for the individuals that serve on the Boards and Commissions by having an appreciation dinner or gathering.
9. A [MOTION](#) to AWARD the bid for Sign Poles to the lowest bidder, Traffic Signs & Safety, Inc. at their unit costs of \$15.35 for 10' green u-channel poles and \$7.80 for 4' galvanized u-channel poles for a one-year period, ending May 2, 2017.
10. A [MOTION](#) to AWARD the bid for the Purchase of One Hudson Brothers Trailer for the Parks Department to ATS Equipment of RI, in the amount of \$6,295.00.
11. A [MOTION](#) to AWARD the bid for Paver Walkways at Kinney Bungalow to the lowest bidder, Farrell Landscaping, in the total amount of \$9,700.00.

12. A [MOTION](#) to RESCIND the AWARD from Liberty Rentals and awards the bid for the Rental of Tables, Chairs, and Tents for Kinney Bungalow and the North Beach Clubhouse to the lowest bidder, A & E Event Rentals, Inc. for a one-year period, ending April 11, 2017.

**OLD BUSINESS:**

**NEW BUSINESS:**

13. A [MOTION](#) to CONFIRM the APPOINTMENT of Acting Police Chief Sean Corrigan as Police Chief, and AUTHORIZE the Town Manager to sign the Employment Agreement accordingly.
14. A [MOTION](#) to ADOPT An Ordinance in amendment of Chapter 731 of the Code of Ordinances of the Town of Narragansett, Rhode Island, entitled An Ordinance in Relation to Zoning, to approve various omnibus text amendments.
15. A [MOTION](#) to ADOPT an Ordinance in Amendment Chapter 731 of the Code of Ordinances of the Town of Narragansett entitled Zoning, Section 2.2 Definitions Households.
16. A [MOTION](#) to INTRODUCE, READ, PASS and ACCEPT as a First Reading An Ordinance in Amendment of Chapter 14 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled Businesses.
17. A [MOTION](#) to INTRODUCE, READ, PASS and ACCEPT as a First Reading, text revision of the definitions of Building Coverage and Site Coverage in the Zoning Ordinance.
18. A [MOTION](#) to ADOPT a Resolution approving the Capital Improvement Plan.
19. A [MOTION](#) to INTRODUCE, READ, PASS and ACCEPT as a First Reading the Appropriation Ordinance for the 2016-17 Fiscal Year.
20. A [MOTION](#) to INTRODUCE, READ, PASS and ACCEPT as a First Reading A Resolution to Implement Timed Seasonal Parking Restrictions on Ocean Road, Between South Pier Road and Beach Street.
21. A [MOTION](#) to INTRODUCE, READ, PASS, and ACCEPT as a First Reading an Ordinance in Amendment of Chapter 896 to include Ocean Road, between South Pier Road and Beach Street, in the defined area where abutting property owners may obtain parking permits.
21. A [MOTION](#) to APPROVE Change Order Requests 24, 26, 27, and 28 for the Public Safety Building Improvements Project with Urbane Construction, in the total not-to-exceed amount of \$149,928.00.
23. A [MOTION](#) to REAPPOINT two individuals to the Conservation Commission/Tree Board for a three year term to expire on April 30, 2019.

**REPORTS FROM TOWN MANAGER:**

**REPORTS FROM TOWN COUNCIL:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** March 31, 2016  
**Council Meeting Date:** May 2, 2016

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

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

**SUBJECT:** Withdrawal of Petition for Abandonment of Harris Avenue

**RECOMMENDATION:**

That the Town Council RECEIVES and PLACES on file the Withdrawal on a Petition for Abandonment from John R. Sahagian for the eastern half of Harris Avenue on Assessor Plat P to add to Assessor's Plat P, Lot 96 to March 21, 2016.

**SUMMARY:**

John and Grace Sahagian of South Pier Road submitted a request to abandon the eastern portion of Harris Avenue to add to their property for improvements to the access to their property from South Pier Road for public safety reasons.

A public hearing was scheduled and the petition was forwarded to the Planning Board. The Planning Board reviewed the request at their October 20, 2015 meeting and took testimony from Mr. Sahagian. They noted staff reluctance to support the abandonment due to environmental concerns and the possibility to use this area for vehicular access to Town land south of the Sahagian property in the future. During discussion, Mr. Sahagian suggested that he hire a wetland & soils expert to look at the other paper streets that connect to the Town land. The Planning Board continued their review to November in order to allow Mr. Sahagian to conduct site analysis of other rights-of-way nearby for the potential vehicular access to the Town Land.

A public hearing was held on January 4, 2016 and testimony was heard however the matter was continued in order to resolve issues with an abutter to the property to February 16, 2016. The hearing was again continued to March 21, 2016 and then continued to the May 2, 2016 town council meeting.

On March 31, 2016, the applicant submitted a letter withdrawing the petition to abandon Harris Avenue.

**ATTACHMENTS:**

1. Letter – John & Grace Shagian

March 31, 2016

To: Anne Irons & Narragansett Town Counsel

'16 MAR 31 PM 4:35

Re: Road Right-of-Way Abandonment – Harris Ave

We, John and Grace Sahagian do hereby withdraw the above mentioned request for abandonment. We would like this withdrawal to be considered without prejudices.

If there is anything further required of us to accomplish this let us know. John Sahagian can be reached at 401/743-0111.

Thank you,

  
John Sahagian

&

  
Grace Sahagian

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

Date Prepared: April 21, 2016  
Council Meeting Date: May 2, 2016

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

**FROM:** Michael DeLuca, Community Development Director

**SUBJECT:** Community Development Block Grant

**RECOMMENDATION:**

That the Town Council HOLDS a PUBLIC HEARING to consider various applications from Town departments and/or local non-profit organizations for the 2016 Community Development Block Grant program.

That the Town Council ADOPTS a RESOLUTION authorizing the Town Manager to submit an application for funding of Community Development Block Grants to the Town and the designated non-profit agencies for qualifying projects and programs.

**SUMMARY:**

On April 19, 2016, the Planning Board considered requests for funding of CDBG projects and administrative expenses totaling of \$66,553. This year, the Town of Narragansett is limited by the State to a request of not more than \$150,000 in total.

The Planning Board voted to recommend approval of all the requests in priority order shown on the attached list, acknowledging the Town's housing rehabilitation request as being funded under the State set-aside, therefore not impacting the \$150,000 cap. Also, the Planning Board accepted and supported assigning \$5,000 of the Town's qualifying request to the Town of West Warwick for Cornerstone Adult Services, to administer their adult day health services as a "regional" activity.

Under State law a public hearing is required before the Town Council following Planning Board review, to take testimony from town staff and/or individual non-profit organizations requesting funds as a sub-recipient of the Town in order to fully understand each proposal.

Following the hearing the Town Council must deliberate to consider which, if any, applications they wish to advance to the State Office of Housing and Community Development. The Council will determine the amount of funding to request from the State and to which programs and projects they would direct them. The final decision must be made via resolution in order that the staff may promptly assemble and submit the Town's request by the May 13, 2016 deadline.

**ATTACHMENTS:**

1. List of requests from town & non-profit organizations (to date).
2. Planning Board Recommendation
3. Detailed back-up information for each request. (separate cover)
4. Draft Resolution

## **CDBG APPLICATIONS IN ORDER OF PRIORITY**

1. Town of Narragansett - Housing Rehabilitation	set aside
2. Town - Fair & Affordable Ed. Outreach	\$ 5,000
3. Jonnycake Center - Emergency Food Pantry	\$ 10,000
4. Domestic Violence Resource Center - Housing Services	\$ 4,053
5. Welcome House - Operational expenses	\$ 5,000
6. Cornerstone Adult Services	\$ 5,000
7. Kingstown Crossings	\$ 17,000
8. WARM Center - Employment Readiness Program	\$ 9,000
9. WARM Center - Job Training Program	\$ 5,000
10. Program Administration	<u>\$ 6,000</u>
<b>Total</b>	<b>\$ 66,553</b>



TOWN OF NARRAGANSETT  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
25 FIFTH AVENUE ~ NARRAGANSETT, RI 02882

To: Honorable Town Council

From: Narragansett Planning Board

Date: April 22, 2016

RE: 2016 CDBG Grant Recommendations

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Attached you will find a listing of the CDBG applicants for this year, which have met the submittal requirements and deadline. These applications were reviewed at the April 19, 2016 meeting of the Planning Board for compliance with national objectives as eligible activities regulated by the Housing and Community Development Act of 1974.

At that meeting the Planning Board took action to support all nine (9) applications and administrative costs at the requested amounts and in priority order as shown on the attached list.

The following action was taken upon close of discussion of the various applications:

**Upon Motion made by Mr. Indeglia and duly seconded by Dr. O'Neill the Planning Board voted to recommend approval** the following 2016 CDBG applications, pursuant to the order of priority set forth by the Community Development Staff, for applications #1 through #3, and applications #5 through #10. **Motion passes 5 to 0.**

(Ayes: Mr. Fleming, Dr. O'Neill, Mr. Glazer, Mr. Indeglia, and Mrs. Plaziak)

(Mr. Fleming recuses from discussion or vote on application by the Domestic Violence Resource Center)

**Upon Motion made by Mr. Indeglia and duly seconded by Mr. Glazer the Planning Board voted to recommend approval** of the Domestic Violence 2016 CDBG Application, in the order of priority being #4. **Motion passes 4 -0-1**

(Ayes: Dr. O'Neill, Mr. Glazer, Mr. Indeglia, and Mrs. Plaziak, Nays: none, Recused: Mr. Fleming)

This year, because the total requested funding does not exceed the Town's \$150,000 request cap, the Planning Board suggested no cuts. The Council may choose to endorse this list as provided or change the dollar amounts and/or priority order to reflect its conclusions of each application's relative merit.

**A RESOLUTION AUTHORIZING THE TOWN OF  
NARRAGANSETT TO SUBMIT AN APPLICATION FOR  
THE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT**

**WHEREAS**, funds are available under the Rhode Island Community Development Block Grant Program, administered by the Rhode Island Commerce Secretary / Office of Housing and Community Development; and,

**WHEREAS**, the Governor of the State of Rhode Island has authorized the Secretary of Commerce to disburse such funds; and,

**WHEREAS**, it is in the interest of the citizens of the Town of Narragansett that application be made to undertake a Small Cities Community Development Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Narragansett that the filing of this application for the amount of \$66,553 to implement the activities as specified and prioritized in Exhibit A attached hereto, is hereby authorized and that Jeffrey Ceasrine, Acting Town Manager, is hereby authorized and directed to file this application with the office of Housing and Community Development, to provide any additional information or documents required by said office, to make any assurances required in connection with this program, to execute an agreement with the State of Rhode Island and to otherwise act as the Representative of the Town of Narragansett in all matters relating to this application and any award which may be based upon this application.

Adopted this 2<sup>nd</sup> day of May, 2016

TOWN OF NARRAGANSETT

\_\_\_\_\_  
Matthew M. Mannix  
Town Council President

ATTEST:

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 01**

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

**Date Prepared:** March 15, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Jeffrey Ceasrine, Acting Town Manager  
**FROM:** Sean Corrigan, Acting Chief of Police  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Emergency Purchase of Lights and Sirens

**RECOMMENDATION:**

That the Town Council approves, ratifies and confirms the emergency purchase and installation of strobe lights and sirens to police vehicles 8 & 13, performed by Patrol Products Consortium, LLC (Patrol Data), in the amount of \$2,737.71.

**SUMMARY:**

Due to National Grid Electric work which requires police details with multiple patrol cars visible (as many as six (6) at any given time), the entire fleet is in use. It was determined that two cars which were going to be sold, were still able to be used for detail purposes as long as they have lights and sirens installed. (The equipment was initially stripped and put on the two new vehicles).

Once the cars were outfitted with the lights and sirens they were able to be put into the regular police detail rotation immediately.

The Acting Town Manager authorized the emergency purchase and installation and PO number 20164180 was issued to Patrol Products Consortium, LLC in the amount of \$2,737.74.

Funding is available in the Police Department Operating Account #0001511 50504, Vehicle Maintenance & Repair.

**ATTACHMENTS:**

1. Estimate #7237 from Patrol Data, dated 3/9/16
2. PO number 20164180.

# PATROL DATA

60 Alhambra Road, Suite 6  
Warwick, RI. 02886

## Estimate

Date	Estimate #
3/9/2016	7237

401 942 0044	www.patroldata.com
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Name / Address
Narragansett Police Dept Caswell St Narr. RI 02882

Project

Item	Description	Qty	Rate	Total
Narragansett Polic...	Code 3 RX2700 LED light bar. Bar was a showroom demo bar	1	700.00	700.00
Narragansett Polic...	Code 3 RX2700 LED light bar. Bar was a showroom demo bar	1	700.00	700.00
Cannon H-2209	Cannon Hide-a-way LED Color-Red	8	60.72	485.76
Installation Services	Installation & Service Install one light bar and 4 corner LED lights on Narr. PD detail cars	5.5	60.00	330.00
Installation Services	Installation & Service Install one light bar and 4 corner LED lights on Narr. PD detail cars	5.5	60.00	330.00
C-4014	100 Watt Siren	2	95.975	191.95
<b>Total</b>				<b>\$2,737.71</b>

5

REPRINT

# Purchase Order



Fiscal Year 2016 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.  
 Purchase Order # **20164180-00**

B I L L T O

TOWN OF NARRAGANSETT  
 ATTENTION: ACCOUNTS PAYABLE  
 25 FIFTH AVENUE  
 NARRAGANSETT, RI 02882

Delivery must be made within doors of specified destination.

V E N D O R

Patrol Products Consortium, LLC  
 60 Alhambra Road  
 Unit 6  
 Warwick RI 02886

S H I P T O

Police Department  
 40 Caswell Street  
 Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				16004727		Captain Perrin	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
03/16/2016	1729				Police Department		
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	Light bars for cruisers  The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading  Code 3 Light bars, 100 Watt Siren and LED lights w/ Installation. See Estimate #7237 dated 3/9/16. <b>0001511 - 50504</b> <span style="float: right;"><b>\$2,737.71</b></span>			1.0	EACH	\$2,737.710	\$2,737.71
<i>Department will place order.            Town Mgr has approved. Will have an A/R/C Agenda Item.</i>							

By Quon W. Gallagher  
 Purchasing Manager

ACCOUNTING COPY

Total Ext. Price	\$2,737.71
<b>PO Total</b>	<b>\$2,737.71</b>

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 02**

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

**Date Prepared:** April 13, 2016  
**Council Meeting Date:** May 16, 2016

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**TO:** Jeffrey Ceasrine, Acting Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Emergency Repairs to School Mini-Bus 4381

**RECOMMENDATION:**

That the Town Council approves, ratifies, and confirms the emergency repairs to Mini-Bus 4381, performed by Tasca Automotive Group, in the amount of \$4,439.17.

**SUMMARY:**

Recently, Mini-Bus 4381, a 2009 Ford E350 6.0 Diesel, and a front-line handicapped service vehicle for the school department was brought to Tasca Automotive Group for diagnosis of an issue. The 'check engine' lights were on, and the electrical system was shooting out multiple error codes and not running properly. Since the bus had undergone repairs at Tasca in January, it was decided to take it back there and see if those repairs had somehow caused this issue within the electrical system.

Tasca determined that the bus was in need of an EGR Cooler, Fuel Injector Module and an Oil Cooler. Our department concluded that it would be more cost effective for Tasca to perform the repairs on the bus, since it was already there and taken apart for the diagnosis.

Tasca provided a written estimate for parts and labor for this work in the amount of \$4,423.84. Acting Town Manager Ceasrine gave approval to issue an Emergency PO (20164509) in this amount so the repairs could be done in an expeditious manner and the Mini-bus could be put back in service.

As of this date, the Bus is 100% repaired and is back in service. Invoice 408370 has been received from Tasca Automotive Group in the amount of \$4,439.17.

Funding is available in the Public Works Fleet Maintenance Division Operating Account #0001735 50504, Vehicle Maintenance/Repair.

**ATTACHMENTS:**

1. April 4, 2016 Memo to ATM Ceasrine requesting authorization
2. Email approval from ATM
3. PO 20164509
4. Invoice 408370 from Tasca Automotive.

**TOWN OF NARRAGANSETT**  
**DEPARTMENT OF PUBLIC WORKS**  
INTER OFFICE MEMORANDUM

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**To: Jeff Ceasrine, Acting Town Manager/ Town Engineer**

**From: Steve Daignault, DPW Deputy Director**

**Subject: Emergency Repairs School Mini-Bus #4381**

**Date: April 4, 2016**

**Cc: Susan Gallagher, Purchasing Manager**

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Bus 4381 a 2009 Ford E350 6.0 Diesel Mini-Bus, that belongs to The Narragansett School Department. This bus is the front line handicapped service vehicle for the School Department. Bus 4381 is in need of an EGR Cooler, Fuel Injector Module, and an Oil Cooler. This has been determined by Tasca Automotive. The bus was repaired at Tasca on January 25, 2016 which is why it was brought back up there now because the check engine lights were on. It was shooting out multiple codes and not running right. Fleet was not sure if it had anything to do with the previous repairs or not so that is why the sent it back for diagnosis.

It has been determined by our Department that it would be more feasible to sub-contract this work out due to the amount of work that Fleet is currently back-logged with.

Fleet Maintenance has not obtained any quotes to repair the vehicle other than the one provided by Tasca in the amount of \$4,423.84. The quote is attached.

We are requesting your permission to complete the necessary emergency repairs to Bus 4381 and to use the services that would be provided by Tasca Automotive Group. I feel that it would be inefficient at this time to tow the bus all over the state for additional quotes. However if we have to then we will. Tasca Automotive Group has been working with us since and has developed a good relationship with our Fleet Maintenance Division and also has provided customer support.

Once work is complete and we receive the final invoice we will go forward with the Approve, Ratify, and Confirm paperwork for Council Approval on the respective Agenda.



# Quote

Name: NARRAGANSETT DPW MILEAGE 99,318

Date: 4/4/16 RO# 408370

Automotive Group West  
Cranston, RI

Advisor: RYAN Technician: 4655

Qty.	*Req. or Sugg.	Description	Time	\$\$ Labor	\$\$ Parts Each	\$\$ Parts Total	Parts & Labor Total
<b>Repair Items</b>							
1		DIAG AND REPLACE FUEL INJECTION CONTROL MODULE		\$360.00		\$746.75	<b>\$1,106.75</b>
1		EGR COOLER		\$1,920.00		\$505.57	
1		OIL COOLER				\$439.83	
1		EGR VALVE				\$241.38	
2		INTAKE RAILS			\$15.09	\$30.18	
1		OIL AND FILTER				\$69.00	
3		COOLANT			\$16.71	\$50.13	
1		RIGHT REAR BRAKE LAMP		\$15.00		\$1.50	<b>\$16.50</b>
		SHOP CHARGE AND DISPOSAL					<b>\$44.50</b>

Totals: \$2,295.00 ~~\$2,084.34~~

Customer Signature: \_\_\_\_\_

7% Tax parts only:

Total Quote Parts & Labor:

**\$4,423.84**

**From:** [Jeff Ceasrine](#)  
**To:** [Stephen Daignault](#)  
**Cc:** [Mike DiCicco](#); [Erin Haggarty](#); [Susan Gallagher](#)  
**Subject:** RE: Emergency Repair Mini-Bus 4381  
**Date:** Monday, April 04, 2016 5:49:14 PM

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Approved.

Jeffrey Ceasrine, P.E.  
Town Engineer\Acting Town Manager  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882  
401-782-0654

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**From:** Stephen Daignault  
**Sent:** Monday, April 04, 2016 3:18 PM  
**To:** Jeff Ceasrine  
**Cc:** Mike DiCicco; Erin Haggarty; Susan Gallagher  
**Subject:** Emergency Repair Mini-Bus 4381

Jeff,  
Please see attached and please let me know the answer so that work can be expedited.  
Thank You,

Stephen L. Daignault Jr.  
Narragansett Public Works  
Deputy Director  
Tree Warden  
260 Westmoreland St. East  
Narragansett, RI 02882  
401-782-0693; Fax 401-782-0694  
[sdaignault@narragansettri.gov](mailto:sdaignault@narragansettri.gov)



REPRINT

# Purchase Order

Fiscal Year 2016

Page 1 of 1

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

Purchase Order # **20164509-00**

**BILL TO**

TOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Delivery must be made within  
doors of specified destination.

