

**NARRAGANSETT TOWN COUNCIL
REGULAR MEETING
AGENDA**

July 5, 2016

7:30 p.m.

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

Posted 06-30 -16

**NARRAGANSETT
TOWN COUNCIL**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

- January 4, 2016 Regular Meeting

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 SCHEDULE a PUBLIC HEARING on the proposed amendment to Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled "Taxation and Finance".

CONSENT AGENDA:

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

1. A **MOTION** to APPROVE the annual preventative maintenance contract for the Fire Department's Plymovent Source Capture Emergency Vehicle Exhaust Fuel Removal System with Air Cleaning Specialists of New England, LLC, in the amount of \$2,700.00 and authorizes the Acting Town Manager to sign the contract after review by the Town Solicitor.
2. A **MOTION** to APPROVE the annual contract for technical support for the Fire Department's computer software system with TriTech Software Systems (formerly Information Management Corporation/IMC), in the amount of \$4,741.25 and authorizes the Acting Town Manager to sign the contract after review by the Town Solicitor.
3. A **MOTION** to APPROVE a one-year contract extension for Street Sweepings Disposal and Miscellaneous Trucking Services with Rambone Brothers, LLC at their bid prices for a one-year period, ending May 3, 2017.
4. A **MOTION** to APPROVE the SCADA (telemetry and status monitoring system) upgrades at the Stanton Avenue Pump Station by Electrical Installations, Inc., in the amount of \$6,108.50.
5. A **MOTION** to APPROVE RATIFY, and CONFIRM the purchase and installation of a new fire alarm panel by Encore Fire Protection, in the total not-to-exceed amount of \$8,360.00.
6. A **MOTION** to REFER a REQUEST from Robert T. Murphy for a waiver of the Sewer Policy for Plat N-S, Lot 514, 86 Bayberry Road, to the Sewer Policy Committee for review.

OLD BUSINESS:

NEW BUSINESS:

7. A **MOTION** to ADOPT a RESOLUTION approving the waiver of interest for a taxpayer due to extenuating circumstances.
8. A **MOTION** to APPROVE the 2015 – 2018 Towers Operating Plan submitted by The Towers Committee and ADOPT the Towers Enabling Resolution.
9. A **MOTION** to SCHEDULE a WORK SESSION with the Library Board of Trustees to discuss the formation of a Building Committee and other matters related to the proposed Library Building Project.
10. A **MOTION** to APPROVE the replacement of a public safety dispatcher due to a retirement.
11. A **MOTION** to APPROVE the renewal of a two-year service agreement for the Fire Department's LifePak defibrillators and Lucas chest compression systems from Physio-Control, Inc., in the amount of \$17,952.50, payable in annual installments of \$8,976.25 and to authorize the Acting Town Manager to sign the contract after review by the Town Solicitor.

12. A [MOTION](#) to AUTHORIZE an appropriation from the Town's Contingency Fund to the South Kingstown Dog Park Light the Dog Park Campaign Fund in the amount of \$1,000.
13. A [MOTION](#) to DIRECT the Acting Town Manager and staff to explore local or regional options for a council on aging.
14. A [MOTION](#) to DIRECT the Acting Town Manager and staff to explore the consolidation of all town rental venues and to develop a business model that would coordinate same into a single management portfolio.
15. A [MOTION](#) to APPROVE the use of the Council Chambers and camera equipment for access for live coverage for nine (9) Meet the Candidates Nights sponsored by the League of Women Voters of South County.
16. A [MOTION](#) to APPOINT/REAPPOINT an individual to the Zoning and Platting Board/Minimum Housing Board of Review for a five-year term to expire on July 1, 2021, and APPOINT/REAPPOINT two alternate members for one-year terms to expire on July 1, 2017.
17. A [MOTION](#) to APPOINT/REAPPOINT two individuals to the Harbor Management Commission for three-year terms to expire on June 30, 2019.
18. A [MOTION](#) to SCHEDULE a WORK SESSION to conduct interviews for a seat on the Planning Board.

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.

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**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: _____
Amend No. _____

Date Prepared: June 30, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry Ceasrine, Acting Town Manager
FROM: Anne M. Irons, CMC Town Clerk
SUBJECT: Approval of Town Council Minutes

RECOMMENDATION:

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

- January 4, 2016 Regular Meeting

SUMMARY:

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

**NARRAGANSETT TOWN COUNCIL
REGULAR TOWN COUNCIL MEETING
JANUARY 4, 2016 MINUTES**

At a Regular Meeting of the Town Council of the Town of Narragansett held on
Monday, January 4, 2016 at 7:30 p.m., at the Narragansett Town Hall.

Present: Matthew M. Mannix, President,
Susan Cicilline-Buonanno, President Pro Tem
Patrick W. Murray, Member
Raymond A. Ranaldi, Member
Christopher Wilkens, Member
Pamela T. Nolan Town Manager
Dawson T. Hodgson, Town Solicitor

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

MOMENT OF SILENCE:

A moment of silence was observed for the passing of Dr. Laurence Bouchard, who served the town for fifty years.

APPROVAL OF MINUTES

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to approve the June 15, 2015 Work Session Meeting as presented.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to approve the June 15, 2015 Regular Meeting Minutes as presented.

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

ANNOUNCEMENTS/PRESENTATIONS:

UPDATES of State Projects in Narragansett

None

Pamela Nolan, Town Manager announced that Michael Deluca, Community Development Director was awarded the “Planner of the Year” by the local chapter of the American Planning Association. She commented that everyone knows how hard Mr. DeLuca works for the town. She said it was not only an honor for Mr. DeLuca but for the Town of Narragansett. Ms. Nolan congratulated Mr. Deluca and noted she was proud of him

OPEN FORUM:

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

Richard Van Germeersch commented that he was not there for glad tidings and comfort and joy but was there with discomfort and sorrow due to the actuaries NYHART’s projection of OPEB until 2046. He said it was a woeful tail of horror of the town’s unfunded liability which is debt. He said that it will reach \$78 Million Dollars by 2040.

He commented that he predicts bankruptcy for the town of Narragansett by 2031 unless there are radical changes for OPEB and the pensions for the current employees and retirees and future employees. He said the State of Rhode Island and Public Employee Planation is what it is. He said the town was in trouble; Stanley Wojciechowski thanked the council and staff for all they do for the town. He said the finances do need to be worked on further. He said if there is an issue it is finances for the town. He spoke of finances from previous officials and the taxpayers cannot afford anything until there is no deficit every year;

Patrick Brady commented on the Bike Path not being on the agenda and he had understood that it would be on the agenda. He said he had hoped the path would have at least been approved and he hoped the council would establish a path. It was noted that there was no funding available; Harry Scholfield pointed out that the public has a little to go on in trying to understand the comp plan and the many suggestions people have put forth the over last couple of years to the planning board and the town council. He said before the detail of the plan is looked at the public deserves transparency and a number of issues in the plan that have been fully treated, under treated and not treated at all. He said one of the obviously local issues is the business of the insistence of pushing mixed use zoning in certain neighborhoods in the Pier especially Boon Street over the backs of most residents who oppose it. He said it seems to him that it is the job of town officials to heed the wishes of the residents who pay their salaries. He said to have spent \$95,000 on

the plan that he believed should have been done internally and to have the result of it to be so bureaucratic and unusual it is difficult to see the true issues from the chatter and it is unacceptable and his vote is to start all over again. He said the public deserves to know before the plan is processed any further that the suggestions and comments from the residents who have taken their time to attend and made suggestions, tell me what they like, what they don't like, what they would like to see and how they would like to see it change. He said he knows it won't be line by line of it but the public deserves a transparent process here and he hopes the council considers it before the council is at that point of a public hearing.

President Mannix said to the Town Manager that before the public hearing process goes before the town council to reach out to town staff and others to figure out what the changes are and what has been incorporated in the Town's Comprehensive Plan.

CONSENT AGENDA

The consent agenda is voted on with one motion.