**VENDOR**

Tasca Automotive Group Inc.  
1300 Pontiac Avenue  
Cranston RI 02920

**SHIP TO**

Public Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				16005096		Mini Bus 4381	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
04/05/2016	8791					Public Works	
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	Emerg Repair-MiniBus 4381  The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading  Emergency repairs to front-line Mini-bus. ATM approved estimate from Tasca. <b>0001735 - 50504</b> <span style="float: right;"><b>\$4,423.84</b></span>			4423.8	DLLR	\$1.000	\$4,423.84
<i>Emergency repairs needed for Mini-Bus 4381. Quote from            Tasca. See memo to ATM from Steve D as to why there is            only one quote. TM approval attached. Will prepare for            A-R-C for TC once repairs are complete.</i>							

By *Quon W. Zalleger*  
Purchasing Manager

ACCOUNTING COPY

Total Ext. Price	\$4,423.84
<b>PO Total</b>	<b>\$4,423.84</b>



**NARRAGANSETT DPW**  
 260 WESTMORELAND STREET  
 NARRAGANSETT, RI 02882

Home: 401-932-4700 Bus:

Cell:

Email:

\*INVOICE\*  
 |Header

Page 1 of 1

**TASCA AUTOMOTIVE GROUP, INC.**  
 1300 Pontiac Avenue  
 Cranston, RI 02920  
 Ford-Lincoln-Mercury-Mazda  
 Service: 401-681-1310  
 www.tasca.com

SERVICE ADVISOR: 4860 RYAN SOARES

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG	
YELLOW	09	FORD E450	1FDFE45P2 9DA22818	4381	99318 99318	T8726	
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
22JAN16			07:00 02APR16			CASH	07APR16
R.O. OPENED	READY	OPTIONS: W-COMP:W DLR:11D023 ENG:6.0 Liter					
14:05 01APR16	10:59 07APR16						

SECTION	OPCODE	TECH	TYPE	LIST	NET	TOTAL
<b>A</b>	<b>CUST STATES MIL ON AND HAS FICM CODES STORED PLEASE CHECK AND ADVISE</b>					
	99	PERFORMED DIAGNOSIS, REMOVED AND REPLACED FICM				
	4655	CPFT	hrs.		360.00	360.00
	1	4C3Z*12B599*ABRM REMAN MODULE - ENGINE CONTROL - EEC		746.75	746.75	746.75
	ENG REPLACED EGR AND OIL COOLERS, EGR VALVE, INTAKE RAILS AND CHANGED OIL AND FILTER					
	4655	CPFT	hrs.		1920.00	1920.00
	1	FL*2016* KIT - ELEMENT & GASKET - OIL F		29.43	29.43	29.43
	15	15W40GTX DIESEL OIL		2.89	2.89	43.35
	1	4C2Z*6766*BA CAP ASY - OIL FILLER		32.76	32.76	32.76
	1	4C3Z*9P456*AJ COOLER - EGR		505.57	505.57	505.57
	1	3C3Z*6A642*CA KIT		439.83	439.83	439.83
	1	5C3Z*9F452*ARM REMAN VALVE ASY - MODULATOR		241.38	241.38	241.38
	2	3C3Z*9439*AA GASKET - INTAKE MANIFOLD		15.09	15.09	30.18
	2	VC*7*B ANTI-FREEZE		16.71	16.71	33.42
	2	5088 CLEANER		3.00	3.00	6.00
	2	5088 CLEANER		3.00	3.00	6.00
	PARTS: 2114.67 LABOR: 2280.00 OTHER: 0.00				<b>TOTAL LINE A:</b>	<b>\$ 4394.67</b>
....99318 PULLED CODES AND DIAGED. FOUND FICM CODES ALONG WITH EGR ....CODES AND CONTRIBUTION CODES. FOUND FICM PRODUCING LOW VOLTAGE TO THE ....INJECTORS AND FOUND EGR COOLER BLOWN AND LEAKING INTO THE EXHAUST. ....REPLACED EGR COOLER, OIL COOLER, AND REPLACED FICM AND PERFORMED PCM ....UPDATE. ROAD TESTED AND IS OK AT THIS TIME						
<b>B</b>	<b>QCM PERFORM MULTI-POINT INSPECTION</b>					
	99P	QCM PERFORM MULTI-POINT INSPECTION (ck				
	4655	CPFT	hrs.		0.00	0.00
	YTIRE Your TIRES are starting to shows signs of					
	4655	CPFT	hrs.		0.00	0.00
	NBK BRAKES NOT INSPECTED AT THIS VISIT					
	4655	CPFT	hrs.		0.00	0.00
	GBATT BATTERY TEST GOOD					
	4655	CPFT	hrs.		0.00	0.00
	PARTS: 0.00 LABOR: 0.00 OTHER: 0.00				<b>TOTAL LINE B:</b>	<b>\$ 0.00</b>
MISC SUPPLIES 44.50						

|Spacer

*Customer Copy*

<p><b>We Need Your Survey</b></p> <p>• Were you <u>Completely Satisfied</u> with Tasca's service?</p> <p>• Would you <u>Definitely Recommend</u> Tasca for service?</p> <p>If yes, please remember to indicate that on your survey!!</p>	<p>STATEMENT OF DISCLAIMER</p> <p>The factory warranty constitutes all of the warranties with respect to the sale of this item/items. TASCA FORD hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. TASCA FORD neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.</p> <p>*Misc. charges includes hazardous waste removal when applicable, shop supplies, and/or admin. filing fee.</p>	<p>DESCRIPTION</p> <p>LABOR AMOUNT \$ 2280.00</p> <p>PARTS AMOUNT \$ 2114.67</p> <p>GAS, OIL, LUBE \$ 0.00</p> <p>SUBLET AMOUNT \$ 0.00</p> <p>*MISC. CHARGES \$ 44.50</p> <p>TOTAL CHARGES \$ 4439.17</p> <p>LESS INSURANCE \$ 0.00</p> <p>SALES TAX \$ 0.00</p>	<p>TOTALS</p> <p>\$ 4439.17</p>
	<p>CUSTOMER SIGNATURE</p>	<p>PLEASE PAY THIS AMOUNT</p> <p>\$ 4439.17</p>	

*The Tasca Family Commitment "You Will Be Satisfied"*

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 03**

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

**Date Prepared:** April 18, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeffrey Ceasrine, Acting Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Emergency Repairs to Parks Maintenance Vehicle 707

**RECOMMENDATION:**

That the Town Council approves, ratifies, and confirms the emergency repairs to Parks Maintenance Vehicle 707, performed by Tasca Automotive Group, in the amount of \$7,598.15.

**SUMMARY:**

Parks Maintenance Vehicle 707 came to Fleet Maintenance in March for troubleshooting of an engine fluid leak. While here, Fleet Maintenance mechanics discovered that the truck, a 2007 Ford F550 small dump truck, was in desperate need of new engine head gaskets. Due to the workload that Fleet Maintenance is currently dealing with, three quotes were obtained from outside vendors to perform the work, so the truck could be put back in service as quickly as possible.

Pascale Service Corporation's quote came to \$5,718.56, while Flood Ford Narragansett provided a quote in the amount of \$4,104.88. Tasca Automotive provided a quote in the amount of \$5,283.65, and given their ongoing excellent service record with us, we opted to have them do the repair work and the vehicle was towed to their facility. PO 20164401 was issued for this service.

Once it was there, and engine disassembled, Tasca determined that the truck was also in need of an EGR Cooler to extend the life of the engine. Tasca provided an additional written estimate for parts and labor for this work that brought their original estimate up to \$7,512.47. Acting Town Manager Ceasrine was apprised of the increase and gave approval to issue a change order to the existing purchase order so the repairs could be done in an expeditious manner and the vehicle could be returned to service.

As of this date, the Truck is 100% repaired and is back in service. Invoice 407416 has been received from Tasca Automotive Group in the amount of \$7,598.15.

Funding is available in the Public Works Fleet Maintenance Division Operating Account #0001735 50504, Vehicle Maintenance/Repair.

**ATTACHMENTS:**

1. March 25<sup>th</sup> & April 5<sup>th</sup>, 2016 Memos to ATM Ceasrine requesting authorization
2. April 5<sup>th</sup> Email approval from ATM

Emergency Repairs to Parks Maintenance Vehicle 707  
Council Meeting Date: May 2, 2016  
Page 2

3. Initial and revised quotes from Tasca
4. Invoice 407416 from Tasca
5. PO 20164401-02 (PO with change order).

**TOWN OF NARRAGANSETT**  
**DEPARTMENT OF PUBLIC WORKS**  
INTER OFFICE MEMORANDUM

---

**To: Jeff Ceasrine, Acting Town Manager/ Town Engineer**  
**From: Steve Daignault, DPW Deputy Director**  
**Subject: Emergency Repairs to Parks Vehicle #707**  
**Date: March 25, 2016**  
**Cc: Susan Gallagher, Purchasing Manager**

---

707 a 2007 Ford F550 dump truck that belongs to Parks Maintenance, is in need of new engine head gaskets as discovered by Fleet Maintenance.

It has been determined by our Department that it would be more feasible to sub-contract this work out due to the amount of work that Fleet is currently back-logged with.

Fleet Maintenance has obtained 3 quotes to repair the vehicle. They are as follows:

- |                                |              |
|--------------------------------|--------------|
| 1. Tasca Automotive Group      | \$5,283.65   |
| 2. Pascale Service Corporation | \$5,718.56   |
| 3. Flood Ford Narragansett     | \$4,104.88 + |

We are requesting your permission to complete the emergency repairs to Truck 707 and to use the services that would be provided by Tasca Automotive Group. The reason that we are requesting that the work be given to Tasca rather than the low quote submitted by Flood Ford is because of the terrible track record that Flood Ford has with us in terms of Service. In 2013 Rescue 1 was there for a month having the same type of service done and was a big inconvenience for the Fire Department as well as poor customer service on the part of Flood Ford. We hope to avoid this type of incidence again. Tasca Automotive Group has been working with us since then and has developed a good relationship with our Fleet Maintenance Division and also provided customer support.

Once work is complete and we receive the final invoice we will go forward with the Approve, Ratify, and Confirm paperwork for Council Approval on the respective Agenda.

Attachment: 3 Quotes

 3/25/16

**From:** [Jeff Ceasrine](#)  
**To:** [Stephen Daignault](#)  
**Cc:** [Steve Wright](#); [Mike DiCicco](#); [Tom Brown](#); [Erin Haggarty](#); [Susan Gallagher](#)  
**Subject:** RE: Parks 707 Updated Quote  
**Date:** Tuesday, April 05, 2016 12:21:13 PM

---

Approved (reluctantly). There is no money to replace the truck and Steve needs this one back on the road.

Jeffry Ceasrine, P.E.  
Town Engineer\Acting Town Manager  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882  
401-782-0654

---

**From:** Stephen Daignault  
**Sent:** Tuesday, April 05, 2016 7:33 AM  
**To:** Jeff Ceasrine  
**Cc:** Steve Wright; Mike DiCicco; Tom Brown; Erin Haggarty; Susan Gallagher  
**Subject:** Parks 707 Updated Quote

Jeff,

Please see the attached updated quote for the Parks 707 small dump, after they got into it they found more that needs to be done. Additionally it needs an oil cooler, EGR cooler and associated hardware and labor. The truck probably isn't worth it, and it needs a new dump body but I am sure that Steve needs the truck and does not have money to replace the truck with.

Please advise if you would like to continue to proceed with repairs.

**Stephen L. Daignault Jr.**  
**Narragansett Public Works**  
**Deputy Director**  
**Tree Warden**  
**260 Westmoreland St. East**  
**Narragansett, RI 02882**  
**401-782-0693; Fax 401-782-0694**  
**[sdaignault@narragansettri.gov](mailto:sdaignault@narragansettri.gov)**



Revised quote

PO 20164441-02



Quote

Name: NARRAGANSETT DPW MILEAGE 53,043  
 Date: 4/4/16 RO# 07 F-550  
 Advisor: 4860 Technician: 230

Automotive Group West  
Cranston, RI

Qty	Part or Shop	Description	Unit	\$\$ Labor	\$\$ Parts Estimate	\$\$ Parts Total	Parts & Labor Total
<b>Repair Items</b>							
2		REPLACE CYLINDER HEADGASKETS		\$3,850.00	\$197.04	\$395.88	
2		CYLINDER HEAD AND ROCKER ARM CARRIER GASKETS			\$34.57	\$69.14	
8		INJECTOR ORINGS			\$6.19	\$49.04	
		OIL AND FILER CHANGE				\$69.95	
		COOLANT				\$46.00	
		MISC. HARDWARE, GASKETS, FLUID				\$250.00	
1		OIL COOLER				\$439.83	
1		EGR COOLER				\$505.57	
2		RAIL PLUGS			\$22.84	\$45.68	
1		HIGH PRESSURE STC FITTINGS			\$65.03	\$65.03	
2		STAND RIPES			\$70.00	\$140.00	
1		(POSSIBLE TURBO)				\$1,542.85	
				\$3,850.00		\$2,075.12	
		SHOP CHARGE AND DISPOSAL					\$44.50

Totals: X

7% Tax parts only:  

Customer Signature: \_\_\_\_\_

Total Quote Parts & Labor:

**\$5,969.62 - \$7,512.47**



\*INVOICE\*  
Header

Page 1 of 2

**NARRAGANSETT DPW**  
260 WEST MORELAND STREET  
NARRAGANSETT, RI 02882

Home: 401-932-4700 Bus:

Email:

Cell:

TASCA AUTOMOTIVE GROUP, INC.  
1300 Pontiac Avenue  
Cranston, RI 02920  
Ford-Lincoln-Mercury-Mazda  
Service: 401-681-1310  
www.tasca.com

**SERVICE ADVISOR: 4860 RYAN SOARES**

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG	
	07	FORD F550 PICKUP	1FDAX57PX 7EB39111		53043 53043	T2616	
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PG. NO.	BATE	PAYMENT	INV. DATE
05FEB07			16:00 15APR16			CASH	14APR16
R.O. OPENED	READY	OPTIONS: W-COMP:W DLR:11D023 ENG:6.0_Liter					
13:00 25MAR16	12:20 14APR16						

SECTION	OPCODE	TECH	TYPE	LIST	NET	TOTAL
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**A TOW IN BLOWN HEAD GASKETS**

99 REMOVED AND REPLACED HEADGASKETS, EGR AND OIL COOLERS, TURBOCHARGER, STC FITTINGS, AND RELATED GASKETS

QTY	CPFT	hrs.	DESCRIPTION	LIST	NET	TOTAL
230					3850.00	3850.00
2	3C3Z*6584*AA		GASKET - VALVE ROCKER ARM COV	34.57	34.57	69.14
1	4C3Z*9B246*F		KIT	65.03	65.03	65.03
2	*W302908*		HARDWARE - MISCELLANEOUS	22.84	22.84	45.68
1	4C3Z*9P456*AJ		COOLER - EGR	505.57	505.57	505.57
1	3C3Z*6A642*CA		KIT	439.83	439.83	439.83
8	3C3Z*9229*AA		KIT - "O" RING	6.13	6.13	49.04
1	5C3Z*6K882*CCRM		REMAN TURBOCHARGER ASY	1542.85	1542.85	1542.85
1	3C3Z*7A228*BC		TUBE - OIL FILLER	41.38	41.38	41.38
2	3C3Z*9439*AA		GASKET - INTAKE MANIFOLD	15.09	15.09	30.18
4	*W302352*		HARDWARE - MISCELLANEOUS	1.92	1.92	7.68
4	*W300061*		NUT - LOCKING	8.02	8.02	32.08
1	*391008*S		SEAL	2.32	2.32	2.32
1	F81Z*9278*AA		SWITCH ASY - OIL PRESSURE	33.43	33.43	33.43
2	6C3Z*6051*AA		GASKET - CYLINDER HEAD	197.94	197.94	395.88
1	5C3Z*9F452*ARM		REMAN VALVE ASY - MODULATOR	241.38	241.38	241.38
1	3C3Z*9J469*AA		GASKET	3.24	3.24	3.24
1	3C3Z*9T517*AG		KIT - PRESSURE REGULATOR	84.93	84.93	84.93
1	8287		CLAMP	2.10	2.10	2.10
1	FL*2016*		KIT - ELEMENT & GASKET - OIL F	29.43	29.43	29.43
15	15W40GTX		DIESEL OIL	2.89	2.89	43.35
3	VC*7*B		ANTI-FREEZE	16.71	16.71	50.13

PARTS: 3714.65 LABOR: 3850.00 OTHER: 0.00 TOTAL LINE A: \$ 7564.65

....53043 HEAD GASKETS DISASSEMBLE ENGINE REPLA HEAD GASKETS, EGR AND OIL COOLERS, EGR VALVE, STEAM CLEAN INTAKE MANIFOLD, WHILE APART FOUND OIL SENDER LEAKING-REPLA, FUEL PRESSURE REGULATOR COVER LEAKING-INSTALL UPDATE KIT, TRANS DIPSTICK TUBE AND EXHAUST STUDS BADLY RUSTED-REPLA, INSTALL UPDATED STC FITTING AND HIGH PRESSURE PLUGS, FOUND DURING TURBO INSPECTION EXCESSIVE RUST AND VANES FROZEN-REPLA TURBO ASSY- REASSEMBLE, CHANGE OIL AND FILTER, WASH ENGINE AND TEST DRIVE-OK

**B QCM PERFORM MULTI-POINT INSPECTION (ck battery)**

QTY	CPFT	hrs.	DESCRIPTION	LIST	NET	TOTAL
230					0.00	0.00
			GTIRE Tire Inspection was performed and are "OK"			
230					0.00	0.00
			GBATT BATTERY TEST GOOD			
230					0.00	0.00

**We Need Your Survey**

- Were you Completely Satisfied with Tasca's service?
- Would you Definitely Recommend Tasca for service?

If yes, please remember to indicate that on your survey!!

**STATEMENT OF DISCLAIMER**

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. TASCA FORD hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. TASCA FORD neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.  
\*Misc. charges includes hazardous waste removal when applicable, shop supplies, and/or admin. filing fee.

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
*MISC. CHARGES	
TOTAL CHARGES	
LESS INSURANCE	0.00
SALES TAX	
PLEASE PAY THIS AMOUNT	

CUSTOMER SIGNATURE

*The Tasca Family Commitment "You Will Be Satisfied"*

mer Number: 40193247

Invoice No: 407416



\* INVOICE \*  
| Header

Page 2 of 2

TASCA AUTOMOTIVE GROUP, INC.  
1300 Pontiac Avenue  
Cranston, RI 02920  
Ford-Lincoln-Mercury-Mazda  
Service: 401-681-1310  
www.tasca.com

NARRAGANSETT-DPW  
260 WESTMORELAND STREET  
NARRAGANSETT, RI 02882

Home: 401-932-4700 Bus:

Cell:

Email:

SERVICE ADVISOR: 4880 RYAN SOABER

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG	
	07	FORD F550 PICKUP	1FDAX57PX 7EB39111		53043 53043	T2616	
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
05FEB07			16:00 15APR16			CASH	14APR16
R.O. OPENED	READY	OPTIONS: W-COMP:W DLR:11D023 ENG:6.0_Liter					
13:00 25MAR16	12:20 14APR16						
SECTION	OPCODE	TECH	TYPE	LIST	NET	TOTAL	

NBK BRAKES NOT INSPECTED AT THIS VISIT

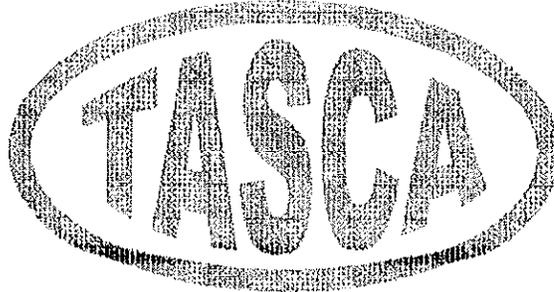
230 CPFT hrs.

PARTS: 0.00  
MISC SUPPLIES 33.50

LABOR: 0.00  
OTHER: 0.00

TOTAL LINE B: \$ 0.00  
\$ 0.00

| Spacer



Customer Copy

### We Need Your Survey

- Were you Completely Satisfied with Tasca's service?
- Would you Definitely Recommend Tasca for service?

If yes, please remember to indicate that on your survey!!

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\*Misc. charges includes hazardous waste removal when applicable, shop supplies, and/or admin. filing fee.

CUSTOMER SIGNATURE

DESCRIPTION	TOTALS
LABOR AMOUNT	\$ 3850.00
PARTS AMOUNT	\$ 3714.65
GAS, OIL, LUBE	\$ 0.00
SUBLET AMOUNT	\$ 0.00
*MISC. CHARGES	\$ 33.50
TOTAL CHARGES	\$ 7598.15
LESS INSURANCE	\$ 0.00
SALES TAX	\$ 0.00
PLEASE PAY THIS AMOUNT	\$ 7598.15

The Tasca Family Commitment "You Will Be Satisfied"



REPRINT

# Purchase Order

Fiscal Year 2016 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	<b>20164401-02</b>

**B  
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TOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Delivery must be made within doors of specified destination.

**V  
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R**

Tasca Automotive Group Inc.  
1300 Pontiac Avenue  
Cranston RI 02920

**S  
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Public Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				16004963		PR 707	
Date Ordered		Vendor Number		Date Required		Freight Method/Terms	
03/28/2016		8791				Public Works	
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	<p>Engine head gaskets, PR 707</p> <p>The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading</p> <p>Necessary repairs to engine head gaskets on Ford truck, per attached quote. 4-5-16 See attached updated quote from Tasca <b>0001735 - 50504</b> <b>\$7,512.47</b></p> <p><i>Necessary repairs to engine head gaskets on PR 707 that Fleet Maint is unable to perform. 3 quotes for repairs obtained: Flood Ford (\$4,104.88); Tasca (\$5,283.65) &amp; Pascale (\$5,718.56). TM approved sending unit to Tasca (2nd lowest quote), on recommendation of S. Daignault, due to prior poor service from low bidder Flood Ford. (See attached memo and quotes). Going before TC as a/r/c. 4-5-16 While the engine was in pieces, Tasca found more work that needs to be done. Steve D recommended letting them do it, rather than try and tow the vehicle around to get other quotes. ATM approved it. Documentation attached.</i></p>	7512.5	DLLR	\$1.000	\$7,512.47		

By *Quon W. Jalligter*  
Purchasing Manager

ACCOUNTING COPY

Total Ext. Price	\$7,512.47
<b>PO Total</b>	<b>\$7,512.47</b>

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 04

Amend No.         

**Date Prepared:** April 20, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Towers Antique Car Show

**RECOMMENDATION:**

That the Town Council approves the Friends of the Historic Tower's request for an Antique Car Show at Veterans Memorial Park on Thursday, September 15, 2016 from 3:00 pm to 6:00 pm, subject to state and local laws.

**SUMMARY:**

The Friends of the Historic Tower's has requested to host an Antique Car Show Event at Veterans Memorial Park from 3:00 pm to 6:00 pm on Thursday, September 15, 2016. The event will consist of 10 to 15 antique automobiles exhibited at Veterans Memorial Park. There will be no other vendors on site. This is a pre-event to the "Mrs. Hanan's Annual Village Ball" dinner from 7 pm to 11:00 pm in the Towers with cocktails in the courtyard from 6:00 pm to 7:00 pm during Gansett Days. A certificate of insurance will be provided to the town in advance of the event with the Town of Narragansett listed as additionally insured.

**ATTACHMENTS:**

1. Parks and Recreation Facility Use Form



Narragansett Parks & Recreation

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

Re: Veteran's Park

Organization (If applicable): The Towers  
Contact Person: Kate Vivian Phone: 401-261-5644 Fax: \_\_\_\_\_  
Email: kate@thetowersri.com  
Address: PO Box 3330 Town: Narragansett Zip: RI 02874

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

Event: Dinner, Car Show (Antique 1916) Number of Participants: 10-15  
Dates: Thursday 9/15/16 Start Time: 3 pm End Time: 6 pm

Please give a brief description of your event (Please attach further documentation if needed):  
Antique Car Show in the Park next to The Towers.  
Pre-event to our "Mrs Hanover's Annual Village Ball"  
dinner in the Towers. Cocktails in the Courtyard 6-7 pm  
Dinner inside 7-11 pm

**Requested Facility(s)**

<input type="checkbox"/> Big Sprague	<input type="checkbox"/> Tennis Building
<input type="checkbox"/> Clarke Road	<input type="checkbox"/> Christofaro Park
<input type="checkbox"/> Little Sprague	<input type="checkbox"/> George C
<input type="checkbox"/> Boon Street	<input type="checkbox"/> Town Beach
<input type="checkbox"/> Eastwood Look	<input checked="" type="checkbox"/> Other <u>Veteran's Park</u>
<input type="checkbox"/> Lights will be needed at the facility I am requesting	

**Area(s) Requested**

<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Basketball Court
<input type="checkbox"/> Lower Soccer Field	<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Upper Soccer Field	<input type="checkbox"/> 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: \_\_\_\_\_  
Signature: Kate Vivian, Towers Coordinator Date: 4/19/16  
Director's Signature: [Signature] Date: 4/20/16

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 05**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** April 20, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeffrey Ceasrine, Interim Town Manager

**FROM:** Laura Kenyon, Finance Director

**SUBJECT:** Real Estate and Motor Vehicle Abatements

**RECOMMENDATION:**

That the Town Council approves the list of Real Estate abatements in the amount of \$1,063.58 and the list of Motor Vehicle abatements in the amount of \$674.04.

**SUMMARY:**

This Real Estate abatement concerns:

- (1) An application for an unbuildable lot was filed and reviewed by the Town Engineer. An adjustment to the assessed value was made to the property and this change will be applied to 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.

**SUMMARY:**

This Motor Vehicle abatement concerns:

- (1) Sufficient evidence was provided to the Tax Assessor's office showing documentation that a motor vehicle was registered in another state. The number of days was adjusted and an abatement was generated for the change in days for the 2015 tax period.

The abatement process involves corrections that are found as a matter of our daily tasks. Our office, the motor vehicle owner, or the Department of Motor Vehicles may require a change to the motor vehicle upon review.

**ATTACHMENT:** Copy of spreadsheet for real estate & motor vehicle abatements.





**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 06**

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

**Date Prepared:** April 21, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeffrey Ceasrine, PE, Acting Town Manager

**FROM:** Susan W. Gallagher, Purchasing Manager

**SUBJECT:** Contract Extensions (2) – Miscellaneous Repair & Construction for the Water Division as well as the Wastewater Division/Public Works Department

**RECOMMENDATION:**

That the Town Council approves the two contract extensions for Miscellaneous Repair and Construction; one for the Water Division and one for the Wastewater Division/Public Works Department for a one-year period with George Sherman Sand & Gravel Company, Inc. at their quoted prices and rates, under the same terms and conditions as the previous year.

**SUMMARY:**

This miscellaneous repair contracts are mostly used by the Water Division, Wastewater Division, and Public Works Department for emergency and programmed utility, road, and site work projects. These contracts include rates for labor, equipment use, and materials. George Sherman Sand & Gravel Company, Inc. has held this contract for many years, and the departments are satisfied with their pricing and performance. The extension period for both contracts is: January 1, 2016 – December 31, 2016.

Town Council awarded the original bid(s) on December 3, 2012. At the time of the solicitation, George Sherman was the only bidder to respond. Town Council approved the last one-year contract extension on April 6, 2015.

Funding is available in the appropriate department's operating or capital projects account.

**ATTACHMENTS:**

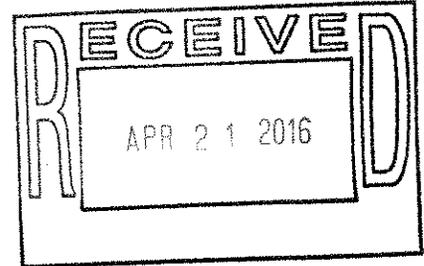
1. April 13, 2016 letter of extension, signed by George Sherman Sand & Gravel Co.
2. Spreadsheet showing the original bid results; B13010 (Water Div.)
3. Spreadsheet showing the original bid results; B13011 (Wastewater/P.Works).



Town of Narragansett

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

April 13, 2016



George Sherman Sand & Gravel Co., Inc.  
881 Curtis Corner Road  
Wakefield, RI 02879

ATTN: Deborah Sherman Quigley, President

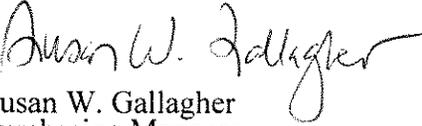
Re: Bid – Miscellaneous Repair & Construction for Water and Wastewater/Public Works (2 bids)

Dear Deb,

The Narragansett Town Council awarded the reference bids to your company on December 3, 2012 and approved contract extensions through December 31, 2015. Within the contract documents, there is a provision to extend the contract time annually, at no change in the bid prices or the contract terms. This extension requires both your agreement and ours.

The Town of Narragansett would like to extend both of these contracts for Miscellaneous Repair & Construction for the period January 1, 2016 through December 31, 2016, pending Town Council approval and indication of your approval below. If you are in agreement with these extensions at the current bid prices, please sign below as indicated. If you are not interested in these extensions, please indicate below as well. After you have indicated your preference, please return this signed letter to me. Thank you for your cooperation in this matter.

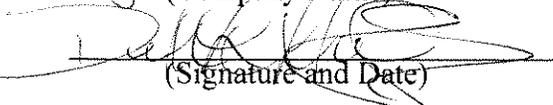
Sincerely,

  
Susan W. Gallagher  
Purchasing Manager

SG/L16021

George Sherman Sand & Gravel Co., Inc.  
(Company Name)

hereby **agrees** to extensions of the contracts for the period through December 31, 2016.

  
(Signature and Date)

4-21-16

Or

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

hereby **declines** extensions of the contracts for the period through December 31, 2016.

\_\_\_\_\_  
(Signature and Date)

Town of Narragansett, RI  
Miscellaneous Repair and Construction: Water System, B13010  
Water Div/Engineering Department  
Bid Opening - Wednesday, November 7, 2012 - 10:30 am

Item	Estimated Quantity	Vendor 1 George Sherman Sand & Gravel Co., Inc. Unit Cost	Vendor 1 Exten. Cost
1. Construction Labor:		-----	
1A. Laborer	100 Mhrs	\$40.00	\$4,000.00
1B. Foreman	100 Mhrs	\$100.00	\$10,000.00
1C. Equipment Operator	100 Mhrs	\$65.00	\$6,500.00
1D. Truck Driver	100 Mhrs	\$65.00	\$6,500.00
1E. Certified Flagger	100 Mhrs	\$55.00	\$5,500.00
<i>Subtotal:</i>			<i>\$32,500.00</i>
2. Construction Materials:		-----	
2A. 3/4" crushed stone	200 Cy	\$25.00	\$5,000.00
2B. Common borrow	500 Cy	\$10.00	\$5,000.00
2C. Bank run gravel	500 Cy	\$10.00	\$5,000.00
2D. Processed gravel	500 Cy	\$18.00	\$9,000.00
2E. Screened loam 4"	100 Sy	\$5.00	\$500.00
2F. Temp. asphalt patch	300 Sy	\$20.00	\$6,000.00
2G. Perm. Asphalt patch	300 Sy	\$30.00	\$9,000.00
2H. Batch-mixed concrete	50 Cy	\$100.00	\$5,000.00
<i>Subtotal:</i>			<i>\$44,500.00</i>
3. Construction Equipment:		-----	
3A. Backhoe/loader	100 Hrs	\$35.00	\$3,500.00
3B. Excavator	100 Hrs	\$85.00	\$8,500.00
3C. Dump Truck	100 Hrs	\$30.00	\$3,000.00
3D. Pick-up truck	100 Hrs	\$0.00	\$0.00
3E. Utility truck	100 Hrs	\$10.00	\$1,000.00
3F. Air compressor	100 Hrs	\$25.00	\$2,500.00
3G. Pipeline Tapping	100 Hrs	\$0.00	\$0.00
3H. Pavement saw	100 Lf	\$1.50	\$150.00
<i>Subtotal:</i>			<i>\$18,650.00</i>
<b>Total: Items 1 - 3</b>			<b>\$95,650.00</b>
4. % markup for outside contracted services	%		10%

Town of Narragansett, RI

Miscellaneous Repair and Construction: VVW and General PW Systems, B13011

VVW Div/Engineering Department

Bid Opening - Wednesday, November 7, 2012 - 11:30 am

Item	Estimated Quantity	Vendor 1 George Sherman Sand & Gravel Co., Inc. Unit Cost	Vendor 1 Exten. Cost
<b>1. Construction Labor:</b>			
1A. Laborer	100 Mhrs	\$40.00	\$4,000.00
1B. Foreman	100 Mhrs	\$100.00	\$10,000.00
1C. Equipment Operator	100 Mhrs	\$65.00	\$6,500.00
1D. Truck Driver	100 Mhrs	\$65.00	\$6,500.00
1E. Certified Flagger	100 Mhrs	\$55.00	\$5,500.00
<i>Subtotal:</i>			<i>\$32,500.00</i>
<b>2. Construction Materials:</b>			
2A. 3/4" crushed stone	200 Cy	\$25.00	\$5,000.00
2B. Common borrow	500 Cy	\$10.00	\$5,000.00
2C. Bank run gravel	500 Cy	\$10.00	\$5,000.00
2D. Processed gravel	500 Cy	\$18.00	\$9,000.00
2E. Screened loam 4"	100 Sy	\$5.00	\$500.00
2F. Temp. asphalt patch	300 Sy	\$20.00	\$6,000.00
2G. Perm. Asphalt patch	300 Sy	\$30.00	\$9,000.00
2H. Batch-mixed concrete	50 Cy	\$100.00	\$5,000.00
<i>Subtotal:</i>			<i>\$44,500.00</i>
<b>3. Construction Equipment:</b>			
3A. Backhoe/loader	100 Hrs	\$35.00	\$3,500.00
3B. Excavator	100 Hrs	\$85.00	\$8,500.00
3C. Dump Truck	100 Hrs	\$30.00	\$3,000.00
3D. Pick-up truck	100 Hrs	\$0.00	\$0.00
3E. Utility truck	100 Hrs	\$10.00	\$1,000.00
3F. Air compressor	100 Hrs	\$25.00	\$2,500.00
3G. 6" Trash pump	100 Hrs	\$50.00	\$5,000.00
3H. Pavement saw	100 Lf	\$1.50	\$150.00
<i>Subtotal:</i>			<i>\$23,650.00</i>
<b>Total: Items 1 - 3</b>			<b>\$100,650.00</b>
4. % markup for outside contracted services	%		10.00%

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 07**

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

**Date Prepared:** April 8, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Purchase of Basketball Equipment for Domenic Christofaro Park

**RECOMMENDATION:**

That the Town Council approves the purchase of "Basketball Equipment" to replace the backboard vandalized on February 1, 2016 at Domenic Christofaro Park from O'Brien & Sons, Inc., in the amount of \$2,719.00.

**SUMMARY:**

One of the two BSN Sports Ultimate Glass Basketball Backboards was vandalized on February 1, 2016 at Domenic Christofaro Park by vandals with boulders. This is the second time this basketball backboard was vandalized in two years. The Narragansett Police were contacted and Incident Report # 16-92-OF is attached for documentation. The Town's Insurance Company, The RI Interlocal Trust was also contacted and a claim has been filed with a \$2500.00 deductible. The purchase is to replace both backboards with two lifetime steel backboards, in white. The Request for Quotation (RFQ) was for the purchase of one Bison Ultimate Fixed Height Basketball system as well as one Bison Ultimate Steel Backboard.

RFQ's were solicited and posted on the Town of Narragansett and State Purchasing Division websites. Five vendors were solicited and six responded. The attached spreadsheet lists the results from the solicitation. The lowest quote, from CB Seating, Inc. was for an alternate (sub) product (not the Bison brand the department specified).

Funding is available in the Parks & Recreation Programs Operating Account #1830 50353, Basketball.

**ATTACHMENTS:**

1. April 6, 2016 solicitation spreadsheet for bid opening
2. Narragansett Police Incident Report 16-92-OF.





NARRATIVE FOR PATROL JOSEPH M FERLE

Ref: 16-92-OF

Entered: 02/01/2016 @ 1022      Entry ID: F5557  
Modified: 02/01/2016 @ 1435      Modified ID: F5557  
Approved: 02/01/2016 @ 1449      Approval ID: 8247

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**Source of Activity:**

On 02/01/2016 at approximately 1000 hours, I, Ptlm. Ferle handled a walk-in complaint regarding a vandalism which reportedly occurred over the weekend at Christofaro Park, located at 1160 Boston Neck Road. The reporting party identified himself as Joe Harvey, Foreman of the Narragansett Parks & Rec. Department.

**Officer's Observations:**

Harvey stated the glass back board of the basketball hoop on the upper court's north side had been shattered. He stated he was notified of the vandalism by Ray DeFalco on 01/30/2016 at approximately 2000 hours. Harvey stated the basketball hoop will cost \$3,500 to replace. The Narragansett Parks and Recreation Department took photographs of the damage. They wished to have this matter documented for insurance and their vandalism records.

There are no suspects at this time.

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**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 08

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

Date Prepared: April 19, 2016  
Council Meeting Date: May 2, 2016

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**TO:** The Honorable Town Council  
**FROM:** Susan Cicilline-Buonanno, President Pro Tem  
**SUBJECT:** Recognition of Boards and Commission

**RECOMMENDATION:**

That the Town Council awards a contract for catering services for the Gratitude Gathering Event to West Bay Gourmet in the amount of \$2,742.50 and further authorizes the expenditure of that amount from the Town's Contingency Fund to pay for the recognition celebration for the individuals that serve on the Boards and Commissions by having an appreciation dinner or gathering.

**SUMMARY:**

At the Town Council meeting of January 4, 2016, the idea of having recognition event for all the volunteers on the town's Boards, Commissions and Committees was discussed. The volunteer members of these groups offer valuable time and expertise to the Town in many areas, and allow for the business of the Town to be conducted in an efficient and professional manner.

I am proposing that this event, called "Gratitude Gathering" be held on June 16, 2016 from 6:00 to 8:00 PM at the Kinney Bungalow at Sunset Farm. West Bay Gourmet has provided a proposal for catering services (see attached).

Funding will have to be authorized from the Town's Contingency Fund. As discussed at the recent budget work session, similar funding has been added to the Town Council's operating budget for FY2016-17 for a follow-up event next year.

**ATTACHMENT:**

1. Proposal from West Bay Gourmet (04/12/16)



**W B G**  
Fine Catering and Event Design

889 Boston Neck Road, Narragansett, RI 02882  
401-789-9229 wbgfinecatering.com

To: Tom Tessitore

[ttessitore@narragansetttri.gov](mailto:ttessitore@narragansetttri.gov)

Event: Gratitude Cocktail Party on June 16<sup>th</sup> at Kinney Bungalow

Estimated Guest Count: 150

Guest Arrival: 6PM

WBG to provide all paper products/plasticware

QUOTE 4.12.2016

Proposed Menu

Stationary Hors d'oeuvres

Artisan Cheese and Fruit Tray with Crackers

Crudités Basket with Fresh Herb Dip

Passed Hors d'oeuvres

Miniature Crab Cakes with Creole Remoulade

Bruschetta with Fresh Herb Pesto, Tomato and Chèvre

Mushroom Caps with Sausage and Béchamel

Flatbread with Caramelized Onions and Gorgonzola

Cucumber Round with Boursin & Red Pepper

Ginger Peanut Glazed Chicken Satay

Asparagus and Fontina en Phyllo

Cost:\$13.95/pp

Staffing

1 Chef for 4 Hours

\$100.00

5 Servers for 4 Hours

\$400.00

Suggested Gratuity

\$150.00

Staffing Total

\$650.00

WBG to provide a Cash Bar, each guest to receive 1 ticket for a free beer/wine.

Thank You for choosing WBG Fine Catering & Event Design!