- 1. A MOTION to APPROVE the list of Motor Vehicle addendums in the amount of \$97.23, the list of Real Estate addendums in the amount of \$9,528.07 and the list of Real Estate abatements in the amount of \$29,300.65.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 2. A MOTION to APPROVE, RATIFY and CONFIRM the purchase of ammunition for the Police Department for FY2015-16 from AAA Police Supply, in the total amount of \$9,372.00.**

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

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

- 3. A MOTION to APPROVE, RATIFY and CONFIRM a Class F-1 Alcoholic Beverage License to The Contemporary Theater Company for December 21, 2015 at The Towers, 35 Ocean Road, Narragansett, RI subject to state and local regulations.**

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

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

- 4. A MOTION to APPROVE a Class F-1 Alcoholic Beverage License to The Ocean State Waves for March 7, 2016 at The Towers, Narragansett, RI, subject to state and local regulations.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 5. A MOTION to APPROVE the contract extension for General Welding & Fabrication Services for a one-year period with Champlin Welding, Inc., at their quoted prices and rates, under the same terms and conditions as the original contract.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 6. A MOTION to APPROVE the contract extension for Water Testing and Miscellaneous Water Quality Consulting Services for a one-year period with Rhode Island Analytical Laboratories, Inc., at their quoted prices and rates, under the same terms and conditions as the original contract.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 7. A MOTION to APPROVE the annual Power DMS Document Management Subscription Fee for the Police Dept. from Innovative Data Solutions, Inc., d/b/a PowerDMS, in the amount of \$3,182.50.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 8. A MOTION to ACCEPT a reimbursable grant award of \$3,600.00 from the Firefighters Support Foundation and for the Town Manager to sign acceptance of said grant.**

ACCEPTED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 9. A MOTION to AWARD the bid for the Purchase of Two Beach Wheelchairs to the lowest bidder, Garden State Medical Supply, in the amount of \$4,195.88.**

AWARDED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 10. A MOTION to APPROVE the purchase of a new high-volume, black and white copier/scanner for the Finance Department from Konica Minolta, in the amount of \$5,297.55.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

11. A MOTION to APPROVE a Contract Amendment with Northeast Collaborative Architects for Supplemental Mechanical Design Services for the Public Safety Building Improvements Project, in the amount of \$7,065.00.

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

12. A MOTION to APPROVE the request from the Monsignor Clarke School for their annual Beat the Chill, Climb the Hill 5K Road Race to be held on Saturday March 12, 2016 subject to approval of state and local regulations.

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

13. A MOTION to APPROVE the request from Gray Matter Marketing and the Narragansett Historical Society to conduct the fourth annual Ocean Road 10K road race to be held on Sunday October 2, 2016 from 8:00 am to 11:00 am subject to approval of state and local regulations.

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

14. A MOTION to APPROVE the annual software support contract agreement for the RecPro Recreation Management System from RC Systems, Inc., in the amount of \$3,500.00.

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

OLD BUSINESS:

15. A MOTION to ADOPT a RESOLUTION requesting the General Assembly amend Title 44, Chapter 3, Section 23 of the General Laws to authorize the Town to enact a progressive, income-based, exemption for residents over the age of 70 whose household income is not more than 80% of the median income for such a household in Narragansett.

Currently, Narragansett applies two owner-occupied property tax exemption for residents over the age of 65. The first of these is a straightforward exemption at the rate of one hundred twenty-five dollars (\$125) per one thousand dollars (\$1,000) of valuation. The second is a progressive exemption, with greater tax relief awarded to those who demonstrate lower income levels. This resolution seeks the authority to more closely direct the tax relief to those elderly most in need by making the following changes:

1. Replace the general "Elderly Exemption" with an income based exemption for owner-occupied taxpayers whose incomes are not more than 80% of the median income for such a household in Narragansett as determined annually by HUD.

2. Increase the age of eligibility to 70 years old.
3. Calculate the monetary value of the exemption to equal 4.2% of the taxpayer's annual gross income.
4. Limit the monetary value of the exemption to \$2,500.

This Resolution requests enabling legislation which will give the Town authority to structure its income based elderly exemption within these parameters.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to ADOPT a RESOLUTION requesting the General Assembly amend Title 44, Chapter 3, Section 23 of the General Laws to authorize the Town to enact a progressive, income-based, exemption for residents over the age of 70 whose household income is not more than 80% of the median income for such a household in Narragansett.

Raymond Ranaldi commented that it has been discussed by the council a few times and what he and Councilor Murray were looking for was to have enabling legislation to show empathy on people who are 70 years old and low income. He said some people may think 80% of income is too high but what it really is for is enabling legislation and then it could be worked out later.

Residents Richard VanGermeersch and Stanley Wojciechowski speak.

A discussion ensues among the council on the proposal.

Raymond A. Ranaldi said he would be willing to lower the amount to 70%.

Susan Cicilline-Buonanno commented that she would be in favor of that change.

Christopher Wilkens commented that he would prefer a five year residency requirement.

Raymond A. Ranaldi moved, Susan Cicilline Buonanno seconded to amend the motion to include a “resident of 5 years” and to change the medium income from 80% to 70%.

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

Resident Raymond Kagels speaks.

Matthew Mannix commented that the existing exemption was \$125.00 for over 65 years of age and now there will be an income test based on a formula and there will be a process for the finance department and the change in age from 65 up to 70 years of age and to change 65 to 70 could be changed after the legislation has been passed. He said he would say something like the Town Council will grant and..... which may or may not be an income based exemption and go up to \$250.00 and leave it at 65 and when the legislation is passed the town council and change it to 70. He said he did not want to tie anyone’s hands of the age of 70.

Raymond Ranaldi said at the age of 70 it would reduce the amount of money the town would be given away. He said after speaking with the Finance Director and Assessor the best age would be 70.

*The council moved to the public hearing portion of the meeting at this time.

**The council continued the discussion on the proposed legislation.

Raymond Ranaldi said that the issue of the age of 65 was much too expensive for the town And the age of 70 was less expensive for the town. He said they did go over the numbers.

He commented that even given \$125 for the age 65 is astronomical for the town.

Matthew Mannix said that if the age is 70 in the enabling legislation the town would not be able to change it. He believed it the town was overthinking it.

Raymond Ranaldi noted that he did not have a problem and said he would amend it.

Raymond Ranaldi moved Susan Cicilline-Buonanno seconded and it was so voted to amend the motion to go from the age of 70 to the age of 65 on the proposal

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

Mathew Mannix recapped that the proposal was now a 70% means testing, a 5 year residency requirement and the age is 65 for the exemption.

Matthew Mannix thanked the council for changing the age of 65 however he was not in favor of the new language of the means testing,

The vote was called for the motion with the amendment and the vote was as follows:

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

**A RESOLUTION REQUESTING THE GENERAL ASSEMBLY TO AUTHORIZE
THE TOWN OF NARRAGANSETT TO INCREASE THE PROPERTY TAX
EXEMPTION FOR RESIDENTS AGED 65 OR ABOVE
RESOLUTION 2016-01**

Whereas, respect and care for our elders is a cornerstone of an enduring society; and

Whereas, many of our residents support themselves at later life stages on a fixed income or with limited means; and

Whereas, the Town of Narragansett values our elderly residents for their contributions to our community, past, present and future; and

Whereas, an increased property tax exemption for residents over the age of 65 who live on a limited income can provide financial relief that allows more of these valued citizens to remain in their homes and our community;

It is hereby resolved, that The Town Council of Narragansett respectfully petitions the General Assembly to amend Title 44, Chapter 3, Section 23 of the General Laws to authorize the Town to grant an income-based exemption on real property located within the town and owned and occupied for a period of five years of residency by any person sixty-five (65) years of age and older, having an annual income of not more than 70% of the “median income” for a such a household in Narragansett for the calendar year in which the tax bill is issued, as published annually by the United States Department of Housing and Urban Development, calculated to limit the tax liability of eligible taxpayers to no more than 4.2% of their annual gross income, however in no event shall the monetary value of the exemption exceed \$2,500.