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 09**

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

**Date Prepared:** April 19, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeffry Ceasrine, PE, Acting Town Manager/Town Engineer  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid – Sign Poles

**RECOMMENDATION:**

That the Town Council awards the bid for “Sign Poles” to the lowest bidder, Traffic Signs & Safety, Inc. at their unit costs of \$15.35 for 10’ green u-channel poles and \$7.80 for 4’ galvanized u-channel poles for a one-year period, ending May 2, 2017.

**SUMMARY:**

This bid is for the purchase of u-channel sign poles in two lengths used by the Sign Shop in the Department of Public Works. The poles will be ordered by the Public Works Department as needed. The one-year contract period is May 3, 2016 - May 2, 2017.

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

Funding is available in the Public Works Highway Division Operating Account, 1730 0509, Roadway Maintenance and Repair.

**ATTACHMENTS:**

1. April 13, 2016 solicitation spreadsheet for bid opening.

Town of Narragansett, RI  
 Sign Poles - B16025  
 Public Works Department

Bid Opening - Wednesday, April 13, 2016 - 12:00 pm

Sign poles contract period: May 3, 2016 - May 2, 2017

Item	Vendor 1			Vendor 2		Vendor 3	
	Liddell Brothers, Inc.	Atlantic Highway Sign Co	Traffic Signs & Safety, Inc.	Atlantic Highway Sign Co	Traffic Signs & Safety, Inc.	Atlantic Highway Sign Co	Traffic Signs & Safety, Inc.
1. 21 Lb per ft green u-channel sign poles:	---	---	---	---	---	---	---
A. 10 foot long	\$23.00	\$17.24	\$15.35				
2. 3 Lb per ft galvanized u-channel sign poles:	---	---	---	---	---	---	---
A. 4 foot long	\$16.00	No Bid	\$7.80				
<b>TOTAL - Items 1 and 2</b>	<b>\$39.00</b>	<b>\$17.24</b>	<b>\$23.15</b>				

B16025/SG

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 10**

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

**Date Prepared:** April 14, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid - Purchase of Hudson Brothers Trailer

**RECOMMENDATION:**

That the Town Council awards the bid for the "Purchase of One Hudson Brothers Trailer" for the Parks Department to ATS Equipment of RI, in the amount of \$6,295.00.

**SUMMARY:**

This bid was for the purchase of one (1) Hudson Brothers Pro Series "medium duty deckover" trailer with 4.4 ton capacity and several options, to be used for the daily landscaping responsibilities of the Parks Maintenance Division throughout town. The new trailer will provide the option to tow both the new John Deere wing mower and other 2-Trac mowers simultaneously, saving valuable operating hours and gaining efficiency. This new trailer is safer and more versatile in operation by providing the operator the ability to load all of the equipment on the dual-wide loading ramp.

The 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 four responded. The attached spreadsheet lists the results from the solicitation.

Funding is available in the Parks and Recreation Capital Projects Account # 200810 57071, Equipment Replacement.

**ATTACHMENTS:**

1. April 13, 2016 solicitation spreadsheet for bid opening.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** April 21, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid - Paver Walkways at Kinney Bungalow

**RECOMMENDATION:**

That the Town Council awards the bid for "Paver Walkways at Kinney Bungalow" to the lowest bidder, Farrell Landscaping, in the total amount of \$9,700.00.

**SUMMARY:**

This bid is for two new paver walkways at Kinney Bungalow (KB) to replace two existing walkways that are in poor condition. The KB building is a special event venue with access to and from the building and grounds from the driveway walkway and event lawn area walkway. Both walkways are in a state of deterioration and need of repair for safety and for the success and enhancement of the venue. The bid consisted of two (2) phases to replace the walkways. Phase 1 is for the replacement of the walkway in the front and Phase 2 is for the replacement of the walkway located on the south side of the building. The job includes all labor and materials to replace the two walkways.

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

Funding is available in the Kinney Bungalow Operating Account # 0502 50508, Grounds Maintenance.

**ATTACHMENTS:**

1. April 21, 2016 solicitation spreadsheet for bid opening.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 12**

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

**Date Prepared:** April 14, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Rescind and Award of bid – Rental of Tables, Chairs and Tents for KB and NBC

**RECOMMENDATION:**

That the Town Council rescinds the award from Liberty Rentals and awards the bid for the “Rental of Tables, Chairs, and Tents” for Kinney Bungalow and the North Beach Clubhouse to the lowest bidder, A & E Event Rentals, Inc. for a one-year period, ending April 11, 2017.

**SUMMARY:**

Last spring, we solicited bids for the “Rental of Tables, Chairs, and Tents” for the Towers as well as Kinney Bungalow (KB) and North Beach Clubhouse (NBC). The bid was dual-awarded by Town Council on April 6, 2015 (Liberty Rentals for KB and NBC and Rentals Unlimited for the Towers). Since that time, Liberty Rentals has decided to terminate their chair, table, and tent rental business. Therefore, we solicited new bids for the rental of tables, chairs, and tents for use at events held at Kinney Bungalow and the North Beach Clubhouse only. The award to Rentals Unlimited for the Towers remains in place. This award and contract period is for one year: April 12, 2016 through April 11, 2017 (To coincide with the contract period of the Towers’ contract so that all facilities will be rebid at the expiration date in 2017).

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

Funding is available in the “50209”, Rentals and Leases account for the appropriate division (Beach or Kinney Bungalow). All of these fees are passed on to the facility renters.

**ATTACHMENTS:**

1. April 12, 2016 solicitation spreadsheet for bid opening.

Town of Narragansett, RI  
Rental of Tables, Chairs, & Tents for KB and NBC, B16026  
Kinney Bungalow/Beach Div.

Bid Opening: Tuesday, April 12, 2016 -11:00 AM

Contract period: 4/12/16 - 4/11/17

	Vendor: Newport Tent Co, Inc.	Vendor: Pranzi Rentals	Vendor: A&E Event Rentals, Inc.	Vendor: Arrow Paper Equipm Rental & Sales Inc.
Item	Year 1 Unit Cost	Year 1 Unit Cost	Year 1 Unit Cost	Year 1 Unit Cost
<b>1. Kinney Bungalow</b>				
1. <b>Chairs:</b> A. White ballroom	No Bid	\$7.75	\$5.00	\$20.00
B. Samsonite white steel	No Bid	\$2.40	\$2.00	\$2.25
C. Palmer-Snyder white wooden	\$3.75	\$3.75	\$3.50	\$3.75
D. Palmer-Snyder natural wooden	\$4.50	\$3.75	\$3.50	\$4.00
2. <b>Tables:</b> A. 6' long rectangular	\$8.75	\$8.25	\$7.00	\$9.00
B. 8' long rectangular	\$9.75	\$9.50	\$8.00	\$10.00
C. 4' round	\$8.75	\$8.25	\$7.00	\$8.50
D. 5' round	\$9.75	\$9.50	\$8.00	\$10.00
E. 6' round	\$13.75	\$13.55	\$9.00	\$13.75
F. 30" round cocktail	\$7.75	\$8.50	\$7.50	\$8.50
G. Serpentine	\$14.75	\$9.50	\$9.00	\$13.00
H. Cake table w/wheels	No Bid	\$11.00	\$8.50	\$15.00
3. <b>Tents:</b> A. 15x15' dk gr canvas	\$500.00	\$450.00	\$150.00	\$475.00
	white			
<b>2. North Beach Clubhouse</b>				
<b>1. Frame Tent Sizes:</b>				
A. 16 x 16	\$500.00	\$425.00	\$150.00	\$400.00
B. 16 x 24	\$625.00	\$500.00	\$225.00	No Bid
C. 20 x 20	\$600.00	\$595.00	\$350.00	\$485.00
D. 20 x 30	\$785.00	\$595.00	\$400.00	\$625.00
E. 20 x 40	\$1,020.00	\$640.00	\$500.00	\$660.00
F. 30 x 30	\$980.00	\$795.00	\$625.00	\$750.00
G. 30 x 40	\$1,290.00	\$1,000.00	\$775.00	\$918.50
H. 30 x 50	\$1,615.00	\$1,155.00	\$850.00	\$1,155.00
I. 30 x 60	\$1,930.00	\$1,460.00	\$925.00	\$1,440.00

	Vendor: Newport Tent Co, Inc.	Vendor: Pranzi Rentals	Vendor: A&E Event Rentals, Inc.	Vendor: Arrow Paper Equipm Rental & Sales Inc.
Item	Year 1 Unit Cost	Year 1 Unit Cost	Year 1 Unit Cost	Year 1 Unit Cost
<b>2. Clear side walls - total price</b>				
A. 20 x 20 - One side wall	No add'tl cost	\$30.00	No add'tl cost	\$40.00
B. Two side walls	No add'tl cost	\$60.00	No add'tl cost	\$80.00
C. Three side walls	No add'tl cost	\$90.00	No add'tl cost	\$120.00
D. Four side walls	No add'tl cost	\$120.00	No add'tl cost	\$160.00
A. 20 x 30 - One side wall	No add'tl cost	\$30.00	No add'tl cost	\$40.00
B. Two side walls	No add'tl cost	\$75.00	No add'tl cost	\$100.00
C. Three side walls	No add'tl cost	\$120.00	No add'tl cost	\$140.00
D. Four side walls	No add'tl cost	\$150.00	No add'tl cost	\$200.00
A. 20 x 40 - One side wall	No add'tl cost	\$30.00	No add'tl cost	\$40.00
B. Two side walls	No add'tl cost	\$90.00	No add'tl cost	\$120.00
C. Three side walls	No add'tl cost	\$120.00	No add'tl cost	\$160.00
D. Four side walls	No add'tl cost	\$180.00	No add'tl cost	\$240.00
A. 30 x 30 - One side wall	No add'tl cost	\$40.00	No add'tl cost	\$60.00
B. Two side walls	No add'tl cost	\$80.00	No add'tl cost	\$120.00
C. Three side walls	No add'tl cost	\$120.00	No add'tl cost	\$180.00
D. Four side walls	No add'tl cost	\$160.00	No add'tl cost	\$240.00
A. 30 x 40 - One side wall	No add'tl cost	\$40.00	No add'tl cost	\$60.00
B. Two side walls	No add'tl cost	\$90.00	No add'tl cost	\$140.00
C. Three side walls	No add'tl cost	\$140.00	No add'tl cost	\$200.00
D. Four side walls	No add'tl cost	\$180.00	No add'tl cost	\$280.00
A. 30 x 50 - One side wall	No add'tl cost	\$40.00	No add'tl cost	\$60.00
B. Two side walls	No add'tl cost	\$100.00	No add'tl cost	\$160.00
C. Three side walls	No add'tl cost	\$160.00	No add'tl cost	\$220.00
D. Four side walls	No add'tl cost	\$200.00	No add'tl cost	\$320.00
A. 30 x 60 - One side wall	No add'tl cost	\$40.00	No add'tl cost	\$60.00
B. Two side walls	No add'tl cost	\$120.00	No add'tl cost	\$180.00
C. Three side walls	No add'tl cost	\$180.00	No add'tl cost	\$240.00
D. Four side walls	No add'tl cost	\$220.00	No add'tl cost	\$360.00

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 13**

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

**Date Prepared:** March 31, 2016  
**Council Meeting Date:** May 2, 2016

---

**TO:** Honorable Town Council

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

**SUBJECT:** Appointment of Sean Corrigan as Police Chief

**RECOMMENDATION:**

That the Town Council confirm the appointment of Acting Police Chief Sean Corrigan as Police Chief, and authorize the Town Manager to sign the Employment Agreement accordingly.

**SUMMARY:**

In accordance with Section 2-1-7 of the Town Charter, the Town Manager may appoint department heads with the advice and consent of the Town Council. I am respectfully requesting that the Council confirm the appointment of Sean Corrigan to Police Chief with an effective date of Tuesday, May 3, 2016, and further authorize me to sign the Employment Agreement accordingly. The Agreement, which has been forwarded to you under separate cover, is the result of negotiations between Acting Chief Corrigan and myself, with input from you. It was modeled after other similar public sector employment contracts, and essentially ratifies the terms of employment that exist now.

It is without hesitation that I recommend Captain and Acting Chief Sean Corrigan for appointment to the position of Chief of Police for the Town of Narragansett. Captain Corrigan began what has been a nineteen (19) year (and counting) career in Narragansett as a Probationary Patrolman. He subsequently rose through the ranks to Sergeant (2003), Lieutenant (2005), Detective Lieutenant (2010) and Captain (2012). Sean Corrigan exemplifies the traits that I believe are essential for a position like this – professionalism, subject knowledge, institutional knowledge, passion for the job, and the attitude and demeanor that allows him to succeed under pressure situations. From a qualifications standpoint, Captain Corrigan holds an Associate Degree in Law Enforcement from CCRI and both a Bachelor of Science in Administration of Justice and Master of Science in Law Enforcement (in which he earned a 4.0 grade point average) from Roger Williams University and has completed numerous other law enforcement and public service courses.

He was instrumental in the Department gaining Professional Accreditation status last year, and is well respected both locally and regionally for his knowledge and professionalism. I firmly believe that Acting Chief Corrigan is the right person for this critical Senior Management Team position, and I encourage the Town Council to support this recommendation as well.

**ATTACHMENTS:**

1. Resume of Sean Corrigan
2. Employment Agreement

# Sean P. Corrigan

---

## Objective:

To take the final step in my police career with the Narragansett Police Department by advancing to the rank of Chief of Police.

## Career History:

### **Captain-Administration**–December, 2012– Present

I was responsible for the Office of Professional Standards, all department Internal Affairs Investigations, Accreditation Management, Policy & Law Research & Development, Building Maintenance & Grant Administration. I also had oversight of technical services, the prosecution division and the detective division.

#### Accomplishments:

- Have served the town as Acting Chief since December 2015
  - Led the department to the attainment of State Accreditation
  - Handled sensitive personnel matters (early interventions, remedial training & internal affairs investigations)
  - Created a department system of inspections for our cruisers, personnel and for operational readiness of infrequently used emergency equipment
  - Creating the department's present system for the Office of Professional Standards which includes tracking use of force incidents, motor vehicle pursuits and internal affairs investigations
  - Created the first Incident Command System (ICS) plan for the department that has become the model for subsequent planned events. (documentation attached)
  - Developed the use of an affidavit after Workplace Harassment training to protect the department against any risk of long standing harassment complaints
- 

### **Detective Lieutenant**–September, 2010– December, 2012

I was responsible for the overall supervision, control, effectiveness and efficiency of the Department's detective division. I coordinated the Detectives case-load and directed criminal investigations when required. I was also responsible for the supervision of the leveled sex offenders living in Narragansett during this timeframe.

#### Accomplishments:

- Led the detective division during the following high profile investigations; an attempted abduction of a 20 year old female (secured a 25 year prison sentence of defendant), the Town's first bank robber (solved within 36 hours), a home invasion and a series of B&E's during Hurricane Sandy (four subjects arrested and convicted)
  - Conducted a lengthy and sensitive Internal Affairs Investigation at the request of Chief Dean Hoxsie
- 

### **Patrol Lieutenant**–July, 2005– September, 2010

I rotated through all three patrol shifts during this timeframe. I was responsible for all of the personnel of the shift I was assigned to. Duties included assigning duties, employee record keeping, staff planning and internal discipline, maintaining employee relations, tactical planning and conducting investigations. For three years I was the traffic court prosecutor on day shift.

#### Accomplishments:

- Created the Departments Municipal Pay by Mail system. This involved drafting the ordinance, designed the summons pad after locating a vendor and successfully making the proposal to Chief of Police Joseph Little. I then saw it through to completion by working out the system of fines and the system of pay with Municipal Court Judge John Decubellis.
  - Created the first use of an Analytical Problem Solving system called SARA to address the student rental issue. This led to unprecedented enforcement productivity and the first recognized improvements to the problem town wide.
  - Developed and implemented the department's report writing template system.
  - Developed the first annual statistical analysis of Racial Profiling Statistics that became the model for all future reports.
  - 2006 Certificate of Acknowledgement for the apprehension of a suicidal male subject with a loaded handgun.
  - 2005 Certificate of Acknowledgement for my efforts during the investigation of a DUI fatality.
  - 2005 Certificate of Acknowledgement for the arrest of a robbery suspect.
- 

### **Patrol Sergeant**–June, 2003 – July, 2005

As a Patrol Sergeant I occupied the first level of supervision in the Department. I was responsible for the overall supervision and control of all sworn and non-sworn Department members under my command. I rotated through all three shifts during this timeframe. I was responsible for the proficiency, conduct, appearance, discipline and strict attention to duty of officers under my supervision.

#### Accomplishments:

- 2004 Letter of Acknowledgement for the arrest of an intoxicated subject for felony domestic assault who was in possession of an Uzi submachine gun and a .45 caliber semi-automatic handgun.
- 

### **Detective**–December, 1998 – June, 2000

I was responsible for the criminal investigation of matters that extend beyond the resources of the Patrol Division. I investigated serious or complex cases that required extensive or complex follow-up procedures and served as a valuable resource to assist the Patrol Division, when necessary.

#### Accomplishments:

- 1999 Letter of Acknowledgement for my participation in an investigation that led to the arrests of two subjects for breaking and entering as well as the recovery of a cache of stolen firearms.
- 

### **Patrol Officer**- October 1996- December 1998/ June, 2000 – June, 2003

I performed preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes, and identifying and apprehending offenders. I provided emergency and non-emergency services, while creating and establishing a sense of security in the community. I also performed specialized duties when I was given the responsibility of being a department firearms instructor and a field training officer.

#### Accomplishments:

- Trained several officers as a Field Training Officer
  - Trained the entire department as a Firearms Instructor
  - 2002 Letter of Acknowledgement for participation in the investigation of an armed robbery that led to an arrest.
  - 2002 Letter of Acknowledgement for participation in an investigation that led to arrests of subjects involved in the thefts of motor vehicles and breaking and entering.
  - 1997 Letter of Acknowledgement for my participation in a DUI hit and run accident that led to the arrest of the perpetrator.
-

## Academic Qualifications:

- 1992 Associate Degree in Law Enforcement  
CCRI, Warwick, RI
  - 1995 Bachelor of Science in Administration of Justice  
Roger Williams University, Bristol, RI
  - 2010 Master of Science Degree in Administration of Justice  
Roger Williams University, Bristol, RI  
GPA of 4.0
- 

## Professional Qualifications:

In addition to the following courses, I have attended countless in-house courses for various subjects such as yearly breathalyzer recertification and biennial domestic violence training.

### As Captain

- Senior Officials Workshop for All-Hazard Preparedness through RI Emergency Management Agency
- Use of Force Summit through the Daigle Group
- Accreditation Assessor Training-Training provided by the Rhode Island Police Accreditation Commission.
- Incident Command System 400- Advanced ICS Command & General Staff for Complex Incidents through the RI Emergency Management Agency
- Incident Command System 300- Intermediate ICS for Expanding Incidents through the RI Emergency Management Agency
- Developing Legally Defensible Polices for Effective & Constitutional Policing through the Daigle Group
- Policy Writing for Law Enforcement through the RI Police Accreditation Commission
- Accreditation Manager Training through the RI Police Accreditation Commission
- Continuity of Operations Tabletop Exercise for First Responders through Roger Williams University
- Internal Affairs Investigation Course through Roger Williams University
- RI Police Officers' Bill of Rights Seminar through Roger Williams University

### As Lieutenant and Detective Lieutenant

- Prosecution seminar through Roger Williams University
- Command Training: Mid Management Course through Roger Williams University
- Hate Crimes Conference through the RI Crime Victims Service Providers Steering Committee
- Emerging Issues in Sex Offender Management through the RI Sex Offender Management Task Force
- Hate Crimes, Civil rights & Biased Policing/Racial Profiling through the RI Police Academy
- Terrorism Awareness: Protecting Soft Targets through the US Department of Homeland Security
- Law Enforcement Executive Development Seminar through the Law Enforcement Executive Development Association
- Grant Management Workshop
- Open Government Summit through the RI Attorney General's Office

### As Sergeant

- Certificate program for the Police Patrol Rifle through the RI Tactical Officers Association
- Certificate of Achievement for the Mossberg armorers course
- Front Line Supervision school through Roger Williams University

### As Detective

- Criminal Investigation Class of 2000: Scientific Evidence I & II through the RI Crime School
- Basic Fingerprint Classification course through the RI crime school
- Reid Interview and Interrogation through the Reid school
- Practical Homicide Investigators course through Roger Williams University
- Basic Criminal Investigations through the Criminal Investigation Institute

### As Patrol Officer

- Advanced Ground Defense & arrest tactics course through the RI Municipal Police Academy
- Basic Ground Defense & arrest tactics course through the RI Municipal Police Academy
- Handcuffing Primer through the RI Municipal Police Academy
- Arrest Technique & Tactics for Patrol through the RI Municipal Police Academy
- Body Language & Interview Techniques seminar
- Crises Negotiations through the International Association of Chiefs of Police
- Field Training Officer School through the RI Municipal Police Academy
- Force on Force training through the Simunition training academy
- Street Survival Training Seminar through the FBI
- Criminal Procedures Issues Seminar through Roger Williams University
- Terrorism and Trucks Seminar
- Tactical Pistol Course
- Armorer for Sig Sauer Arms

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 2nd day of May, 2016, between the TOWN COUNCIL OF NARRAGANSETT, RHODE ISLAND, hereinafter called TOWN, and Sean Corrigan of Narragansett, Rhode Island, hereinafter called EMPLOYEE, pursuant to these terms and conditions:

A. WHEREAS, the TOWN wishes to employ Sean Corrigan as Chief of Police, Narragansett, Rhode Island; and

B. WHEREAS, it is the desire of the TOWN to provide certain benefits, establish certain conditions of employment, and to set working conditions of EMPLOYEE; and

C. WHEREAS, it is the desire of the TOWN (1) to secure and retain the services of EMPLOYEE and to provide inducement for him to remain in such employment; (2) to make possible full work productivity by assuring EMPLOYEE's morale and peace of mind with respect to future security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the EMPLOYEE; and (4) to provide a just means for terminating EMPLOYEE's services at such time as he may be unable fully to discharge his duties or when TOWN may desire to otherwise terminate his employ; and

D. WHEREAS, the EMPLOYEE wishes to accept employment as Chief of Police of Narragansett, Rhode Island, under the terms and conditions recited herein. The initial employment date will be May 2, 2016.

NOW, THEREFORE, TOWN and EMPLOYEE agree to the following:

I. DUTIES - TOWN hereby agrees to employ Sean Corrigan as the Chief of Police of Narragansett, Rhode Island, to perform the functions and duties specified by the Town Charter and Code of Ordinances of the Town of Narragansett and to perform such other legally permissible and proper duties and functions as the TOWN shall from time to time assign.

The basic work week of EMPLOYEE shall be as set forth in Sec. 54-51 of the Code of Ordinances. TOWN recognizes that in order to fulfill the duties of the office of Chief of Police, EMPLOYEE will be required to work extended hours and evening hours. Because of this, TOWN acknowledges that on occasion, EMPLOYEE may work non-standard office hours and as set forth herein shall be granted additional Management Leave.

## II. TERMS OF EMPLOYMENT

A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the TOWN to terminate the services of EMPLOYEE at any time, *for cause* as it relates to Chapter 54 of the Code of Ordinances subject to the provisions set forth in Section III, paragraphs A and B of this Agreement and the Town Charter.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of EMPLOYEE to resign at any time from his position with the TOWN, subject only to the provision set forth in Section IV of this Agreement.

C. EMPLOYEE agrees to remain in the exclusive employ of TOWN for an indefinite term.

D. TOWN will evaluate the performance of EMPLOYEE, in order to constructively assist him in achieving TOWN expectations. The evaluations shall take place at least annually and at such other times as the TOWN shall determine and shall be conducted in Executive Session.

E. The initial term of this Agreement shall be one (1) year from the initial employment date. Thereafter, this Agreement shall remain in effect for an indefinite term and remain in force until either amended or terminated by the parties. The Agreement shall be subject to termination by TOWN as provided for in the Town Charter or termination by EMPLOYEE as set forth in Section IV hereof.

## III. TERMINATION BY TOWN

A. In the event EMPLOYEE is terminated pursuant to requirements specified by Charter during such time as EMPLOYEE is willing and able to perform his duties under this agreement, the TOWN agrees to pay EMPLOYEE a sum equal to ninety (90) days' salary, provided, however, that EMPLOYEE has not secured employment elsewhere. If EMPLOYEE has secured employment elsewhere, then the TOWN's obligations hereunder shall terminate.

B. In the event EMPLOYEE is terminated because of his conviction of any criminal act, or for reasons relating to moral turpitude, the TOWN shall have no obligation to compensate EMPLOYEE pursuant to Section III, paragraph A above. For the purpose of this section, a criminal act shall be defined as a felony conviction or a misdemeanor conviction resulting in either a jail sentence, a suspended sentence or a fine of \$250 or more.

#### IV. TERMINATION BY EMPLOYEE

If EMPLOYEE voluntarily resigns from the position of Chief of Police, he will provide TOWN with a minimum of sixty (60) days' written notice, unless all or part of notice requirement is waived by TOWN. During the period subsequent to the resignation of EMPLOYEE, he shall continue to discharge his duties of chief of Police to the best of his ability.

#### V. COMPENSATION

TOWN agrees to pay EMPLOYEE for his services rendered pursuant hereto an annual base salary of **\$104,161.00** payable in installments at the same time as other employees of the TOWN are paid. Salary payments shall be subject to withholding and other applicable taxes. TOWN agrees to an annual review of EMPLOYEE's base salary and/or other benefits; provided, however, that nothing herein shall require TOWN to increase the base salary and/or other benefits.

EMPLOYEE shall receive \$1,000.00 per year by reimbursement for uniform purchase and cleaning on a fiscal year basis.

#### VI. PENSION

*Employee will continue to participate in the Town pension as a Police Officer and shall be allowed to retire after the completion of twenty (20) years of service, regardless of age. Pension accrual for years of service will be two and one-half percent (2 ½%) per year. A three percent (3%) compounded COLA will be provided. Employee contributions shall be eleven percent (11%).*

If employee is terminated or resigns before October 21, 2016, employer agrees to allow any earned but unused vacation or sick leave to be applied toward the vesting period between termination and October 21, 2016.

#### VII. INSURANCE COVERAGE/MEDICAL EXAMINATION

A. TOWN agrees to provide a medical and dental insurance for EMPLOYEE and EMPLOYEE's dependents at the same level and with the same co-pays as is provided to other non-union employees of the TOWN.

B. TOWN agrees to insure EMPLOYEE against civil suit involving a charge of "false arrest." Expense of said insurance to be borne by the TOWN.

C. In the event EMPLOYEE is sued in any civil proceedings as a result of actions performed by said EMPLOYEE in the performance of his duty as an employee of the Narragansett Police Department, TOWN agrees to provide such employee with all necessary legal assistance as provided by Group Prepaid Legal Services of Rhode Island, and further agrees to pay any judgement rendered against such employee in any such proceedings.

This section shall not apply to conduct of an employee which is willful, deliberate or beyond the scope of his employment.

D. TOWN agrees to provide EMPLOYEE with fifty thousand dollars (\$50,000) worth of term life insurance through the Group Insurance Plan maintained by the TOWN in accordance with Sec. 54-137 of the Code of Ordinances of the Town of Narragansett. EMPLOYEE shall have the option to purchase at his own expense additional insurance through the Group Insurance Plan.

#### VIII. VACATION AND SICK LEAVE

A. EMPLOYEE shall be provided with the vacation benefits set forth in Section 54-111 of the Code of Ordinances of the Town of Narragansett, provided, however, that EMPLOYEE shall be eligible immediately upon execution of this contract EMPLOYEE shall also be entitled to 80 hours of Management Leave per year. This leave shall be available to employee in January of each year and shall not accrue or be carried over. Any Management Leave not used during a calendar year shall expire on December 31 of that year.

B. Upon termination of employment for any reason except dismissal, the TOWN shall compensate the EMPLOYEE for unused earned vacation. The rate of compensation shall be based upon EMPLOYEE's salary as of the date of termination.

C. EMPLOYEE shall be entitled to the sick leave benefits provided in Section 54-118 of the Code of Ordinances of the Town of Narragansett. EMPLOYEE shall not be entitled to be compensated for any unused sick time upon his termination under Section III or IV.

D. In the event that TOWN agrees to provide to any other employee or group of employees a vacation benefit or sick leave benefit which exceeds the benefit provided for herein, then TOWN agrees that EMPLOYEE shall be entitled to an equivalent vacation benefit or sick leave benefit.

E. EMPLOYEE shall also be entitled to three (3) personal leave days per year.

#### IX. PROFESSIONAL DEVELOPMENT

A. TOWN agrees to budget and to pay the professional dues and subscriptions of EMPLOYEE related to membership in professional police organizations: i.e. RI Chiefs of Police, etc. Time will be granted to attend the Spring 2017 National Academy.

B. Subject to funds being budgeted, TOWN agrees to pay the travel and subsistence expenses of EMPLOYEE for professional and official travel and meetings necessary and desirable to continue the professional development of EMPLOYEE and to adequately pursue necessary official

and other functions for TOWN. Additional business related travel and subsistence expenses may qualify for reimbursement but only with prior approval from TOWN. TOWN agrees to consider budgeting funds for the above purposes annually during its review and adoption of the budget.

X. MISCELLANEOUS

A. Whereas the Employee is moving from a Public Safety union to a management position, the Town will pay 100% accumulated sick leave upon retirement.

B. The Town agrees to pay funeral and burial expenses up to a maximum of Twenty Thousand (\$20,000) dollars of EMPLOYEE if killed in the line of duty. In addition, the spouse of EMPLOYEE killed in the line of duty shall continue to receive medical insurance, individual or family (if there are surviving children) as may be needed, the TOWN paying the full cost thereof. The spouse shall continue to receive this benefit until age 65, or unless he/she remarries prior. Dependent children shall continue to receive said benefit in accordance with the ordinance.

XI. GENERAL CONDITIONS OF EMPLOYMENT

A. In addition to the benefits provided for herein, TOWN agrees to provide EMPLOYEE with all other benefits that are presently provided to other non-union employees of TOWN pursuant to Chapter 54 of the Code of Ordinances. If a benefit provided for herein exceeds a comparable benefit provided for in Chapter 54 of the Code of Ordinances, then this Agreement shall control. TOWN also agrees that as it relates to EMPLOYEE, it shall not, without EMPLOYEE's written consent, reduce or eliminate a benefit provided to EMPLOYEE pursuant to Chapter 54 of the Code of Ordinances.

B. Any notices required by this Agreement shall be either given in person or by first-class mail with the postage prepaid and addressed as follows:

TO TOWN:                   President  
                                  Town Council of Narragansett  
                                  Town Hall  
                                  25 Fifth Avenue  
                                  Narragansett, RI 02882

TO EMPLOYEE:       Sean Corrigan

C. This Agreement is the sole and entire agreement between the parties and shall, as of the date of its execution, supersede any and all other agreements between the parties. It may not be modified or terminated orally but only by a written amendment signed by the parties.

D. In the event that any breach of this agreement by EMPLOYEE is waived by TOWN, such waiver shall not constitute a waiver of any subsequent breach by EMPLOYEE.

E. If one or more of the provisions of this agreement shall be found invalid or otherwise unenforceable, the validity, effectiveness, and enforceability of any and all other provisions hereof shall not be affected.

F. This agreement shall be governed by and construed in accordance with the laws of the State of Rhode Island.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF NARRAGANSETT

\_\_\_\_\_

Witness

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

\_\_\_\_\_

Witness

\_\_\_\_\_

Employee

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 14**

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

**Date Prepared:** April 21, 2016  
**Council Meeting Date:** May 2, 2016

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

**FROM:** Michael DeLuca, Community Development Director

**SUBJECT:** Adoption of Omnibus Amendments to text of Zoning Ordinance

**RECOMMENDATION:**

That the Town Council ADOPTS, "An ordinance in amendment of Chapter 731 of the Code of Ordinances of the Town of Narragansett, Rhode Island, entitled "An Ordinance in Relation to Zoning", to approve various omnibus text amendments.

**SUMMARY:**

This is the first time since 2007 that a series of unrelated "omnibus" revisions have been proposed. These amendments are intended to correct or update 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.

The Planning Board took this item under review at their regular meeting on September 15, 2015, and again on October 20, 2015, but noted that some of the items might require detailed discussion. As a result the list was reduced from the original 15 to just 9 provisions that may be considered merely housekeeping corrections / clarifications.

The Planning Board revisited the new shorter list at their January 20, 2016 meeting and made an updated recommendation with final edits.

The Town Council held its public hearing on this ordinance on April 4, 2016 and voted unanimously to approve the proposal with no text revisions or amendments. First reading was conducted on April 18, 2016.

**ATTACHMENTS:**

1. Final Draft – Omnibus Ordinance

**TOWN OF NARRAGANSETT**

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

AN ORDINANCE IN AMENDMENT OF CHAPTER 731 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED, “ZONING”.

It is ordained by the Town Council of the Town of Narragansett as follows:

**SECTION 1:** Section 2.2 of the Zoning Ordinance entitled ‘Definitions is amended by including the new /revised definitions as follows:

*Building envelope.* A 3-dimensional space within which a structure is permitted to be built on a lot and which is defined by regulations governing building setbacks, maximum height, and bulk; by other regulations; and/or any combination thereof.

**SECTION 2:** Section 2.2 of the Zoning Ordinance entitled ‘Definitions is amended by deleting the following definition:

*Frontage. See lot width*

**SECTION 3:** Section 4.8.1 of the Zoning Ordinance entitled Breakwater Village Special District is amended by incorporating the wording below in place of the specified subsection:

Subsection 6(1). Sundecks. Sundecks of up to ten (10) percent of the proposed GFA shall be allowed without counting toward the property’s gross floor area. Any sundeck or portion thereof that exceeds the ten (10) percent area allowance shall count toward the property’s gross floor area.

**SECTION 4:** Section 6.1 of the Zoning Ordinance entitled Table of Use Regulations is amended by incorporating the wording and designations below in place of the specified subsection:

Use Code 113. Horticultural Nursery – Permitted in the R-80 Zone (P)

**SECTION 5:** Section 6.4 of the Zoning Ordinance entitled dimensional Regulations is amended by incorporating the wording and designations below in place of the specified subsection:

The reference to Dimensional Regulations for multi-family dwellings for Zoning Districts R-40, R-20, R-10 and R-10A shall read: “(See Section 17 for regulations)”.

**SECTION 6:** Section 7.7 of the Zoning Ordinance entitled Supplementary Drainage Requirements is amended by incorporating the wording and designations below in place of the specified subsection:

(1) *Stormwater management.* The stormwater management system for any site shall be designed to offset the increase in the rate of stormwater resulting from the proposed development. It shall implement the techniques and measures recommended in the most current revision of or supplement to "Urban Hydrology for Small Watersheds, Technical Release No. 55," prepared by the United States Department of Agriculture, Soil Conservation Service or the Rational Method as may be deemed appropriate by the Town Engineer based on the size and characteristics of the property under review.

**SECTION 7:** Section 16 of the Zoning Ordinance entitled Staff Reviews is amended by deleting the following text of Subsection 16.2(f).

*(f) Activities subject to Section 4.5, high water table limitations overlay district, where the wet season water table is demonstrated to be no closer than 30 inches to the soil surface.*

**SECTION 7:** Section 17.1 of the Zoning Ordinance entitled Development Standards for residential cluster developments is amended by deleting the entirety of the second paragraph under Section 17.1.

*The zoning board of review may grant approval for multifamily development pursuant to Section 12.8 of this ordinance in an R-40, R-20, R-10 and r-10A zone, provided the proposed development complies with all the applicable requirements contained therein.*

**SECTION 8:** Section 4.5 of the Zoning Ordinance entitled High water table limitations overlay district is amended by revising the paragraph after subsection (e) by adding a new subsection header and revising the table headers as follows:

(f) **Site Coverage Standard:** Structures, paving, and other impervious surfaces shall cover no more than the following percentages of the area of any lot in a high water table limitations overlay district:

<u>Zone</u>	<u>District/use</u>	<u>Maximum Site Coverage (percent of lot area)</u>
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**SECTION 9:** This ordinance shall take effect upon its final passage, and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

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

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

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

**Date Prepared:** March 29, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Honorable Town Council  
**FROM:** Dawson Hodgson, Town Solicitor  
**SUBJECT:** Introduce, Read and Accept as a First Reading an Amendment to Zoning Ordinance - Households

**RECOMMENDATION:**

That the Town Council Reads, Passes and Accepts as a First Reading "AN ORDINANCE IN AMENDMENT OF CHAPTER 731 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED ZONING"

**SUMMARY:**

In response to extensive community concerns over quality of life issues reported by residents in various Town neighborhoods, the Town Council established an Ad Hoc Commission on Student Rental Issues in 2014. The Ad Hoc Committee has issued a report to the Council laying out a series of findings and recommendations to alleviate various quality of life and safety issues attendant to the high concentration of student rentals in certain Narragansett neighborhoods.

Included in the wide-ranging Ad Hoc Committee report are extensive findings and recommendations related to the Town's zoning laws and enforcement. The Town Council has considered these recommendations, and received extensive public comment in work sessions and regular meetings. The Council now seeks to implement one of the key recommendations of the Ad Hoc Committee: that the town should enact and enforce an ordinance which prohibits more than 4 unrelated persons from occupying a single household.

Narragansett ordinances currently prohibit more than 3 unrelated persons in a household, although that ordinance has not been enforced since a Superior Court judge struck down the ordinance in 1994 in the case of DiStefano v. Haxton.

Notwithstanding a strong legal argument that the existing ordinance is now enforceable due to changes in the ordinance to reflect state law, the Town Council has reached a consensus that increasing the limit on unrelated persons from three to four would be the most appropriate method of lessening the intensity of use that has been created by proliferation of student rental properties in excess of 4 unrelated persons.

This increase in the limit will also limit the economic burden that enforcement of the existing ordinance might place on property owners who have invested in increasing the tenant capacity of their rental properties beyond what is allowed in the current ordinance.

State law requires any requested amendment to a Town's zoning ordinance be submitted to the Planning Board for recommendation, and that the Board, with the aid of the planning department, shall make a recommendation within 45 days. The State law also requires the Town Council hold a Public Hearing on the amendment. The Planning Board held hearings on the proposal on March 9, 2016 and the matter is now before the Council.

The public hearing was held at the March 21, 2016 town council meeting and after public testimony was heard and considered the town council directed to place the first reading of the proposed ordinance on the April 4, 2016 meeting to introduce, read, pass and accept the proposed definition of household.

**ATTACHMENTS:**

1. Proposed ordinance

TOWN OF NARRAGANSETT

CHAPTER

AN ORDINANCE IN AMENDMENT OF CHAPTER 731 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED "ZONING"

It is ordained by the Town Council of the Town of Narragansett as follows:

**Section 1:** Section 2.2, (Definitions) (Households) of Chapter 731 of the Code of Ordinances of the Town of Narragansett, entitled "Zoning" is hereby amended to read as follows:

*Household.* One or more persons living together in a single dwelling unit, with common access to, and common use of, all living and eating areas and all areas and facilities for the preparation and storage of food within the dwelling unit. The term "household unit" shall be synonymous with the term "dwelling unit" for determining the number of such units allowed within any structure on any lot in a zoning district. An individual household shall consist of any one of the following:

- (a) A family, which may also include servants and employees living with the family; or
- (b) A person or group of unrelated persons living together. The maximum number shall be four persons.

**Section 2:** This ordinance shall take effect upon its final passage, and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

First reading, read and passed in the Town Council meeting legally assembled the 4<sup>th</sup> day of \_\_\_\_\_, 2016.

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

ATTEST:

Anne Irons, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 16**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** March 31, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Honorable Town Council

**FROM:** Dawson Hodgson, Town Solicitor

**SUBJECT:** Introduce, Read and Accept as a First Reading an Amendment to Rental Registration Ordinance - Form

**RECOMMENDATION:**

That the Town Council Reads, Passes and Accepts as a First Reading AN ORDINANCE IN AMENDMENT OF CHAPTER 14 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED "BUSINESSES"

**SUMMARY:**

This ordinance amendment changes the the Rental Registration form to include the maximum number of tenants per unit at one time. Including this information provides for the most efficient and effective enforcement of the 4 unrelated persons per household use restriction contained in the Zoning Ordinance.