TOWN OF NARRAGANSETT
S/Matthew M. Mannix
President

ATTEST:
S/Anne M. Irons, CMC
Town Clerk

***PUBLIC HEARINGS:**

A MOTION to SCHEDULE a PUBLIC HEARING to amend Chapter 731 of the Code of Ordinances of the Town of Narragansett entitled “Zoning”, Section 2.2 Definitions “Households”.

A MOTION to REFER this matter to the Planning Board for recommendation.

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 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.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to SCHEDULE the PUBLIC HEARING to amend to amend Chapter 731 of the Code of Ordinances of the Town of Narragansett entitled "Zoning", Section 2.2 Definitions "Households" to March 21, 2016 at 8:00 p.m.

Matthew M. Mannix summarized the process up to date and noted that the Town Solicitor researched the matter and it was indeed supposed to be referred to the Planning Board. The Town Solicitor did confirm that the Planning Board needed to give the council and advisory opinion.

Terry Fleming, Chair of the Planning Board addressed the council on scheduling the matter before the Planning Board and getting an opinion back to the council in a timely manner.

Stanley Wojciechowski and Harry Schofield speak on the matter.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to
REFER this matter to the Planning Board for recommendation.

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

**A PUBLIC HEARING on a Petition 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 MOTION to RECEIVE and PLACE on FILE the recommendation from the
PLANNING BOARD.**

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

In accordance with RIGL §24-6-1 the town council is authorized to abandon a highway or
driftway in the town after public notice is given to abutters as well as an advertisement
for three successive weeks for a public hearing. A public hearing is held to consider the

request for abandonment and if the town council declares the roadway abandoned and additional public notice is given as well as an advertisement declaring the abandonment for three successive weeks.

The Planning Board reviewed this 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. The Planning Board has submitted their recommendation for the town council receives and place on file.

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

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to RECEIVE and PLACE on FILE the recommendation from the PLANNING BOARD.

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

Michael DeLuca, Community Development Director gave a brief background to the town council with a few panels of a PowerPoint presentation. He noted that Mr. Sahagian will be making a presentation to the council Mr. DeLuca explained that the petition was to abandon half of a paper street called Harris Avenue that is equal to the length of his property in order to expand his driveway and the other half of the paper street will remain in the town's ownership.

John R. Sahagian of 248 South Pier Road was sworn in and gave testimony. He described the proposal of extending his driveway on the paper street that they already do use. He explained that in the winter months it was difficult to come out of his driveway do to speed traffic on South Pier Road. He said that if they made a loop for a driveway there would be more room for them to pull out on to South Pier Road safely.

John Sahagian reviewed the wetlands biologist's findings of the area of the nearby paper roads.

Councilor Murray suggested an easement instead of abandoning the paper road do to possible future by the town. He believed it could be a new excess to Westmoreland Street to the town's public works garage where the school buses should be housed.

Mr. Sahagian disagreed and commented it would go through South Kingstown owned land and the public works garage was down the road and even across the road from that area. He also remarked that it was swampy in the back area.

A discussion ensues on expanding the public works garage in the future and the need for the access and the possibility of working on an easement with Mr. Sahagian instead of the road abandonment.

Terry Fleming, Chairman of the Planning Board was sworn in and addressed the council on the Planning Board's review and the caution they take to recommend abandonments of roads.

Another discussion ensues on wetlands and having another access to the town owned land. Proponents and opponents were called and the following individuals were sworn in:

Mike Moretti, Richard VanGermeersch,

Jeff McCray of 254 South Pier Road was represented by Attorney Tarzwell and objected to the abandonment of Harris Avenue.

Mr. Sahagian addressed the council on the proposal again and noted that his neighbor Mr. McCray would be able to purchase the remaining 25 feet from the town to add to their property. He spoke of safety, signage and the proposed access to Westmoreland Street that was brought up by Councilor Murray. He also remarked that the property was deeded to the town as Open Space.

President Mannix questioned if the council members had heard enough testimony or was more time needed and the public hearing could be continued to another date.

Councilor Murray suggested that the public works department may be able to help with safety issues and signage for South Pier Road and find a solution to get Mr. Sahagian's in and out of his driveway in a safer way. He also commented that the paper road may be used in the future for access to Westmoreland Street.

Councilor Wilkens said he concurred and suggested to continue the public hearing and the neighbors could get together to work their differences out.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to CONTINUE the 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 February 16, 2016.

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

The Town Manager and staff will review the area with Mr. Sahagian.

PLEASE SEE STENOGRAPHER TRANSCRIPT FOR MORE DETAILS

A PUBLIC HEARING for revisions to several sections of the Zoning Ordinance.

A MOTION to RECEIVE and PLACE on FILE the recommendation from the PLANNING BOARD.

The Community Development Department periodically reviews the Town's Zoning Ordinance to consider minor changes in text that may relate to other regulatory provisions

or need clarification in light of a real world experience. Some areas in need of minor change are brought to the staff's attention by other departments.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded to OPEN the PUBLIC HEARING.

President Mannix announced that he had spoken with the Town Solicitor and Michael Deluca about the proposed amendments during the break and asked if someone will address the council.

Town Solicitor, Dawson Hodgson addressed the council and asked for the amendments to be returned to the planning board for further study. He commented that there was now a correction in a definition and that more discussion was needed on the proposed lot coverage proposal.

Terry Fleming, Chair of the Planning Board addressed the council on the discussions the planning board had on the proposed revisions. He noted that they even had held three items they believed needed more review. He said what was forwarded to the council they

believed was only housekeeping items. He said if anyone has any concerns the planning board would review the revisions again and send back to the council with a recommendation.

The Solicitor explained that his concern was on the formula that would be used for how decks are considered as lot coverage.

Council President Mannix asked for a withdrawal of the motion and second and a motion to forward back to the Planning Board.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to return the amendments back to the Planning Board and CONTINUE public hearing to April 4, 2016.

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

PLEASE SEE STENOGRAPHER TRANSCRIPT FOR MORE DETAILS

****At this time the council went back to discuss Item #15 please see above**

NEW BUSINESS:

16. There is no item 16.

17. A MOTION to ACCEPT a grant in the amount of \$126,000.00 for an emergency power generator at the Stanton Avenue Pump Station from the Hurricane Sandy CDBG Disaster Recovery Program.

The Town applied for a grant through the Hurricane Sandy CDBG Disaster Recovery Program (HUD Grant # B-13-DS-44-0001) process for the purchase and installation of an emergency stand-by power generator for the Stanton Avenue Pump Station. This station, our largest station without on-site emergency power, services over 600 homes and businesses in the southern portion of the Town. We currently use a trailer-mounted pump for emergency response, but the low lying areas around the station often flood, making access impossible. The scope of work includes the electrical design, structural design (pedestal-mounted unit, above the flood elevation), furnishing, and installation of a complete generator and automatic transfer switch system. After a competitive bidding process, the Council awarded a contract to K Electric, Inc. at their bid price of \$115,647.00 for this project (September 21, 2015). The town was notified by the Rhode Island Department of Administration that our application had been accepted, and a grant in the amount of \$126,000.00 has been awarded to us towards the cost of this project. There is no local monetary match – just the in-kind staff services (Engineering and Wastewater) in providing project management duties.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to to ACCEPT a grant in the amount of \$126,000.00 for an emergency power generator at the Stanton Avenue Pump Station from the Hurricane Sandy CDBG Disaster Recovery Program.

A discussion ensued on accepting a grant from CDBG money.