Applications which indicate tenants in excess of 4 unrelated persons per unit, or those left blank will be not be accepted by the Town. Operators who rent in violation of the ordinance are subject to sanction undertake Registration Ordinance in addition to any applicable Zoning Ordinance.

Including this information in the form also provides the Zoning Official an opportunity to communicate to the rental operator what if any zoning relief the operator should seek to rent in excess of 4 unrelated persons per unit.

**ATTACHMENTS:**

1. Proposed ordinance

TOWN OF NARRAGANSETT

CHAPTER

AN ORDINANCE IN AMENDMENT OF CHAPTER 14 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED “BUSINESSES”

It is ordained by the Town Council of the Town of Narragansett as follows:

Section 518(b), (Registration), of Chapter 14 of the Code of Ordinances of the Town of Narragansett, entitled “Businesses” is hereby amended to read as follows:

- (b) *Form.* The rental registration form shall indicate the tax assessor's plat and lot number, address of the rental dwelling/unit, the number of rental dwelling units therein, the name and permanent mailing address of the record owner, and the maximum number of tenants at one time, and period of occupancy (summer, September to June, or other).

**Section 2:** This ordinance shall take effect upon its final passage, and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

First reading, read and passed in the Town Council meeting legally assembled the 4<sup>th</sup> day of April, 2016.

Second reading read and passed in the Town Council meeting legally assembled the 18<sup>th</sup> day of April, 2016.

ATTEST:

Anne Irons, Town Clerk

Sec. 14-518. - Registration.

- (a) *Required.* No rental dwelling/unit shall be let, leased or otherwise permitted to be occupied, in whole or in part, by a tenant for residential and/or dwelling purposes unless and until the record owner has registered such property with the building inspector.
- (b) *Form.* The rental registration form shall indicate the tax assessor's plat and lot number, address of the rental dwelling/unit, the number of rental dwelling units therein, the name and permanent mailing address of the record owner, and the ~~usual~~ maximum number of tenants and period of occupancy ~~by tenants~~ (summer, September to June, or other).
- (c) *Filing date; term.* On or before December 31 of each year, the record owner of the rental dwelling/unit shall file the completed rental registration form with the registrar, which registration shall be valid for a one-year period from January 1 to December 31 of the following year. If the property is registered during the calendar year, the registration shall be valid until December 31 of that same year.

(Code 1986, §§ 12-343—12-345)

add:

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 17

**Amend No.**         

**Date Prepared:** April 21, 2016  
**Council Meeting Date:** May 2, 2016

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

**FROM:** Michael DeLuca, Community Development Director

**SUBJECT:** Text Amendment to Zoning Ordinance

**RECOMMENDATION:**

That the Town Council INTRODUCES, READS, PASSES AND ACCEPTS as a First Reading, text revision of the definitions of “Building Coverage” and “Site Coverage” in the Zoning Ordinance.

**SUMMARY:**

The Community Development Department originally submitted a proposed text revision for each of these terms as part of the “omnibus “ regulatory changes. The “omnibus” bill is intended to periodically make minor changes in text that may provide clarification or correction of to an element of the Zoning Regulations.

Per advice of the Town Solicitor, these definitions were removed for more in-depth deliberations by the Planning Board. On March 15, 2016, the Planning Board reconsidered the two subject definitions resulting in clarifying revisions to both. See attachment.

On April 18, 2016 the Town Council held a public hearing on this matter. In the course of the hearing a minor revision to the draft text was discussed and agreed upon, that the 15% waiver for open sun decks would be limited to the R-10 and R-20 zones. Text of the attached ordinance reflects this decision.

**ATTACHMENTS:**

1. Before and after text of definitions
2. Draft Ordinance

ZONING ORDINANCE PROPOSED REVISION  
COMPARITIVE TEXT

ORIGINAL TEXT

*Coverage, building.* That percentage of the lot area covered by the combined area of all buildings or structures on the lot, i.e., building area divided by lot area.

PROPOSED TEXT

*Coverage, building.* That percentage of the lot area covered by the combined area of all buildings or structures on the lot, (i.e., building area divided by lot area). Notwithstanding the above, the structural components installed as part of a runoff or erosion control mitigation system, and/or the wetted surface of an above or in-ground pool shall not be counted in this calculation. In addition, where the structural improvements onsite have met, but not exceeded, or is proposed to meet but not exceed, the maximum allowance regulated in Section 6.4 or 6.5, non-roofed open sun decks totaling up to 15% of the adjacent residential unit's overall footprint shall be exempt.

**Action:** Added text would eliminate portions of a building that will NOT count toward coverage and provide for certain exemptions based on specific conditions .

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ORIGINAL TEXT

*Coverage, site.* That percentage of the lot area covered by the building area, plus open porches, stairs, structures, walkways, driveways, parking areas and other concrete, asphalt, or other impervious surfaces that do not absorb stormwater.

PROPOSED TEXT

*Coverage, site.* That percentage of the lot area covered by the building area, plus covered porches, ~~stairs, structures~~ walkways, driveways, parking areas and other concrete, asphalt, or other structures or impervious surfaces that do not absorb stormwater. Notwithstanding the above, non-roofed, open sun decks and stairways shall not be included in this classification but will be counted toward building coverage in accordance with the definition of building coverage.

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**Action:** Added / deleted text to eliminate portions of a building that not count toward site coverage for stormwater calculations.

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Gray shading – new text

**TOWN OF NARRAGANSETT**

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

AN ORDINANCE IN AMENDMENT OF CHAPTER 731 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED “AN ORDINANCE IN RELATION TO ZONING” AS IT RELATES TO AMENDMENTS TO DEFINITIONS.

It is ordained by the Town Council of the Town of Narragansett as follows:

**SECTION 1.** Chapter 731 of the Code of Ordinances of the Town of Narragansett entitled “An Ordinance in Relation to Zoning” is hereby amended as follows:

**SECTION 2.** Section 2.2 of the Zoning Ordinance entitled “Definitions” is amended by deleting the definitions of ‘Coverage, building’ and ‘Coverage, site’ and replacing them with the new revised definitions as follows:

Coverage, building. That percentage of the lot area covered by the combined area of all buildings or structures on the lot, (i.e., building area divided by lot area). Notwithstanding the above, the structural components installed as part of a runoff or erosion control mitigation system, and/or the wetted surface of an above or in-ground pool shall not be counted in this calculation. In addition, where the structural improvements onsite have met, but not exceeded, or are proposed to meet but not exceed, the maximum allowance regulated in Section 6.4 or 6.5, non-roofed open sundecks totaling up to 15% of the adjacent residential unit’s overall footprint in the R-10 and R-20 Residential Zones shall be exempt.

Coverage, site. That percentage of the lot area covered by the building area, plus covered porches, walkways, driveways, parking areas and other concrete, asphalt, or other structures or impervious surfaces that do not absorb stormwater. Notwithstanding the above, non-roofed, open sundecks and stairways shall not be included in this classification but will be counted toward building coverage in accordance with the definition of building coverage.

**SECTION 3.** This ordinance shall take effect upon its final passage, and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

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

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

ATTEST:

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 18**

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

**Date Prepared:** April 26, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Honorable Town Council  
**FROM:** Laura K Kenyon, Finance Director  
**SUBJECT:** Capital Improvement Plan

**RECOMMENDATION:**

That the Town Council ADOPTS a Resolution approving the Capital Improvement Plan.

**SUMMARY:**

In accordance with Section 6-2-4 of the Town Charter, Capital Improvement Plan, a six year capital improvement plan shall be submitted to the council for a six year period.

The plan shall be revised and extended each year with regard to new capital Improvements and capital improvements still pending or in process of construction or acquisition.

Section 6-2-5 of the Town Charter requires the town council to adopt the capital improvement by resolution.

**ATTACHMENTS:**

1. Proposed Resolution

**A RESOLUTION APPROVING THE CAPITAL IMPROVMENT PLAN  
FOR FY-16/17 THROUGH FY-21/22**

WHEREAS, Article 6 Chapter 2 Financial Provisions of the Town Charter provides a procedure to establish the budget and capital improvement plan for the Town of Narragansett; and

WHEREAS, the Capital Improvement Plan shall be submitted to the Town Council with the proposed capital improvements and expenditures during six fiscal years ensuing; and

WHEREAS, the budget for fiscal year 16/17 shall begin July 1, 2016 through June 30, 2017 which includes an updated capital improvement plan;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town Narragansett that the attached Capital Projects and Programs for FY16/17 through FY-21/22 as required by Section 6-2-5 of the Town Charter is hereby approved as amended.

ADOPTED this        day of May, 2016.

TOWN OF NARRAGANSETT

ATTEST:

Matthew M. Mannix  
President

Anne M. Irons, CMC  
Town Clerk

**Capital Improvement Program by Fiscal Years**

Project #	Project Name	Fiscal Year						Total	
		2016/17	2017/18	2018/19	2019/20	2020/21	2021/2022		
Comm Dev 1	Board Room Renovations	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	
Comm Dev 2	Comp Plan - Zoning Update	\$12,500	\$12,500	\$0	\$0	\$0	\$0	\$25,000	
Comm Dev 3	GIS mapping	\$83,763	\$0	\$0	\$0	\$0	\$0	\$83,763	\$133,763
Finance #1	Fiber Optic Cable Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
Finance #2	Server Replacement Program	\$20,000	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$90,000	
Finance #3	IT software	\$0	\$24,000	\$0	\$0	\$0	\$0	\$24,000	
Finance #4	IT Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
Finance #5	Mail Machine	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	
Finance #6	Revaluation	\$27,000	\$53,000	\$0	\$0	\$0	\$0	\$80,000	\$329,000
Pol #1	Vehicle Replacement	\$108,180	\$111,425	\$115,000	\$119,000	\$123,000	\$128,000	\$704,605	
Pol#2	Mobile Data Terminal Updates	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$117,000	
Pol#3	Body Armour	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	
Pol#4	Animal Control Vehicle Replacement	\$0	\$37,000	\$0	\$0	\$0	\$0	\$37,000	\$883,605
Fire#1	Radio Equipment sinking fund	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000	
Fire#2	Vehicle Replacement Program	\$0	\$775,000	\$225,000	\$80,000	\$225,000	\$550,000	\$1,855,000	
Fire#3	Equipment: 5yr LifePak 15 upgrade/program	\$0	\$30,000	\$32,000	\$32,000	\$34,000	\$34,000	\$162,000	
Fire#4	Equipment: FA Communications Upgrade	\$10,000	\$25,000	\$0	\$0	\$0	\$0	\$35,000	
Fire#5	Equipment: Replacement Airpaks & Bottles	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
Fire#6	Building: Repairs to Stations 2 & 3	\$25,000	\$20,000	\$0	\$0	\$0	\$0	\$45,000	\$2,187,000
Eng#1	Vehicle Replacement Program	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$25,000
DPW#1	Garage Building Renovations and Improvements	\$75,000	\$35,000	\$7,000	\$7,000	\$7,000	\$7,000	\$138,000	
DPW#2	Eastward Look Storm Drain	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000	
DPW#3	Storm Drain General	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
DPW#4	Town Hall Renovations	\$150,000	\$100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$500,000	
DPW#5	Pavement Management	\$350,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,850,000	
DPW#6	Equipment Replacement	\$75,000	\$140,000	\$255,000	\$115,000	\$140,000	\$100,000	\$825,000	
DPW#7	Vehicle Replacement	\$40,000	\$485,000	\$155,000	\$240,000	\$240,000	\$155,000	\$1,315,000	
DPW#8	Fuel Tank Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$7,303,000
Park#1	Landscape Trees	\$1,295	\$0	\$0	\$0	\$0	\$0	\$1,295	
Park#2	Vehicle Replacement	\$35,000	\$25,000	\$35,000	\$35,000	\$35,000	\$0	\$165,000	
Park#3	Lighting Replacement	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
Park#4	Court Resurfacing	\$0	\$68,000	\$75,000	\$75,000	\$0	\$0	\$218,000	
Park#5	Park Rehabilitation	\$40,000	\$11,039	\$0	\$0	\$0	\$0	\$51,039	
Park#6	Equipment Replacement	\$16,000	\$25,000	\$15,000	\$9,000	\$27,000	\$15,000	\$107,000	
Park#7	Fence Replacement	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$30,000	
Park#8	Community Center/Building Renovations	\$61,366	\$100,000	\$0	\$0	\$0	\$0	\$161,366	
Park#9	Camp Renovations	\$8,150	\$100,000	\$100,000	\$0	\$0	\$0	\$208,150	
Park#10	LeRoy Thompson Memorial Park	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$1,011,850
Library#1	New Building/Renovation	\$50,000	\$2,000,000	\$0	\$0	\$0	\$0	\$2,050,000	\$2,050,000
Towers#1	Building Renovations	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$300,000
<b>TOTAL GENERAL FUND INCLUDING TRANSFERS</b>		<b>\$1,412,754</b>	<b>\$5,191,464</b>	<b>\$2,088,500</b>	<b>\$1,711,500</b>	<b>\$1,830,500</b>	<b>\$1,988,500</b>	<b>\$14,223,218</b>	<b>\$14,223,218</b>

Capital Improvement Program by Fiscal Years		Fiscal Year						
Project #	Project Name	2016/17	2017/18	2018/19	2019/20	2020/21	2021/2022	Total
<b>ENTERPRISE FUNDS</b>								
Water #1	Water Main Replacement Program	\$325,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$425,000
Water #2	Hydrant Replacement Program	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000
Water #3	General System Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
Water #4	Radio Read Hardware upgrade Program	\$0	\$585,000	\$585,000	\$0	\$0	\$0	\$1,170,000
Water #5	Vehicle\Equipment Replacement Program	\$75,000	\$75,000	\$28,000	\$35,000	\$0	\$0	\$213,000
Water #6	Water Meter Program	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
Water #7	New Services	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Water #8	Master Meter Replacement Program	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$30,000
Water #9	Kinney Avenue\North End Tanks - Rehab	\$750,000	\$0	\$0	\$0	\$0	\$0	\$750,000
<b>Total Water</b>		<b>\$1,292,500</b>	<b>\$837,500</b>	<b>\$790,500</b>	<b>\$197,500</b>	<b>\$162,500</b>	<b>\$162,500</b>	<b>\$3,443,000</b>
WWater #1	Regional WWTF	\$216,177	\$163,703	\$134,550	\$137,690	\$105,398	\$100,000	\$857,518
WWater #2	Scarborough WWTF	\$1,435,000	\$300,000	\$750,000	\$300,000	\$300,000	\$0	\$3,085,000
WWater #3	Pump Station Upgrades	\$177,000	\$235,000	\$280,000	\$270,000	\$250,000	\$250,000	\$1,462,000
WWater #4	North Interceptor Access Road	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
WWater #5	Sand Hill Cove I\I Removal	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
WWater #6	Pier Area I\I Removal	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
WWater #7	General System Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
WWater #8	Vehicle\Equipment Replacement Program	\$70,000	\$50,000	\$50,000	\$38,000	\$35,000	\$50,000	\$293,000
<b>Total Wastewater</b>		<b>\$1,998,177</b>	<b>\$848,703</b>	<b>\$1,414,550</b>	<b>\$945,690</b>	<b>\$890,398</b>	<b>\$500,000</b>	<b>\$6,597,518</b>
Beach #1	Other Improvements	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000
Beach #2	Sand Replenishment	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Beach #3	Renovate Existing Cabanas	\$0	\$25,000	\$657,750	\$0	\$0	\$0	\$682,750
Beach #4	Renovate North Lot	\$357,257	\$0	\$0	\$0	\$0	\$0	\$357,257
Beach #5	Renovate South Pavilion Lockers	\$0	\$0	\$0	\$25,000	\$150,000	\$0	\$175,000
Beach #6	Storm Reserve	\$250,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$875,000
<b>Total Beach</b>		<b>\$697,257</b>	<b>\$240,000</b>	<b>\$872,750</b>	<b>\$240,000</b>	<b>\$365,000</b>	<b>\$215,000</b>	<b>\$2,630,007</b>
Middle #1	Grounds Maintenance	\$6,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$26,000
Middle #2	Buildings Repairs and Renovations	\$12,000	\$10,000	\$4,000	\$4,000	\$4,000	\$4,000	\$38,000
<b>Total Middlebridge</b>		<b>\$18,000</b>	<b>\$14,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$64,000</b>
Earles Court	Renovations	\$750,000	\$0	\$0	\$0	\$0	\$0	\$750,000
Kinney #1	Building Renovations and Repairs	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Kinney #2	Equipment	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
<b>Total Other</b>		<b>\$1,080,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,080,000</b>
<b>TOTAL TOWN CAPITAL PROGRAM FY 16/17 - FY 21/22</b>		<b>\$6,498,688</b>	<b>\$7,131,667</b>	<b>\$5,174,300</b>	<b>\$3,102,690</b>	<b>\$3,256,398</b>	<b>\$2,874,000</b>	<b>\$28,037,743</b>

FY16/17 Capital Improvement Program by Funding Sources

Project #	Project Name	General/Current Revenue	Borrowed Funds	Other Funding Sources	Grants/Donations	Trust/Agency Funds	Prior Year's Fund	Total
Comm Dev 1	Board Room Renovations	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
Comm Dev 2	Comp Plan - Zoning Update	\$12,500	\$0	\$0	\$0	\$0	\$0	\$12,500
Comm Dev 3	GIS mapping	\$0	\$0	\$0	\$0	\$0	\$83,763	\$83,763
Finance #1	Fiber Optic Cable Maintenance	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Finance #2	Server Replacement Program	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Finance #3	IT software	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Finance #4	IT Equipment	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Finance #5	Mail Machine	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Finance #6	Revaluation	\$15,160	\$0	\$0	\$0	\$0	\$11,840	\$27,000
Pol #1	Vehicle Replacement	\$108,180	\$0	\$0	\$0	\$0	\$0	\$108,180
Pol#2	Mobile Data Terminal Updates	\$19,500	\$0	\$0	\$0	\$0	\$0	\$19,500
Pol#3	Body Armour	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pol#4	Animal Control Vehicle Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire#1	Radio Equipment sinking fund	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Fire#2	Vehicle Replacement Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire#3	Equipment: 5yr LifePak 15 upgrade/program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire#4	Equipment: FA Communications Upgrade	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Fire#5	Equipment: Replacement Airpacks & Bottles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire#6	Building: Repairs to Stations 2 & 3	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Eng#1	Vehicle Replacement Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DPW#1	Garage Building Renovations and Improvements	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
DPW#2	Eastward Look Storm Drain	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DPW#3	Storm Drain General	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DPW#4	Town Hall Renovations	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
DPW#5	Pavement Management	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
DPW#6	Equipment Replacement	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
DPW#7	Vehicle Replacement	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
DPW#8	Fuel Tank Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Park#1	Landscape Trees	\$0	\$0	\$0	\$0	\$0	\$1,295	\$1,295
Park#2	Vehicle Replacement	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Park#3	Lighting Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park#4	Court Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park#5	Park Rehabilitation	\$30,500	\$0	\$0	\$0	\$0	\$9,500	\$40,000
Park#6	Equipment Replacement	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
Park#7	Fence Replacement	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Park#8	Community Center/Building Renovations	\$0	\$0	\$0	\$0	\$0	\$61,366	\$61,366
Park#9	Camp Renovations	\$0	\$0	\$0	\$0	\$0	\$8,150	\$8,150
Park#10	LeRoy Thompson Memorial Park	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Library#1	New Building/Renovation	\$50,000	\$2,000,000	\$0	\$0	\$0	\$0	\$2,050,000
Towers#1	Building Renovations	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
<b>TOTAL GENERAL FUND INCLUDING TRANSFERS</b>		<b>\$1,186,840</b>	<b>\$2,050,000</b>	<b>\$50,000</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$250,914</b>	<b>\$3,650,254</b>

FY16/17 Capital Improvement Program by Funding Sources

Project #	Project Name	General/Current Revenue	Borrowed Funds	Other Funding Sources	Grants/Donations	Trust/Agency Funds	Prior Year's Fund	Total
<b>ENTERPRISE FUNDS</b>								
Water #1	Water Main Replacement Program	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
Water #2	Hydrant Replacement Program	\$7,500	\$0	\$0	\$0	\$0	\$0	\$7,500
Water #3	General System Improvements	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Water #4	Radio Read Hardware upgrade Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water #5	Vehicle\Equipment Replacement Program	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Water #6	Water Meter Program	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Water #7	New Services	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Water #8	Master Meter Replacement Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water #9	Kinney Avenue\North End Tanks - Rehab	\$0	\$0	\$750,000	\$0	\$0	\$0	\$750,000
<b>Total Water</b>		<b>\$542,500</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,292,500</b>
WWater #1	Regional WWTF	\$216,177	\$0	\$0	\$0	\$0	\$0	\$216,177
WWater #2	Scarborough WWTF	\$435,000	\$0	\$0	\$1,000,000	\$0	\$0	\$1,435,000
WWater #3	Pump Station Upgrades	\$177,000	\$0	\$0	\$0	\$0	\$0	\$177,000
WWater #4	North Interceptor Access Road	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWater #5	Sand Hill Cove I\ Removal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWater #6	Pier Area I\ Removal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWater #7	General System Improvements	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
WWater #8	Vehicle\Equipment Replacement Program	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
<b>Total Wastewater</b>		<b>\$998,177</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,998,177</b>
Beach #1	Other Improvements	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Beach #2	Sand Replenishment	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Beach #3	Renovate Existing Cabanas	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beach #4	Renovate North Lot	\$75,000	\$0	\$0	\$0	\$0	\$282,257	\$357,257
Beach #5	Renovate South Pavilion Lockers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beach #6	Storm Reserve	\$125,000	\$0	\$0	\$0	\$0	\$125,000	\$250,000
<b>Total Beach</b>		<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$497,257</b>	<b>\$697,257</b>
Middle #1	Grounds Maintenance	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
Middle #2	Buildings Repairs and Renovations	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000
<b>Total Middlebridge</b>		<b>\$18,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000</b>
Earles Court	Renovations	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
Kinney #1	Building Renovations and Repairs	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Kinney #2	Equipment	\$231,000	\$0	\$0	\$0	\$0	\$69,000	\$300,000
<b>Total Other</b>		<b>\$261,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$69,000</b>	<b>\$1,080,000</b>
<b>TOTAL TOWN FUNDING CAPITAL REQUIREMENTS FOR FY 16/17</b>		<b>\$3,206,517</b>	<b>\$2,050,000</b>	<b>\$800,000</b>	<b>\$1,825,000</b>	<b>\$50,000</b>	<b>\$817,171</b>	<b>\$8,736,188</b>

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 19 \_\_\_\_\_**

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

**Date Prepared:** April 28, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** The Honorable Town Council

**SUBJECT:** Appropriation Ordinance for FY 2016-17

**RECOMMENDATION:**

That the Town Council INTRODUCES, READS AND ACCEPTS as a First Reading the Appropriation Ordinance for the 2016-17 Fiscal Year.