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

**18. A MOTION to RECEIVE an updated status report on the Solar Re-Use
Project at the Rose Hill and Plains Road Superfund Sites.**

The recent Summary Report describes the actions taken to-date by the Town of South Kingstown, URI, and the Town of Narragansett relative to developing a solar energy generation re-use project for the Rose Hill and Plains Road Superfund sites. The combination of available Federal tax credits and many acres of usable land (albeit with restrictions) make the two (2) Superfund sites attractive enough to interest solar power generation firms. Including two (2) turf fields owned by UIRI, the total land offered for development of a solar generation system is approximately 42.7 acres. While the potential income from the sites has not yet been estimated, it appears that the development of solar energy generation at both sites may result in a modest revenue stream over the next twenty (20) years for each of the parties (South Kingstown, URI, and Narragansett). It must be recognized that, even with these fairly large tracts of land, the return on invest is slight. Solar generation in New England is not overly efficient, and, without federal tax credits, not profitable at all. South Kingstown is acting as the lead for the group, as the land is located in their community, and they own the Rose Hill site. At their Council meeting of December 14, 2015, the South Kingstown Council made a conditional award to Kearsarge Energy, LP for the design, permitting, financing, construction, and operation of solar energy generating projects at all of the sites. There

are many negotiations between the group and Kearsarge, and between all of the parties and National Grid (Power Purchase Agreement - PPA) before any final numbers can be determined. This report will be updated accordingly as more information becomes known.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to RECEIVE an updated status report on the Solar Re-Use Project at the Rose Hill and Plains Road Superfund Sites.

The written report was included in the town council packet.

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

19. A MOTION to APPROVE the purchase and installation of replacement equipment in the amount of \$59,999.00 from Atlantic Machinery, Inc. for the Wastewater Division TV Inspection System.

One of the most important first-line pieces of equipment within the Wastewater Division is our TV Inspection System trailer. This system allows us to televise the interior of active sanitary sewers for Wastewater (and storm drains for the Department of Public Works). This is used on a regular basis to determine the condition of the lines, and on an emergency basis to determine the source of leaks, breaks, and blockages. It is also used

to assist residents who have blockages in their building laterals by examining the main\lateral connection. The current system was purchased and put into service in 1997 and partially upgraded in 2007, it is outdated in terms of technology and capabilities. In addition, although it is maintained and service it after each use, frequent exposure to the corrosive atmosphere inside active sewer lines takes a toll on the equipment. As such, it is included as a capital equipment replacement item within the budget for the current fiscal year (FY 2015-16), which was subsequently approved and adopted by the Town Council. Specifications were developed for a new system (keeping the actual trailer intact, but replacing all of the TV System components, including the camera, carrier equipment, cables, controls, cable reel, computer, on-board video system, hardware and software necessary for a fully functional system).

Atlantic Machinery, Inc. has a National Joint Powers Alliance (NJPA) contract for the system that we specified, meaning that it has already gone through a national competitive procurement process. The Town can utilize the National Joint Powers Alliance Contract to take advantage of the purchasing power associated with a large nationwide procurement. The quote from Atlantic Machinery includes a trade-in allowance of \$6,000.00 for our existing equipment.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the purchase and installation of replacement equipment in the amount of \$59,999.00 from Atlantic Machinery, Inc. for the Wastewater Division TV Inspection System.

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

20. A MOTION to APPROVE the purchase and installation of eight (8) integrated card reader system panels in the new Sally Port area of the Public Safety Building from Galaxy Integrated Technologies, in the amount of \$28,990.49.

The Public Safety Building Improvements Project includes the construction of a new Sally Port, which is a drive-through garage adjacent to the prisoner processing area. This new structure allows for much more secure prisoner control and isolation from the outside general public area. Overhead and conventional “man doors” are being added to fully isolate this prisoner transport and processing area. Access control for these doors will primarily be through the Dispatch Area, as an additional measure of security.

Under this scope of work, Galaxy will furnish and install all hardware and software to integrate security door operations into our existing building security system. The work includes eight (8) card reader system panels (4 with IN/OUT) in the new Sally Port, with cable installation back to the Dispatch Area, and programming into our AMAG security system software. Rather than add this to the Public Safety Building Improvements Project general construction bid (which would have allowed the general contractor to add an additional layer of overhead and profit), staff negotiated the scope and price with Galaxy Integrated Technologies, Inc., who holds the Miscellaneous Repair and

Construction Contract for security system work. The contract with Galaxy was approved by the Town Council on June 18, 2012. The current Town Council policy on these contracts requires Town Council approval for all work orders that exceed \$4,000.00. Funding is available in the Police Department Capital Projects Account #00200190 57025, Building Renovation.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the purchase and installation of eight (8) integrated card reader system panels in the new Sally Port area of the Public Safety Building from Galaxy Integrated Technologies, in the amount of \$28,990.49.

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

21. A MOTION to APPROVE the request from Rhode Races & Events Inc. to conduct a new Ocean State Rhode Race Half Marathon and 5K Road Race to be held on Sunday October 30, 2016 from 7:30 am to 1:30 pm subject to approval of state and local regulations.

Item #21 was withdrawn from the agenda in order to obtain approvals from other entities.

22. A MOTION to APPROVE the contract extension for Beach Dumpster Service for a one-year period with Republic Services of Fall River at their quoted bid price of \$20,436.00 for Year 3 of the contract as well as at their quoted prices for additional dumpsters and emergency pick up services, under the same terms and conditions as the original contract.

This purchase is for one new Rosenbauer 109' Viper Aerial on a Commander 4000 custom chassis. The final contract price of the vehicle is \$816,555.00 (\$832,712.00 with the prepay discount of \$16,157.00 factored in the total). The discount is applied upon contract signing and a prepayment of \$300,000.00.

Delivery of the vehicle will be approximately 360 days after receipt of proposal and prepayment.

The Town will be purchasing this ladder truck from Rosenbauer New England, LLC, through the Fire Chief's Association of Massachusetts (FCAM) and Metropolitan Area Planning Council (MAPC) collective procurement program. The Town joined the MAPC to take advantage of these competitive bids with large-volume and regional buying power.

Grant funding is available through a reimbursable grant from the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security 2014 AFG award No. EMW-2014-FV-00871. The federal grant award will cover \$690,477.00 of this amount and the remaining balance to be paid through the town's Grant Match Fund.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the contract extension for Beach Dumpster Service for a one-year period with Republic Services of Fall River at their quoted bid price of \$20,436.00 for Year 3 of the contract as well as at their quoted prices for additional dumpsters and emergency pick up services, under the same terms and conditions as the original contract.

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

23. A MOTION to APPROVE the purchase of one new 2016 Rosenbauer

Viper Aerial Ladder Truck from Rosenbauer New England, LLC, in the amount of \$816,555.00.

The fire department is looking to purchase fire hose and fire hose equipment secured through a 2014 Assistance to Firefighters grant.

The quotes provided by Shipman's Fire Equipment Co. are for the purchase of fire hose in the amount of \$45,650.00 and various hose equipment in the amount of \$34,410.00.

This purchase will completely replace the existing hose on all four pumpers.

Shipman's Fire Equipment is the sole source provider for Task Force Tips and All-American Hose, LLC. In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, the Purchasing Manager determined this to be a sole source item.

Grant funding is available through a 100% reimbursable grant from the Federal

Emergency Management Agency (FEMA) and the Department of Homeland Security

Grant award No. EMW-2014-FO-02517.

Raymond A. Ranaldi moved, Susan Cicilline-Buonanno seconded and it is unanimously

so voted to APPROVE the purchase of one new 2016 Rosenbauer Viper Aerial Ladder

Truck from Rosenbauer New England, LLC, in the amount of \$816,555.00.

It was noted that grant money covers 85% of the cost

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

Christopher Wilkens Matthew M. Mannix aye

**24. A MOTION to APPROVE the purchase of Fire Hose and Fire Hose
Equipment from Shipman's Fire Equipment Co., Inc., in the total amount of
\$79,870.00.**

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously

so voted to APPROVE the purchase of Fire Hose and Fire Hose Equipment from

Shipman's Fire Equipment Co., Inc., in the total amount of \$79,870.00.

It was noted that 75% of the purchased price was covered by the grant.

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

Christopher Wilkens aye, Matthew M. Mannix aye

The council took a five minute break.

**25. A MOTION to APPROVE the purchase of one Thermal Imaging Camera
from Shipman's Fire Equipment Co., Inc., in the amount of \$10,400.00
including a trade-in of the Fire Department's existing camera.**

The Fire Department is looking to purchase one (1) Scott X-Series Thermal Imaging Camera. The quote provided by Shipman's Fire Equipment includes the trade-in of \$1,000.00 bringing the total to \$10,400.00. This purchase will replace the existing damaged camera on Ladder 1.

The Town will be purchasing this camera under the State of Connecticut contract #11PSX0117 (Emergency Response and Law Enforcement Equipment). This competitive bid and award was executed under the Connecticut General Laws.

This purchase is to be paid through the town's Grant Match Fund. This purchase is part of the equipment that is purchased for the new ladder trunk funded through a reimbursable FEMA 2014 AFG grant award No. EMW-2014-FV-00871.

Raymond A. Ranaldi moved, Susan Cicilline-Buonanno seconded and it is unanimously so voted to APPROVE the purchase of one Thermal Imaging Camera from Shipman's Fire Equipment Co., Inc., in the amount of \$10,400.00, including a trade-in of the Fire Department's existing camera.

It was noted the current camera no longer worked however there was a \$1,000 trade in for the camera.

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

26. A MOTION to AWARD the bid for the Purchase of Rugged Tablet Computers and Accessories for the Fire Department to the lowest bidder, Solzon Corporation, in the total amount of \$23,499.00.

This purchase is part of a previously approved FY2015-16 capital improvement project directed at the mobile integration of our current public safety dispatching with Fire/EMS response. This purchase of six (6) laptops or tablets will provide the mobile access to response information, bringing real-time information to our vehicles/apparatus while enroute and at the scene of an incident. The bid was for the purchase of six (6) new GETAC ruggedized tablets and all ancillary equipment required for mounting and installation of the tablets in the fire apparatus.

Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Five vendors were solicited and five vendors responded. Funding is available in the Fire Department Capital Projects Account #00200200 57068, Computers.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to AWARD the bid for the Purchase of Rugged Tablet Computers and Accessories for the Fire Department to the lowest bidder, Solzon Corporation, in the total amount of \$23,499.00.

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

27. A MOTION to AWARD the bid for Tax Sale Title Search to the lowest bidder, Taft & McSally, LLP, at their quoted bid prices (\$79.00 per title exam; \$75.00 per collector deed; and \$7.25 per postage/notice) for the 2016 tax sale.

This bid is for services to perform the necessary procedures as required by State Law for the 2016 tax sale. The costs include the title exam, collectors' deeds, auctioneers' fees to hold the tax sale, and postage for mailing the required notices.

The 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 two responded. The attached spreadsheet lists the results from the solicitation. The second spreadsheet shows a total cost estimate for the tax sale based on last year's tax sale numbers (2015). These fees are associated with the tax sale and will be borne by the property owners.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so to AWARD the bid for Tax Sale Title Search to the lowest bidder, Taft & McSally, LLP, at their quoted bid prices (\$79.00 per title exam; \$75.00 per collector deed; and \$7.25 per postage/notice) for the 2016 tax sale.

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

28. A MOTION to DIRECT the Town Manager and the DPW Director to review the possibility to make any recommendations for bike lanes on any of the town roads.

The past several months the Economic Development Committee has discussed the bike path and bike lanes in Town. It was suggested that it may be feasible to install bike lanes on several town roads for the bicyclist to enjoy. Councilor Buonanno suggested the council directs the Town Manager and the DPW Director for any recommendations for bike lanes that would be conducive on any of the roads in town.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded to DIRECT the Town Manager and the DPW Director to review the possibility to make any recommendations for bike lanes on any of the town roads.

Susan Cicilline-Buonanno noted that the request came from the Economic Development Committee and she asked the manager and staff to pursue it.

Raymond Ranaldi requested to include state roads in the request.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to amend the motion to include state roads in the report.

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

A vote was called for the motion as amended and the vote was as follows:

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

Christopher Wilkens aye, Matthew M. Mannix aye

29. A MOTION to recognize and celebrate the individuals that serve on the Boards and Commissions by having an appreciation dinner or gathering.

In October 2010 an appreciation dinner was held to thank the volunteers on all the boards and commissions in town for their dedication to the town. It was suggested that the council hold another appreciation event for the many volunteers who give their time and expertise to the town of Narragansett. This event should not exceed \$4,000 dollars.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so to recognize and celebrate the individuals that serves on the Boards and Commissions by having an appreciation dinner or gathering.

Susan Cicilline-Buonanno commented that she believed it was important to show the Volunteers how the council appreciates all the volunteers.

Matthew Mannix commented that it should be in the 16-17 budget discussion in the spring.

Raymond Kagels spoke on the matter.

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

Christopher Wilkens aye, Matthew M. Mannix aye

30. A MOTION to APPOINT one (1) member from the Town Council to serve on the negotiations team for the collective bargaining with the International Brotherhood of Police Officers Local 303.

The Town of Narragansett has received a request from Local 303 of the International Brotherhood of Police Officers to engage in collective bargaining. The time period of the collective bargaining agreement will be from July 1, 2016 forward as the current contract expires on June 30, 2015.

In addition to the one (1) Town Council member, the negotiating team will consist of the Town Manager and Town Solicitor, Finance Director, Human Resource Manager and the Police Chief.

Susan Cicilline-Buonanno moved, Christopher Wilkens seconded and it is unanimously so to APPOINT Matthew M. Mannix from the Town Council to serve on the negotiations team for the collective bargaining with the International Brotherhood of Police Officers Local 303.

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

31. A MOTION to APPOINT/REAPPOINT an individual to the Economic Development Committee for a three year term which will expire on December 1, 2018.

The Economic Development Committee has one seat available for reappointment.

Edward M. Mazze has requested reappointment. There is one application on file from Maribeth Carcieri. The following indicates the original board appointment date and expiration date.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Edward M. Mazze	12/02/2012	12/1/2015

According to the Council rules, no person shall be appointed to serve concurrently on more than one commission, committee or board created by the Town Council, with the exception of ad hoc commissions, committees or boards, or dual appointments required by charter, ordinance or resolution. Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.

Christopher Wilkens moved, Susan Cicilline-Buonanno seconded and it is unanimously so voted to APPOINT Edward Mazze to the Economic Development Committee for a three year term which will expire on December 1, 2018.

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

**32. A MOTION to APPOINT/REAPPOINT a Tree Warden for the Town of
Narragansett, pursuant to RIGL 2-14-2.**

As in accordance to RI State Law 2-14-2 every council must appoint a tree warden.

Steven L. Daignault, Jr., Deputy Director of Public Works currently holds that position and is a licensed arborist by the Department of Environmental Management. Mr.

Daignault has agreed to be reappointed as the Tree Warden for the Town of Narragansett.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to REAPPOINT Stephen Daignault as the Tree Warden for the Town of Narragansett, pursuant to RIGL 2-14-2.

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

**33. A MOTION to ADOPT a Resolution regarding the Capital Reserve Fund
in the school department budget.**

In 2009 a Resolution was adopted establishing a Capital Reserve Committee to review the audit findings of the school budget and make recommendations accordingly relative to the assignment of all or a portion of any undesignated fund balances to asset protection.

The committee was charged with reviewing the annual financial audit, State projections, the impact of applying (or not applying) undesignated funds towards the next operating budget, pertinent economic indicators, and other relevant financial data, making formal recommendations to the Town Council and the School Committee respect to the allocation of fund balances. Due to controversy regarding the MOE (Maintenance of Effort) and budget for fiscal year 2015-16 Raymond Ranaldi suggested amending the resolution to include the guidelines for understanding between the council and the school committee. With this amendment The Capital Reserve Committee is charged with creating recommendations to avoid high undesignated fund balances as well as direction for use of asset protection funding. All may keep in mind the desire for fully and frugally funded schools, avoiding the less thoughtful Maintenance of Effort methods allowed by the state. He suggested that we name, as voting ad hoc members of the committee,

1) the school business manager, 2) the town finance director. He further suggested an addition in the allocations order of hierarchy: 1) asset protection and management, target 3% of the annual budget and list recommendations, costs and timing, if possible with the next budget period. 2) Possibilities for applications of funds toward the next operating budget and also list contractual increases compared to the previous budget year. 3) Reserve Fund for emergencies to equal 2% of the total town exposure to school funding (give official notification when lower).

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to ADOPT a Resolution regarding the Capital Reserve Fund in the school department budget.