**SUMMARY:**

Attached is the Appropriation Ordinance for the 2016-17 Fiscal Year.

**ATTACHMENTS:**

1. Appropriation Ordinance for FY 2016-17

TOWN OF NARRAGANSETT  
CHAPTER \_\_

AN ORDINANCE OF THE TOWN OF NARRAGANSETT, PROVIDING THAT THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND BE AMENDED BY THE ENACTMENT OF THE BUDGET FOR THE TOWN OF NARRAGANSETT FISCAL YEAR BEGINNING THE 1ST DAY OF JULY 2016 AND ENDING THE 30TH DAY OF JUNE 2017 AND MAKING APPROPRIATIONS OF SAID TOWN TO SAID FISCAL YEAR AND ORDERING THE ASSESSMENT AND LEVY OF TAXES ON THE ASSESSMENT ROLL PREPARED BY THE TAX ASSESSOR OF SAID TOWN AS OF DECEMBER 31, A.D. 2015.

It is ordained by the Town Council of the Town of Narragansett as follows:

SECTION 1. The following budget for the Town of Narragansett for the fiscal year of said Town of Narragansett beginning July 1, 2016 is hereby enacted and adopted as follows; and the following appropriations are hereby made in the amounts of money set opposite the respective purpose for which the same are made.

2016 - 2017 BUDGET  
GENERAL FUND  
REVENUES

GENERAL PROPERTY TAXES

Current Year Collections	\$48,586,127
Prior Year Collections	\$236,000
TOTAL TAX COLLECTIONS	<hr/> \$48,822,127

INVESTMENT & INTEREST INCOME

Interest on Delinquent Taxes	\$185,000
Earnings from Investments	\$110,000
TOTAL INVESTMENT & INTEREST INCOME	<hr/> \$295,000

INTERGOVERNMENTAL

Motor Vehicle Phase-Out	\$60,810
Fed PILOT/ Revenue Sharing	\$71,000
Share of Beach Parking Fees	\$190,000
Share of Telephone Tax	\$195,635
Share of Hotel Tax	\$265,200
Share of Meal Tax	\$635,682
School Housing Aid	\$486,480
TOTAL STATE AND FEDERAL AID	<hr/> \$1,904,807

PILOT PAYMENTS

Beach Fund	\$207,447
Housing Authority	\$1,590
Water Fund	\$32,015
Wastewater Fund	\$142,992
Charter School	\$500
TOTAL PILOT PAYMENTS	<hr/> \$384,544

#### INTERFUND REVENUES

Water Fund: Admin Assessment	\$139,089
Wastewater Fund: Admin Assessment	\$428,060
Beach Fund: Admin Assessment	\$133,342
Surplus Equipment fund	\$50,000
Vehicle Maintenance	\$120,000
Rental Registration Transfer	\$125,000
<b>TOTAL INTERFUND PAYMENTS</b>	<b>\$995,491</b>

#### LICENSES AND PERMITS

Inspect Services-Building Permits	\$335,000
Har Master: Rental of Moorings	\$61,000
Plan Board: Variance & Exception Fees	\$14,000
Fire: Fire Alarm Inspection Fees	\$10,000
Public Works: Road Open Permits	\$2,100
Police: VIN Inspection Fees	\$4,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$426,100</b>

#### FINES & FORFEITURES

Police: Fees & Fines	\$15,000
Municipal Court: Fines & Fees	\$268,921
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>\$283,921</b>

#### MISCELLANEOUS REVENUES

Police: Finger Print Receipts	\$3,000
Town Clerk: General Receipts	\$656,000
Town Clerk: Alcohol Beverage Licenses	\$35,000
Police: Special Detail Receipts	\$123,800
Cellular Tower Rents	\$168,049
Other or Miscellaneous Receipts	\$40,400
Fire: Emergency Medical Services	\$365,000
Police: Miscellaneous Receipts	\$7,000
Concessions	\$2,650
Fire Marshal's Plan Reviews	\$23,000
<b>TOTAL MISC. RECEIPTS</b>	<b>\$1,423,899</b>

PARKS & RECREATION RECEIPTS

Community Center Rents	\$8,200
General / Misc Receipts	\$14,500
Basketball Receipts	\$41,075
Workshop Receipts	\$31,000
The Camp	\$60,000
TOTAL PARKS & RECREATION RECEIPTS	<u>\$154,775</u>

OTHER FINANCING SOURCES

Fund Balance Approp	<u>\$530,262</u>
TOTAL OTHER FINANCING SOURCES	\$530,262

TOTAL GENERAL FUND REVENUE

\$55,220,926

GENERAL FUND EXPENDITURES

TOWN COUNCIL	\$56,862
TOWN SOLICITOR	\$125,000
BOARDS AND COMMISSIONS	\$20,150
TOWN MANAGER	\$283,041
HUMAN RESOURCES	\$123,306
TOWN CLERK	\$386,031
MUNICIPAL COURT	\$217,298
BOARD OF CANVASSERS	\$135,203
FINANCE AND PURCHASING	\$425,285
ACCOUNTING	\$440,872
TAX COLLECTIONS	\$294,786
TAX ASSESSOR	\$268,508
INFORMATION TECHNOLOGY	\$367,011
COMMUNITY DEVELOPMENT	\$431,004
BUILDING INSPECTION	\$410,703
DISPATCHING	\$995,165
POLICE	\$6,425,470
ANIMAL CONTROL	\$201,040
HARBOR MASTER	\$40,412
FIRE	\$5,189,117
EMERGENCY MANAGEMENT	\$13,100
ENGINEERING	\$287,170
PUBLIC WORKS ADMINISTRATION	\$389,284
FACILITIES MAINTENANCE	\$255,240
HIGHWAY MAINTENANCE	\$1,795,080
VEHICLE MAINTENANCE	\$660,855
PARK AND RECREATION ADMINISTRATION	\$185,721
PARKS MAINTENANCE	\$777,752
RECREATIONS PROGRAMS	\$469,679
OPERATING DEPARTMENTS TOTAL	<u>\$21,670,145</u>
TRANSFERS	\$7,493,864
EDUCATION TRANSFER	\$24,734,185
TOWNWIDE EXPENSES	\$855,041
CONTINGENCY	\$300,000
SPECIAL APPROPRIATIONS	\$167,691
<b>TOTAL GENERAL FUND BUDGET</b>	<u><u>\$55,220,926</u></u>

## EDUCATION

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### EXPENDITURES

Salaries	\$16,123,694
Employee Benefits	\$7,341,973
Pur Prof & Tech Services	\$714,524
Purchased Property Serv	\$546,539
Other Purchased Services	\$1,571,799
Supplies & Materials	\$1,160,170
Property	\$476,281
Dues, Fees-Othr Misc Exp	\$68,510
Other Expenses	\$30,000
Transfer to Capital	\$1,070,000
TOTAL EXPENSES	<u>\$29,103,490</u>

### REVENUES

State Aid	\$2,150,151
Charges for Services	\$376,000
Other Revenue	\$17,157
Total School Revenues	<u>\$2,543,308</u>
Town Appropriation	\$24,735,185
Use of Fund Balance	<u>\$1,824,997</u>
TOTAL REVENUE	<u>\$29,103,490</u>

**WATER FUND**

## REVENUES

Appropriated Reserve	\$27,226
Assessment for Capital Improvements	\$750,000
Current Year Receipts	\$2,111,319
Interest Delinquent Payments	\$10,309
Miscellaneous Receipts	\$2,000
Hydrants	\$45,000
Repairs / New Service Charges	\$20,000
<b>TOTAL WATER REVENUE</b>	<b>\$2,965,854</b>

## EXPENDITURES

PERSONNEL	\$781,476
OPERATING	\$891,878
CAPITAL	\$1,292,500
DEBT	\$0
<b>TOTAL WATER EXPENDITURES</b>	<b>\$2,965,854</b>

**WASTEWATER FUND**

## REVENUES

Appropriated Reserve	\$139,928
Current Year Receipts	\$3,370,000
Interest Delinquent Payments	\$37,000
Storm Damage/Grants	\$1,000,000
Interest on Investments	\$56,000
Pretreatment Revenue	\$33,080
Miscellaneous Receipts	\$2,508
Sewer Permits	\$2,400
Lot Develop Fee Apportion	\$14,400
Lot Develop Fee Billing	\$115,200
North End Assessment Billing	\$672,000
Assessment Interest & Apportionment.	\$124,800
Sewer Inflow-Infiltration	\$85,000
Regional WWT Facil	\$13,000
<b>TOTAL WASTEWATER REVENUE</b>	<b>\$5,665,316</b>

## EXPENDITURES

PERSONNEL	\$1,246,783
OPERATING	\$1,963,971
CAPITAL	\$1,998,177
DEBT	\$456,385
<b>TOTAL WASTEWATER EXPENDITURES</b>	<b>\$5,665,316</b>

**BEACH FUND****REVENUES**

Appropriated Reserve	\$94,380
Miscellaneous Receipts	\$16,900
Concerts & Fireworks	\$18,311
Passes/Adult	\$203,320
Parking/Seasonal	\$153,410
Parking/Daily	\$225,000
Daily Admissions	\$775,000
Concession	\$142,300
Passes/Youth	\$45,210
North Beach Cabanas	\$207,500
North Beach Pavilion	\$184,000
North Beach Club House	\$45,015
Guest Passes	\$22,400
Sr Nonresident/Seasonal	\$22,120
South Pavilion Seasonal Locker	\$103,400
North Pavilion Parking	\$22,930
South Pavilion Parking	\$17,600
Beach Tent Rental	\$0
TOTAL BEACH FUND REVENUES	<hr/> \$2,298,796

**EXPENDITURES**

PERSONNEL	\$878,732
OPERATING	\$722,807
CAPITAL	\$697,257
TOTAL BEACH FUND EXPENDITURES	<hr/> \$2,298,796

**MIDDLEBRIDGE RECREATION FUND****REVENUE**

Residential Rents	\$40,000
Har Master-Slip Rents	\$24,850
Miscellaneous Receipts	\$1,000
Concessions-Kayak Rent	\$12,000
Total Operating Revenue	<hr/> \$77,850
Transfer-General Fund	\$105,095
TOTAL REVENUE	<hr/> \$182,945

**EXPENDITURES**

OPERATING	\$30,450
DEBT	\$152,495
TOTAL EXPENDITURES	<hr/> \$182,945

Section 2. There is hereby levied and ordered the assessment and the collection of a tax on the ratable real estate and tangible personal property and a tax on the registered motor vehicles and trailers in the Town of Narragansett between the sum of \$48,000,000 and \$51,000,000. Said tax is for ordinary expenses and charges, for the payment of interest and indebtedness in whole or in part of said Town, and for other purpose authorized by law. The Assessor shall assess and apportion said tax on the inhabitants and ratable property of said Town as of the 31st day of December 2015 at the close of business, according to law, and the resulting tax roll, certified by the Assessor, shall be delivered to the Town Clerk no later than the 30th day of June 2016. The Town Clerk on receipt of said assessment, shall forthwith issue and affix to said copy of warrant under her hand directed to the Collector of taxes of said Town commanding her to proceed and collect said tax of the persons and estates liable therefore.

Real and personal property taxes upon assessed valuations determined by the Tax Assessor as of December 31, 2015 and taxes upon registered motor vehicles and trailers assessed upon valuations determined by the Tax Assessor as of December 31, 2015, shall be due and payable on and between the 1<sup>st</sup> of July and the 31<sup>st</sup> day of July 2016. All taxes remaining unpaid after said 31<sup>st</sup> day of July 2016 shall carry until collected a penalty at the rate of twelve (12%) percent per annum upon each unpaid tax; provided, however, as follows:

Except as provided for below, said tax may be paid in quarterly installments, the first installment of twenty-five (25%) percent on or before the 31<sup>st</sup> day of July 2016 and the remaining installments as follows:

Twenty-five (25%) percent on or before the 31<sup>st</sup> day of October 2016

Twenty-five (25%) percent on or before the 31<sup>st</sup> day of January 2017

Twenty-five (25%) percent on or before the 30<sup>st</sup> day of April 2017

Each installment of taxes, if received by the Tax Collector on or before the last day of each installment period successively and in order, shall be free from any charge for interest.

Installment periods are the months of July, October, January and April. When the last day of an installment period falls on a weekend, then the following Monday will be considered the last day, however, for walk-in payments only.

If the first installment or any succeeding installment of taxes is not received by the Tax Collector by the last day of the respective installment period or periods as they occur, then the whole tax or remaining unpaid balance of the tax, as the case may be, shall immediately become due and payable and shall carry, until collected, a penalty at the rate of twelve (12%) percent per annum from July 1<sup>st</sup>; provided, however, that any customer or taxpayer who had forfeited the right to quarterly installments because of late payment of installments shall regain the right to quarterly installments for the balance of the fiscal year if the installment and interest due is paid in full.

Any interest due of less than one (\$1.00) dollar shall be waived.

First Reading read and passed in Town Council meeting legally assembled the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2016

Second Reading read and passed in Town Council meeting legally assembled the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2016

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 20  
Amend No. \_\_\_\_\_**

**Date Prepared:** April 19, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Honorable Town Council

**FROM:** Christopher Wilkens, Council Member

**SUBJECT:** Resolution on Proposed Parking Restrictions for Ocean Road

**RECOMMENDATION:**

That the Town Council introduces reads passes and accepts a resolution to implement timed seasonal parking restrictions on Ocean Road, between South Pier Road and Beach Street.

**SUMMARY:**

The subject of timed, seasonal parking on Ocean Road has been discussed between the Town Council, our residents, local business owners, and the staff for many years. In 2011, the Town commissioned a parking study that also recommended regulating the parking along the Ocean Road seawall. The advantages of this proposal are as follows:

1. Transient parking opportunities for local restaurants and commercial businesses will increase – under the current unregulated system, many of the approximately 206 parking spots along the seawall are occupied (during the summer) by daily visitors to the beach. These spots are often occupied throughout most of day, limiting parking availability for business and restaurant customers. The Narragansett Chamber of Commerce has expressed support for this proposal.
2. The seawall is one of Narragansett's prime attractions in the summer months. As stated above, the lack of parking restrictions in this area limits the opportunities for residents and guest alike that just want to walk the seawall from parking there during summer, as it has primarily become an off-site beach parking lot.
3. The Town Beach loses parking revenue by the fact that free all-day parking is currently available along Ocean Road between Beach Street and South Pier Road.
4. The proposed regulations would be complementary to the new Trolley Service.

This proposal recommends that the parking remain free of charge, but be restricted to three (3) hour parking, both sides, from the intersection of Ocean Road and South Pier Road to the intersection of Ocean Road and Beach Street, from June 20<sup>th</sup> to Labor Day (inclusive) of each year, between the hours of 7:00 AM and 5:00 PM. The Police Department would be charged with enforcing these restrictions, and the Department of Public Works would post seasonal signage accordingly.

As per Section 75-34 (b) of the Code of Ordinances, this Resolution may be introduced at this meeting, but cannot be adopted until a subsequent meeting at least seven (7) days thereafter. As such, this item will appear before the Town Council for a formal vote on May 2, 2016.

**ATTACHMENTS:**

1. Resolution Amending the Official List of Parking Restrictions

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 21

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

Date Prepared: April 21, 2016  
Council Meeting Date: May 2, 2016

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**TO:** Honorable Town Council

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

**SUBJECT:** Ordinance Amendment for Proposed Parking Restrictions for Ocean Road  
(employee parking passes \ resident passes)

**RECOMMENDATION:**

That the Town Council introduce, read, pass, and accept as a First Reading an Ordinance in Amendment of Chapter 896 to include Ocean Road, between South Pier Road and Beach Street, in the defined area where abutting property owners may obtain parking permits.

**SUMMARY:**

As a complementary item to the proposed Resolution that would implement timed seasonal parking restrictions on Ocean Road between South Pier Road and Beach Street, the attached Ordinance amendment would include Ocean Road in this area in the list of streets that are eligible for abutting property owners to obtain parking passes for family members or employees.

Chapter 896, adopted in May 2008, accomplished two (2) distinct things; first, it set forth the criteria for obtaining parking passes for property owners (including employee parking passes for business owners) in the Pier area and identified the streets where property ownership is a pre-requisite for obtaining a permit. And second, it provided a list of streets where permit parking is allowed.

As Ocean Road was not included in the first list of streets, it is being addressed here. However, as Ocean Road itself in the area noted will not be a "permit parking" street, it has to be addressed separately. In other words, under this proposed Ordinance amendment, an Ocean Road (within the limits set herein) property owner may obtain a parking pass for family members or for employees, in accordance with Chapter 896. However, permit parking itself will not be expanded to Ocean Road; permit holders may park on the permit parking regulated streets already noted in Section 6 of Chapter 896. The reason for this distinction is that Ocean Road is a State right-of-way, and we have guidance from RIDOT that allows the Town Council to regulate parking, but requires that any such regulation be applied equally to all parties. This means that the proposed timed parking for Ocean Road cannot be tied to the issuance of a permit, but has to be applied to any and all users.