Raymond A. Ranaldi commented that he met with the Town Manager, Finance Director, School Superintendent and School Finance Director regarding the maintenance of effort issues and going forward with the school budgets. He noted that the Capital Reserve Committee had not met and he would like to add to the original resolution in order to have a 2% reserve fund in the school budget which would be for emergencies. He also believed the finances directors should be voting members of the committee. He said the asset management protection should be a target of 3% and that should be discussed with the committee. He also said he would like the council to assign a resident to the committee and he was recommended Christopher Catanzaro. He also noted that the 2% figure was a recommendation from the School Superintendent and Business Manager.

A discussion ensues on the 2% reserve fund and the 3% asset management target for the school department.

Residents Stanley Wojciechowski, Raymond Kagels and James Sullivan speak.

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

**RESOLUTION OF THE NARRAGANSETT TOWN COUNCIL ESTABLISHING
A COMMITTEE TO REVIEW UNDESIGNATED FUND BALANCES FROM
THE SCHOOL DEPARTMENT BUDGET AND ESTABLISH A CAPITAL
RESERVE FUND
RESOLUTION NO, 2015-02**

WHEREAS, the Town Council and the School Committee have found it is prudent and appropriate to develop a long term financial strategy for asset protection and capital improvements; and,

WHEREAS, the goals of this long term financial strategy will include the application of fund balances to both short and long term asset protection (i.e. building capital improvements as well as fixed assets); and,

WHEREAS, the source of those funds may be additional, unexpended, or unanticipated state aid, and/or unexpended capital and operating appropriations; and,

WHEREAS, the yearly fiscal audit of the School Department may identify undesignated fund balances; (i.e. reserves) and,

WHEREAS, RIGL § 45-11-1 provides for the establishment of a reserve fund that may be used for capital expenditures; and,

WHEREAS, the Town Council and the School Committee are desirous of appointing a standing committee to review the audit findings and make recommendations accordingly relative to the assignment of all or a portion of any undesignated fund balances to asset protection;

NOW THEREFORE BE IT RESOLVED THAT a standing committee be appointed that will consist of two (2) current members of the Town Council, two (2) current members of the School Committee, one (1) member of the School Buildings Committee, the Town Manager, the School Superintendent, the Town Finance Director, the School Finance Director, two (2) residents of Narragansett, one (1) each to be appointed by the Town Council and School Committee respectively, as voting members, with other Town and School employees as non-voting ad hoc members as may be called by the standing committee; and

BE IT FURTHER RESOLVED THAT the standing committee be charged with reviewing the annual financial audit, State projections, the impact of applying (or not applying) undesignated funds towards the next operating budget, pertinent economic indicators, and other relevant financial data, making formal recommendations to the Town Council and the School Committee respect to the allocation of fund balances; and

FURTHER RESOLVED said recommendations for allocation shall include, but not be limited to three (3) orders of hierarchy, as follows:

1. Asset Protection and Management (recommendation is 3% of total budget)
2. Application toward the next operating budget
3. Reserve Fund for Emergencies (recommendation is 2% of total budget); and

FURTHER RESOLVED the School Committee, acting under the authority granted to it pursuant to State and local law, may incorporate the recommendation of the standing committee as it adopts its budget for each fiscal year and subsequently presents same to the Town Council; and

FURTHER RESOLVED, the Town Council, acting under the authority granted to it pursuant to State and local law, may incorporate the recommendations of the School Committee and the standing committee as it adopts its Budget for each fiscal year; and

FURTHER should any recommendations of the standing committee be so adopted into the formal budget of the Town of Narragansett for the applicable fiscal year, the School Committee or their duly appointed designee (s) shall be responsible for implementing the necessary plans and procedures accordingly pursuant to a schedule adopted by the School Committee and Town Council.

ADOPTED this 4th day of January, A.D. 2016.

TOWN OF NARRAGANSETT
S/ Matthew Mannix, Council President

ATTEST:
S/Anne M. Irons, CMC – Town Clerk

EXECUTIVE SESSION

Raymond A. Ranaldi moved, Susan Cicilline-Buonanno seconded and it is unanimously so voted to RETIRE to Executive Session at the end of the end of the January 4, 2016 town council meeting in accordance with RI General Laws 42-46-4 to discuss collective bargaining Local 1589 –International Association of Fire Fighters AFL-CIO-CLC and collective bargaining Local #303 – International Brotherhood of Police Officers as in accordance with 42-46-5 (a) (2) and to discuss considerations related to the acquisition/leasing of real property for public purposes with the Maury Loontgens Library Board of Directors in accordance with General law 42-46-5(a)(5) appoint Dawson T. Hodgson, Town Solicitor as Clerk Pro Tem.)

Roll Call vote was taken

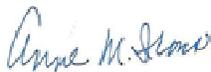
Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

ADJOURNMENT:

The council retires at 10:30 p. m. for executive session.

ATTEST:

MINUTES ACCEPTED AS
PRESENTED/AMENDED



Anne M. Irons, CMC
Council Clerk

Anne M. Irons, CMC
Council Clerk

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

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

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: _____

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry Ceasrine, Acting Town Manager

FROM: Anne M. Irons, CMC – Town Clerk

SUBJECT: Schedule Public Hearing - In Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled "Taxation and Finance".

RECOMMENDATION:

That the Town Council SCHEDULES a Public Hearing on the proposed amendment to Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled "Taxation and Finance".

SUMMARY:

At the June 6, 2016 town council meeting a first reading was held on a proposal for a single tax rate ordinance. The passage of this ordinance would restore Narragansett's property tax system to one that would tax ALL properties based solely on their appraised value

The second reading and adoption of the proposed ordinance was scheduled for the June 20, 2016 town council meeting. However, on June 20, 2016, as in accordance with the Town Charter Section 2-1-9, a petition signed by 53 residents was filed requesting a public hearing be held on the proposed ordinance amendment to Sec. 70-4 entitled Taxation and Finance.

ATTACHMENTS:

1. Signed Petition

We the undersigned do hereby request a public hearing regarding the following:

18 JUN 20 PM 3:07

Rec'd Anne
Stone

An ordinance in Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island entitled Taxation and Finance. The first reading was passed and listed as New Business Item 20 at the June 6, 2016 Town Council meeting.

We further state that we are all voters and residents of the Town of Narragansett.

1. Christen Ryan - 1 Perkins Ave
2. Erin Ryan, 1 Perkins Ave
3. Donald Schofield 9 Atlantic Ave
4. Janet E. Schofield 9 Atlantic Ave
5. Ryan Notarantonio 51 Narragansett Ave.
6. Joseph A. Notarantonio 51 NARRAGANSETT AVE.
7. James G. Colombo 51 Fernleaf trail
8. Deanne Barnett 29 Sumac Trail
9. Juanita Marsh 58 Rodman St.
10. Juanita Marsh 58 Rodman St.
11. [Signature] 15 Yellowbirch rd
12. Sue Moretti 3 Continental Rd.
13. [Signature] 51 Narragansett Ave.
14. [Signature] 21 Wanda St.
15. Susan Sullivan 21 Wanda St.
16. David Tiberin 16 Wanda St
17. [Signature] 59 Wanda St.
18. [Signature] 54 Wanda St.
19. [Signature] 15 Cannonet way
20. Patricia Snow 15 Tanglewood Trail.
21. Paula Horan 25 Tanglewood Trail
22. John P. Stone 65 Wildwood Rd.
23. Nancy E. Stone 65 Wildwood Rd.
24. Kathy O'Connell 1 Birchwood Dr.
25. James P. O'Connell, Jr 6 Birchwood Rd
26. Brendan O'Connell 6 Birchwood Dr

27. ~~Catherine Goffin~~ 91 Kingstown Rd Narragansett
28. ~~Christopher Goffin~~ 91 Kingstown Rd.
29. ~~James Ferrandi~~ 22 Melville Lane - James Ferrandi
30. ~~John Ferrandi~~ 22 Melville Lane John Ferrandi
31. ~~Louise M. Ferrandi~~ 20 Middle Rd. Louise M. Ferrandi
32. ~~Paul Zup Paul Zup~~ 7 Windward Circle
- 33.
- 34.
- 35.
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- 59.
- 60.

We the undersigned do hereby request a public hearing regarding the following:

An ordinance in Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island entitled Taxation and Finance. The first reading was passed and listed as New Business Item 20 at the June 6, 2016 Town Council meeting.

We further state that we are all voters and residents of the Town of Narragansett.

1. ~~Steven J Ferradi~~ STEVEN FERRADI 44 SYLVAN RD
2. ~~Catal J. Stuart~~ Catal J. Stuart 35 Foster Lake
3. ~~Marc Stuart~~ MARC STUART 35 FOSTER LAKE
4. ~~Bill O'Connell~~ - BILL O'CONNELL 29 ASHTON LN
5. ~~Mary O'Connell~~ MARY O'CONNELL - 29 ASHTON LN
6. ~~Jane Gilchrist~~ JANE GILCHRIST 75 BRISTOL RD
7. ~~Renata Gilchrist~~ RENATA GILCHRIST 75 BRISTOL RD.
8. ~~Elaine K Mancoso~~ ELAINE K MANCOSO 76 BRISTOL RD.
9. ~~Paul E. Del Deo~~ PAUL E. DEL DEO 76 BRISTOL RD
10. ~~Marilyn R. Santos~~ Marilia R. Santos 29 Hope Lane, Narr.
11. ~~Maria A. Serpa~~ MARIA A. SERPA 35 HOPE LANE, NARR
12. ~~Joseph Serpa~~ JOSEPH SERPA 35 HOPE L NARRAG
13. ~~Maryann E. Dolan~~ Maryann E. Dolan 71 Sakonnet Blvd. Narr.
14. ~~Thomas P. Dolan~~ Thomas Dolan 71 Sakonnet Blvd Narr
15. ~~Stephen Ferrandi~~ Stephen Ferrandi 22 Melville Lane
16. ~~Karen A. Ferrandi~~ Karen A. Ferrandi, 22 Melville Lane, Narr.
17. ~~Paul Ferrandi~~ PAUL FERRANDI 22 MELVILLE LANE
18. ~~Dorlene Conley~~ Dorlene Conley 44 Sylvan Rd. Narr
19. ~~Ken Wiberg~~ Ken Wiberg 25 Hope Ln
20. ~~Donna Wiberg~~ Donna Wiberg 25 Hope Lane
21. ~~Angelina Vendettoli~~ Angelina Vendettoli 25 Hope Lane
22. _____
23. _____
24. _____
25. _____
26. _____

Narragansett Code

- **Sec. 2-1-9. - Ordinances.** The council may act by rule, ordinance or resolution, but in addition to the cases in which an ordinance is required by any specific provisions of this Charter or any applicable law, any action creating or abolishing any department, office or agency of the town government or any action under the provisions of section 2-1-7, subsections a., b., f., and j. of this Charter shall be by ordinance only:

- a. No ordinance shall be passed by the council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting at least seven (7) days hence for a vote thereon. If, in the meantime, a petition signed by twenty (20) electors of the town be filed with the town clerk, requesting a public hearing on said proposed ordinance, one shall be held at the meeting next following its introduction, and no action shall be taken on the ordinance until the conclusion of the hearing.

- b. In an emergency affecting the public peace, health, safety, comfort and welfare of the inhabitants of the town and for protection of persons and property, the town council by an affirmative vote of three (3) members may adopt, on the day of its introduction, an ordinance containing a declaration of emergency which shall take effect upon its passage. The nature of the emergency shall be specifically stated in the ordinance and such declaration shall be conclusive as to the existence of such an emergency. Every emergency ordinance shall automatically stand repealed as of the sixty-first day following the date on which it was adopted; but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 1

Amend No. _____

Date Prepared: June 15, 2016
Council Meeting Date: July 5, 2016

TO: Jeff Ceasrine, Acting Town Manager
FROM: Scott Partington, Fire Chief
PREPARED BY: Susan W. Gallagher, Purchasing Manager
SUBJECT: Annual Preventative Maintenance Contract for Plymovent Exhaust Removal System

RECOMMENDATION:

That the Town Council approves the annual preventative maintenance contract for the Fire Department's Plymovent Source Capture Emergency Vehicle Exhaust Fuel Removal System with Air Cleaning Specialists of New England, LLC, in the amount of \$2,700.00 and authorizes the Acting Town Manager to sign the contract after review by the Town Solicitor.

SUMMARY:

This preventative maintenance contract renewal includes the costs of service to all the department's Plymovent systems on a bi-annual basis. In addition, the contract includes filter changes for all the systems every six months. The contract period is: July 1, 2016 – June 30, 2017.

This exhaust fuel removal system was originally competitively bid and awarded to Air Cleaning Specialists of New England, LLC on April 19, 2004. They are the sole manufacturer of the Plymovent system. In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, I, the Purchasing Manager, have determined this to be a sole source item.

Funding is available in the Fire Department Operating Account, #1521 50506, Equipment Maintenance & Repair.

ATTACHMENTS:

1. Preventative Maintenance Agreement from Air Cleaning Specialists, dated June 10, 2016.



1525 Hanover Street
Hanover, MA 02339
Phone 781-826-9755
Fax 781-829-0240

800-445-4513

www.aircleaningspecialistsne.com

of New England LLC

June 10, 2016

Dear Chief:

Enclosed please find a copy of the Preventative Maintenance Agreement for the Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System for the new year.

After you have reviewed the contract please, ***sign it*** and either fax, mail or e-mail to kmalone@aircleaningne.com it to our office. Once we have received the signed renewal contract we will send out an invoice for payment.

If you have any questions please, do not hesitate to call me or Chris Roche at (800)445-4513.

Sincerely,

A handwritten signature in cursive script that reads "Karyn Malone".

Karyn Malone
Air Cleaning Specialists
kmalone@aircleaningne.com

Encl.



1525 Hanover Street
 Hanover, MA 02339
 Phone 781-826-9755
 Fax 781-829-0240

www.aircleaningspecialistsne.com

of New England LLC

Preventive Maintenance and Service of Source Capture Vehicle Exhaust Removal System

+

Customer:	Fire Department Locations:	Vehicles
Narragansett Fire Department	40 Caswell Street	3
	1170 Boston Neck Road-Station #3	2
	Station # 2 - 900 Judith Point Road	2

Install Date:	Warranty Expire Date:

Contract Start Date:	Contract Expire Date:
July 1, 2016	June 30, 2017

Per station cost of service is \$148.00 initial vehicle, \$126.00 per additional vehicle attached to the Source Capture Vehicle Exhaust Removal System.

Total Number of Vehicles:	Frequency of Service:	Annual Cost of Service:
Seven (7) Vehicles	Every six (6) Months	\$1,896.00

Additional emergency service calls for mechanical failure of the system will be at no additional charge.

Total Number of Vehicles:	Frequency of Service:	Annual Cost of Service:
One (1) Filter-pack-Unifilter 20	Every six (6) months	\$804.00 (\$134.00 each)

YEARLY TOTAL: \$2,700.00

Labor for replacement of motors not included

All prices are for service contract only and do not include parts out of warranty. For service contracts every twelve months there will be an hourly service charge. For service contract every six months there will be no hourly service charge.

As a Service Contract Customer all non warranty parts are discounted 6%.

Maintenance program applies to the items specified below.