**ATTACHMENTS:**

1. Proposed Amendment to Chapter 896, annotated with changes highlighted.

# TOWN OF NARRAGANSETT

## CHAPTER \_\_\_\_

AN ORDINANCE OF THE TOWN OF NARRAGANSETT, PROVIDING THAT THE CODE OF ORDINANCES, TOWN OF NARRAGANSETT, RHODE ISLAND, BE AMENDED BY AMENDING CHAPTER 896, CHAPTER 293 AND CHAPTER 648 OF SAID CODE; PROVIDING PARKING REGULATION FOR SPECIFIC STREETS.

It is ordained by the Town Council of the Town of Narragansett as follows:

**Section 1.** The following parking restrictions are hereby promulgated to promote the highway safety and reduce congestion in the Narragansett Pier Area during the peak traffic months. The Town may develop and issue rules and regulations to administer this Chapter.

**Section 2. Parking Permit Eligibility.** In all of the areas of the streets specified hereunder in Section 6 there shall be no parking permitted from 9 a.m. to 4 p.m. between May 15<sup>th</sup> and September 15<sup>th</sup> of each year, by any vehicle, unless said vehicle bears an official parking permit affixed to the right-hand (passenger) side front bumper (or otherwise displayed in accordance with this Chapter or rules and regulations as may be promulgated by the Town) issued by the Town of Narragansett as specified below or unless the vehicle is exempted from this Chapter.

### **Section 3. Parking Permit Required.**

1. The Town of Narragansett shall issue parking permits to any person residing in or owning real property, which has frontage on the streets specified in Section 6 hereof, **and on Ocean Road between South Pier Road and Beach Street**. Parking permits may also be issued to dependent children of any person residing or owning real property which has frontage on the streets specified in Section 6 hereof, **and on Ocean Road between South Pier Road and Beach Street**, so long as the dependent child is actually living at the property. Each permit issued by the Town shall only be valid for the street on which the property or residence is located. The number of parking permits issued to each household shall be limited to a maximum of four (4). Passes issued to commercial properties shall be based on the maximum number of employees that work at each business on a per shift basis, and shall be prominently displayed in the front windshield area of employee's vehicle.

2. Proof of residency or real estate ownership shall be determined upon the following criteria:

Any person permanently residing at an address or owning land abutting the sections of streets specified in Section 6 hereunder and owners and employees of commercial establishments located within the Redevelopment Zone, **and on Ocean Road between South Pier Road and Beach Street**, who shall be deemed to abut any street which abuts the Redevelopment Zone, **and on Ocean Road between South Pier Road and Beach Street**, shall be issued a permit at no cost upon production of the following:

- a) a valid drivers license identifying the applicant; and
  - b) a valid registration for the vehicle to be permitted; and
  - c) a property deed, lease or rental agreement naming the applicant and identifying the residence or property as located within the area of these parking restrictions.
  - d) in the case of dependent children, a birth certificate establishing the identity, age, and relationship to a person fulfilling requirements (c) above.
3. Proof of employment for commercial establishment employee parking passes shall be provided for annually (or upon request by the Town) by the owner of the business.

**Section 4. Parking without permit prohibited, lost stickers.**

- 1. Except for an officer or employee of the United States, the State or the Town, or any agency thereof, while in the course of official business, no person shall park a vehicle on any street specified in Section 6 hereof without a permit, which authorizes the parking of such vehicle, and a parking sticker is affixed to the bumper of such vehicle (or otherwise displayed in accordance with this Chapter or rules and regulations as may be promulgated by the Town) as required in Section 2 hereof.
- 2. Lost stickers will be re-issued upon request, subject to a twenty-five dollar (\$25.00) re-issuance fee.

**Section 5. Penalties for Violation.**

- 1. Any owner of a vehicle parked on the applicable sections of streets named in Section 6 below in violation of this Chapter shall be punished by a fine in accordance with Section 74-4 of the Code of Ordinances; and
- 2. Any vehicle found in violation of this ordinance shall be towed or otherwise removed at the owners' expense and liability to a location to be specified by the Town Council.

**Section 6. Applicability.**

These parking restrictions shall apply to the following sections of public highways in the Town of Narragansett between May 15<sup>th</sup> and September 15<sup>th</sup> of each year between 9 a.m. and 4 p.m.

<b><u>Street Name</u></b>	<b><u>Extent</u></b>	<b><u>Side</u></b>
Atlantic Avenue	entire length	west side
Beach Street	from intersection at Ocean Road to Intersection of Kingstown Road	both sides

Boon Street	from intersection with Kingstown Road to Intersection with Courtway Street	west side
Boon Street	from intersection with Courtway Street to Intersection with Central Street	both sides
Brown Avenue	entire length	north side
Caswell Street	from intersection with Narragansett Avenue to intersection with Central Street except for the easterly side of Caswell Street from the Intersection of Kingstown Road to Brown Avenue	both sides
Caswell Street	from intersection with Narragansett Avenue To intersection with Othmar Street	both sides
Central Street	from intersection with Fifth Avenue to Intersection with Ocean Road	north side
Courtway Street	entire length	south side
Fifth Avenue	from intersection with Kingstown Road to a Point 300' south there from	both sides
Kingstown Road	from intersection at Narragansett Avenue to Intersection with Caswell Street	both sides
Mansion Avenue	entire length	west side
Mathewson Street	from intersection of Courtway Street and Mathewson Street to intersection with Central Street	east side
Othmar Street	entire length	both sides
Robinson Street	from intersection with Narragansett Avenue to Intersection with Central Street	west side
Rockland Street	from intersection with Kingstown Road to Intersection with Central Street	east side
Strathmore Street	entire length	both sides
Taylor Street	entire length	both sides

Watson Avenue	from intersection with Kingstown Road to a Point 400' south thereof to the end of the Northerly constructed segment of Watson Avenue	both sides
Wanda Street	entire length	both sides

**Section 7. Posting of Signs.**

The Department of Public Works shall post and keep posted signs on each street specified in Section 6 hereof, **and on Ocean Road between South Pier Road and Beach Street**, which gives notice of the parking regulations in effect on each street.

**Section 8. Special Events.**

The Chief of Police or his/her designee, upon the request of a property owner or resident residing or owning property which abuts the streets listed in Section 6 hereof, may waive the requirements of this chapter for special events or special circumstances and issue guest passes accordingly. Special events shall include but not be limited to weddings, parties, and other similar functions.

**Section 9. Exemptions.**

This Chapter shall not apply to religious observances and vehicles providing service to property which abuts any of the streets listed in Section 6 hereof **and on Ocean Road between South Pier Road and Beach Street**. Vehicles providing service shall include delivery trucks, oil trucks, landscaping vehicles, construction vehicles, and other similar vehicles so long as the driver or owner thereof is actually engaged in providing service to property fronting on any of the streets listed in Section 6 hereof.

**Section 10. Relation to other sections of the Code of Ordinances.**

The passage of this amendment will not supersede other provisions of the Code of Ordinances, which shall stay in force, except that all violations of existing parking restrictions on the streets named herein above will be subject to the towing provisions of Section 5 above.

First reading read and passed in Town Council meeting legally assembled the 2nd day of May A. D. 2016.

Second reading read and passed in Town Council meeting legally assembled the 16th day of May A. D. 2016.

ATTEST:  
S/Anne M. Irons

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Anne M. Irons, CMC, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 22**

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

**Date Prepared:** April 25, 2016  
**Council Meeting Date:** May 2, 2016

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**TO:** Honorable Town Council

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

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

**SUBJECT:** Public Safety Building – Change Order Request

**RECOMMENDATION:**

That the Town Council approves Change Order Requests 24, 26, 27, and 28 for the Public Safety Building Improvements Project with Urbane Construction, in the total not-to-exceed amount of \$149,928.00.

**SUMMARY:**

Please refer to the attached Project Report and spreadsheet for an update on the status of the work and the various Change Order Requests that have been approved, rejected, or are pending under this Agenda Item. As noted, the new total project cost (construction phase) with these Change Orders included would be \$1,467,633.00.

The original bid was awarded by Town Council on June 1, 2015.

Funding is available from future bond proceeds (maximum allowable bond amount \$2 million).

**ATTACHMENTS:**

1. Project Report, dated April 25, 2016
2. Spreadsheet detailing Change Order Requests (approved, rejected, and pending).

**TOWN OF NARRAGANSETT  
INTER OFFICE MEMORANDUM**

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**To:** Town Council

**Date:** April 25, 2016

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

**Subject:** Public Safety Building  
Improvements Project

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In regards to the referenced project, and following up on my February 1, 2016 status report, the following update is for your use:

**Background**

After a very slow start, the general contractor, Urbane Construction, has been making significant progress. Work is underway in the following areas:

- Exterior
  - The Sally Port has been constructed (framing, siding, and roof).
  - Windows and exterior siding are in the works – the north wall and most of the east and south walls have been completed.
- Interior
  - Selective demolition has taken place in the processing area and other first floor spaces. Some of this work has been done to prepare for the renovation work; other demolition work has been more of an exploratory nature (see note below on additional work required on the electrical systems – Change Order Request 14).
  - Floor tile has been removed on the Police side of the building. Representative samples of the vinyl floor tiling were taken throughout the building – on the Police side, the tile samples were found to be asbestos-free, which allows for a customary removal process. On the Fire side of the building, the old vinyl tile was found to contain asbestos. This was not overly surprising, given the age of the building, as vinyl asbestos tile (VAT) was commonly used in the late 1970's. VAT in its existing form, glued down to a concrete floor, is not hazardous; it only becomes an issue when you remove it, or make it friable. The original contract called for all vinyl flooring to be removed – we have deleted the Fire side from the contract scope, and will deal with it after the completion of this project, rather than through Urbane Construction. See the note below on Change Order Request 15.
  - HVAC exploratory work has been underway in building as well, with the focus on the first floor areas.
  - Demolition and wall replacement work has been completed in offices that had evidence of mold from prior water leaks (both first and second floors, east wall offices).

### **Project Approach**

When we issued the bidding documents, it was recognized that there were a number of unknowns in the building structural, mechanical (HVAC), and electrical systems. Remember that the building was built in the late 1970's, significantly altered in the early 1990's, (when the second floor was added), and has been "tweaked" frequently since then. However, as we were (and still are) very cognizant of the available funding, the original scope of work did not try to capture all necessary or desirable work items. For example, we left out all major renovation work in the locker room area, as we believed there were more important spaces to focus on. Recognizing that we do have a certain financial cushion available (based on the voter authorization of \$2 million and the actual bid price of \$1,274,900) has allowed us to look at rectifying code issues and possibly tackling areas like the locker room.

We had always anticipated the need to negotiate a number of change orders, especially for items that could not readily be determined until the selective demolition work had been completed. The project architect, Northeast Collaborative (NCA), used the available information from site visits and the historical plans, but there were design gaps that we knew we would have to address during construction.

Change order negotiations on a project like this involve the architect (and their mechanical, structural, and electrical sub-consultants, as necessary) reviewing the actual building conditions (once the selective demolition has been completed), making supplemental drawings, and issuing a directive to the contractor in the form of a Change Order Request (COR). The contractor then submits his price and time needed for the additional work, and both the architect and the Town review it for reasonableness. In some instances, we may feel that the price is not indicative of the scope of work (whether for an addition or a deletion to the contract), and we always retain the right to reject the offered price, or ask that the contractor re-submits with a different price. Ultimately, action must be taken on all such CORs.

### **Project Change Order Request (COR) Status**

As of the date of this report, we have negotiated, reviewed, and either accepted or rejected twenty-four (24) Change Order Requests with the contractor. Some have been for contract additions, due to unforeseen conditions in the building; others have been for contract deletions. For example, the stripping of the shingles at the Fire Hose Tower has revealed hidden water damage on the east wall that had to be corrected prior to the installation of the new siding and trim. This was not known or revealed until the demolition, but again, is not overly surprising, given the age and the exposure of this wood structure to the east weather. Some have been accepted by the architect and us; others have been rejected. Each COR is described on the attached project summary, and a spreadsheet of the CORs is attached as well. *As noted, several items are still under review, notably the ramps at either side of the Sally Port (COR 10). In addition, COR 16 included the removal of the gutters and downspouts, but not the re-installation of same. This will be addressed separately later on in this project.*

The original contract price (as awarded) was \$1,274,900.00. The total financial impact of the twenty-four (24) CORs to-date (rejected or approved) is an increase of \$42,805.00, or 3.4%. Considering the unknowns that we have been dealing with, we believe this to be a very reasonable number.

By Town Council policy (adopted February 7, 2011), formal Town Council approval of Change Order Requests is needed when the combined CORs exceed 10% of the original contract value, or \$50,000.00. Neither threshold has been met as of the date of this report. However, the four (4) pending CORs described below will result in an exceedance of that threshold, and we are asking for Town Council authorization accordingly.

*Change Order Request (COR) #24 – Door and door hardware changes.*

This item is pending at this time only, and the proposed value carried is a not-to-exceed amount. We anticipate that the final value will be less, as there are certain door substitutions that we are making to lower the value. This item has been part of the design negotiations between the architect, the contractor, and us for some time now.

The value of this proposed COR is \$4,249.00; as noted, this is a not-to-exceed number, and this work has not yet been recommended by the project architect and the Town staff.

*Change Order Request (COR) #26 – Structural Modifications to the First Floor Locker Room, Prisoner processing, and Lavatory areas.*

This COR includes demolition and construction of structural bearing walls in the first floor locker room, prisoner processing area, and lavatories to support the new room designs. Wall changes have been necessitated by room designs to meet ADA requirements and to reflect the as-built conditions that were not known until the demolition work had taken place. Certain non-bearing walls have to be replaced with structural bearing walls.

The value of this COR is \$18,625.00, and this work has been recommended by the project architect and the Town staff.

*Change Order Request (COR) #27 – New concealed grid fire-rated ceiling in the Prisoner Processing area.*

This COR is to furnish and install a new concealed grid, fire-rated ceiling in the first floor prisoner processing area, along with new lighting fixtures, and fire-rated dampers for the HVAC system. The original intent was to provide fire blocking and fire-proofing measures to the existing ceiling area, but the structural changes and existing open space between the ceiling and the second floor would have necessitated even a larger scope of work (and subsequently larger COR) than what has been proposed. Per State Fire Code, prisoner holding areas must not only be sprinklered (which was included in the base bid), but the walls and ceilings must be fire-rated to a one (1) hour standard (which includes solid plywood-backed drywall for the walls, and the proposed solid grid system for the ceilings).

The value of this COR is \$16,792.00, and this work has been recommended by the project architect and the Town staff.

Change Order Request (COR) #28 – Locker Room Renovations

As noted previously, we have left any Locker Room renovations out of the original contract documents, as we were unsure at the time of bidding as to the overall project value. The contract award at \$1,274,900 (compared to the bond authorization of \$2 million) allowed us the flexibility to investigate options for a major Locker Room renovation effort. The existing wooden lockers are over twenty (20) years old and past their useful life. They are lacking basic essentials, like electrical charging systems for portable radios and cell phones. With the Police Department, the architect and the general contractor, we explored a number of options for different layouts and locker styles, settling on the style and type noted on the attached sketches. This work will provide individual lockers for each officer, with each locker unit to be welded metal (for durability) and to include a lockable drawer, power and charging outlets, and a changing bench. New ceiling, lighting, and flooring are included within this scope of work.

The value of this COR is \$113,804.00, and this work has been recommended by the project architect and the Town staff.

**The total for the four (4) pending Change Order Requests as presented above is \$149,928.00 (not-to-exceed number, based on the final value for COR #24). The approval of these CORs will bring the new contract total to \$1,467,633.00 (inclusive), or 15.12% above the original award amount.**

Future Items

As previously noted, we still need to resolve the site work issues leading up to the new Sally Port, either through a Change Order Request with Urbane Construction, or through an outside vendor. In addition, Urbane (at our request) is developing pricing to resolve a number of long-standing HVAC operation issues that have plagued this building for years. We expect to present that to you in late May or early June. Those improvements will include new controls and dampers that will allow the HVAC system to function much more efficiently than it does at present.

Please advise if additional information is needed.

enc:

cc: Acting Chief Sean Corrigan (w\enc)  
Chief Scott Partington (w\enc)  
Laura K. Kenyon, Finance Director (w\enc)  
Susan W. Gallagher, Purchasing Manager (w\enc)  
Joseph Amatore, Project Engineer (w\enc)

JC\jc

Public Safety Building Improvements Project  
Vendor - Urbana Construction Corporation

P.O. Account # \$1,274,000.00

Original Contract Award	Status	Approved Amount	Offered Amount	Notes	Time Changes (Days)
	June 1, 2016	\$1,274,000.00		Agenda Item 21	
Change Order No. 1	Approved 08/28/16	\$8,608.00	\$14,254.00	Doors 114A and 128A, Value less than 10% - Town Council approval not required	0
Change Order No. 2	Rejected		See COR 2 and COR 7	Ceiling grid in Fire Apparatus Bay	N/A
Change Order No. 3	Rejected		\$1,058.00	Brinkley change	N/A
Change Order No. 4	Approved 10/14/16	\$8,259.00		New structural wall in Processing	0
Change Order No. 5	Approved 10/14/16	(\$6,347.00)		Deletes rigid insulation and furring of Apparatus Room	0
Change Order No. 6	Approved 10/14/16	(\$3,025.00)		Retain existing siding at flat roof	0
Change Order No. 7	Approved 10/14/16	\$7,130.00		Clean and paint Ceiling grid in fire apparatus bay	0
Change Order No. 8	Approved 10/14/16	(\$2,563.00)		Finish flooring substitution	0
Change Order No. 9	Rejected			Infill existing sloped ramp in corridor 128	N/A
Change Order No. 10	Rejected		\$28,581.00	Exterior Site Work - ramps at Bailly Port - Town is soliciting prices from another vendor	N/A
Change Order No. 11	Approved 11/06/16	\$8,832.00		Rm 119 Bathroom Modifications	3
Change Order No. 12	Rejected		(\$11,718.00)	Cell Door Credits	N/A
Change Order No. 13	Approved 11/10/16	(\$3,190.00)		Credit for Framing bulkhead front and back	0
Change Order No. 14	Approved 2/1/16	\$10,150.00		Additional electrical	0
Change Order No. 15	Approved 1/22/16	(\$34,808.00)		Substitute flooring	0
Change Order No. 16	Approved 01/04/16	\$48,247.00	\$63,181.00	Rakes, fascia, soffit - does not include re-installation of gutters	18
Change Order No. 17	Approved	(\$2,000.00)		Rear wall (extension)	0
Change Order No. 18	Approved	(\$3,030.00)		Deletes electric hand dryers	0
Change Order No. 19	Approved 01/07/16	\$2,248.00		Framing and plywood replacement - fire hose tower	0
Change Order No. 20	Approved 01/14/16	\$6,034.00		Driveway, and paint areas of mold remediation	0
Change Order No. 21	Rejected		\$16,626.00	HVAC Per M101 & M102	0
Change Order No. 22	Approved 02/28/16	\$2,648.00		Women's Fire (Rm 155) Ceramic tile	0
Change Order No. 23	Rejected		\$820.00	Women's Fire (Rm 155) Sheet Vinyl	0
Change Order No. 24	Pending - to be negotiated	\$4,448.00	Pending	Door Hardware Change - To Be Determined	0
Change Order No. 25	Rejected		\$14,780.00	Structural Change per SK6 (police Men's and lady's)	0
Change Order No. 26	Pending	\$18,925.00		Structural Changes per SK 14.2 (police locker rooms)	0
Change Order No. 27	Pending	\$13,250.00		Fire rates Ceiling and HVAC dampers in Processing (Rm 118)	0
Change Order No. 28	Pending	\$113,804.00		police locker room and gym inflocker purchase	15
<b>TOTAL</b>		<b>\$1,487,633.00</b>		15.12%	36
Net Change		<b>\$182,733.00</b>			

Pending Change Orders	\$148,925.00
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**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

**Date Prepared:** April 18, 2016  
**Council Meeting Date:** May 2, 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 reappoint two individuals to the Conservation Commission/Tree Board for three year terms to expire on April 30, 2019.

**SUMMARY:**

The Conservation Commission/Tree Board has two seats available for reappointment. John J. Kaufman and Kina C. King have both requested reappointment. There is also one vacant seat due to the resignation of William Bivona. No applications are currently on file. The following indicates the original board appointment date and expiration date.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
John J. Kaufman	2/18/2014	4/30/2016
Kina C. King	5/20/2013	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