1525 Hanover Street
 Hanover, MA 02339
 Phone 781-826-9755
 Fax 781-829-0240

www.aircleaningspecialistsne.com

of New England LLC

Preventive Maintenance and Service of Source Capture Vehicle Exhaust Removal System

Hose Inspection

Hose clearance from ground
 Hose alignment
 Hose Condition

Nozzle Inspection

Attachment on tailpipe
 Air line attachment to MFD Valve
 Nozzle condition

Safety Disconnect Inspection

Rubber seal
 Aluminum fittings
 Debris screen

Track & Hardware Inspection

Supports & hardware
 Track cleaning
 End stops
 Trolley condition & adjustments
 Balancer tension & adjustments

Compressed Air Supply Inspection

Regulator condition & adjustment
 Air line and fittings
 Uncoupling Valve
 Manual fill valve
 Dryer

Air Compressor Inspection

Drain tank
 Check oil
 Belt
 Regulator
 Check Pressure

Blower Inspection

Lubricate motor
 Disconnect switch at fan

Ductwork System Inspection

Joints and supports
 Stack and discharge cap

Control Panel Inspection

Timer
 Sensor condition & adjustments
 Control relays
 Fuses

Date Submitted: _____

Submitted By: *CN Kabe*
 Air Cleaning Specialists

Date Accepted: _____

Accepted By: _____

Printed Name: _____

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 2

Amend No. _____

Date Prepared: June 15, 2016
Council Meeting Date: July 5, 2016

TO: Jeff Ceasrine, Acting Town Manager
FROM: Scott Partington, Fire Chief
PREPARED BY: Susan W. Gallagher, Purchasing Manager
SUBJECT: Annual Contract for IMC/TriTech Software Systems

RECOMMENDATION:

That the Town Council approves the annual contract for technical support for the Fire Department's computer software system with TriTech Software Systems (formerly Information Management Corporation/IMC), in the amount of \$4,741.25 and authorizes the Acting Town Manager to sign the contract after review by the Town Solicitor.

SUMMARY:

This contract renewal includes the licensing fee, software support and updates for the fire incident reporting software utilized by the Fire Department. In FY15/16 the Fire Department purchased additional components (field-based mobile integration of our current public safety dispatching with Fire/EMS response as well as alarm interface) which are now included in the maintenance contract, thus increasing the annual cost.

The contract period of this contract is: July 1, 2016 – June 30, 2017. Tri-tech is the manufacturer of this fire reporting software.

In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, I, the Purchasing Manager, have determined this to be a sole source item.

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

ATTACHMENTS:

1. Software Support Agreement and Quotation from Trittech, dated July 1, 2016.



TriTech's Perform Solutions
 313 Boston Post Rd., West, Suite 140
 Marlborough, MA 01752-4612

Invoice	56484
Date	7/1/2016
Page	1

Contact:
 Michele Maynard 978-215-2281
 michele.maynard@tritech.com

Bill To:

Narragansett Fire Department
 40 Caswell Street
 Narragansett RI 02882

Ship To:

Narragansett Fire Department
 40 Caswell Street
 Narragansett RI 02882

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Sales Order	Master No.	
	RI032			Due on Doc. Date		43,364	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	P-DM.IMC SOFTWARE SUPPO	Perform Software Support 24x7 Emergency software support for Dispatch, Records and Mobile. Standard software support for all other licenses on the attached license listing. Term: 7/1/16-6/30/17.	\$0.00	\$3,428.75	\$3,428.75
1	1	0	P-DM.IMC SOFTWARE SUPPO	Perform Software Support For: Message Server and Field Based Reporting Clients. The period of coverage has been prorated due to a prepayment on INV012693 and is for: 1/1/17-6/30/17.	\$0.00	\$1,237.50	\$1,237.50
1	1	0	P-DM.IMC SOFTWARE SUPPO	Perform Software Support For: Alarm Interface. The period of coverage has been prorated due to a prepayment on INV012880 and is for: 5/1/17-8/30/17.	\$0.00	\$75.00	\$75.00

Subtotal	\$4,741.25
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$4,741.25

By submitting payment for this invoice, the end user agrees to the Perform Software Support Agreement that can be downloaded from the TriTech Customer Service Center Portal by searching for "Perform Software Support Agreement".

Please mail payments to: TriTech Software Systems, PO Box 203223, Dallas, TX 75320-3223



Perform Software Support Listing

Narragansett Fire Department		
License	Quantity (if per client)	Support Fee
Paging Server		\$ 180.00
Paging Additional Seat	2	\$ 180.00
Alarm Interface		\$ 75.00
Mobile Message Server		\$ 225.00
Pervasive	1 (10) User License	\$ 548.75
Fire/EMS Dispatch add on to Police Dispatch		\$ 900.00
Records		\$ 1,620.00
Mobile-Field Based Reporting Clients	9	\$ 1,012.50
Total		\$ 4,741.25

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 3

Amend No. _____

Date Prepared: June 20, 2016

Council Meeting Date: July 5, 2016

TO: Jeffrey Ceasrine, PE, Acting Town Manager
FROM: Susan W. Gallagher, Purchasing Manager
SUBJECT: Contract Extension – Street Sweepings Disposal and Miscellaneous Trucking Services

RECOMMENDATION:

That the Town Council approves a one-year contract extension for “Street Sweepings Disposal and Miscellaneous Trucking Services” with Rambone Brothers, LLC at their bid prices for a one-year period, ending May 3, 2017.

SUMMARY:

The Department of Public Works Highway Division accumulates and stock piles street sweepings and material removed from catch basins and other drainage structures at the Westmoreland Maintenance Facility though out the year. Disposal of this material is regulated by Rhode Island State law and must be trucked to the Rhode Island Resource Recovery Corporation Facility in Johnston where it is used as daily cover material the landfill. This bid award provides for trucking services of the material from Narragansett to Johnston at a cost of \$9.05 per cubic yard. The contract extension period is May 4, 2016 – May 3, 2017.

In addition, the award contract provides for miscellaneous trucking services that the department may require throughout the contract period at a per hour rate based upon the size and type of truck utilized. This service may be utilized for both routine scheduled work and unplanned emergencies. Rambone has agreed to keep the price per cubic yard as well as the hourly rates the same for an additional year with all the same terms and conditions as the original bid.

Funding is available in the Highway Division Operating Account # 1730 50206, Solid Waste Disposal or #1730 50509, Roadway Maintenance and Repair.

ATTACHMENTS:

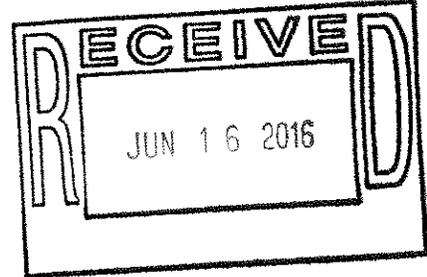
1. June 10, 2016 letter of extension, signed by Rambone Brothers, LLC
2. April 9, 2015 original solicitation spreadsheet for bid opening.



Town of Narragansett

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

June 10, 2016



Rambone Brothers, LLC
Attention: John Rambone, President
2153 (rear) Plainfield Pike
Johnston, RI 02919

RE: Bid – Street Sweepings Disposal and Miscellaneous Trucking Services

Dear Mr. Rambone:

The Narragansett Town Council awarded the reference bid to your company on May 4, 2015 for a one-year period ending May 3, 2016. The Town would like to extend this contract for one additional year at the same prices and hourly rates as your original bid. This extension requires both your agreement and ours (pending Town Council approval).

If you are in agreement with this extension at the same bid prices, please sign below as indicated. If you are not interested in an extension, 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

Susan W. Gallagher
Purchasing Manager

SG/L16036

Rambone Bros LLC

(Company Name)

hereby **agrees** to an extension of the bid prices for the period ending May 3, 2017.

John Rambone 6-14-16

(Signature and Date)

Or

(Company Name)

hereby **declines** an extension of the bid prices for the period ending May 3, 2017.

(Signature and Date)

Town of Narragansett, RI
 Street Sweeping Disposal & Miscellaneous Trucking Services, B15029
 Public Works Department

Bid Opening - Thursday, April 9, 2015 - 11:00 am

Item	Vendor 1	Vendor 2
	East Coast	Rambone
	Landscaping & Const. I	Brothers, LLC
1. Haul st sweepings-per cubic yard	\$15.00	\$9.05
2. Miscell Trucking/hr - 10 wheel dump	\$105.00	\$85.00
2. Miscell Trucking/hr - Tri-axle dump	\$105.00	\$85.00
2. Miscell Trucking/hr - Trailer dump	\$115.00	\$98.00
2. Miscell Trucking/hr - Equip. trailer	\$125.00	\$130.00
Total - for comparison purposes only	\$465.00	\$407.05

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 4

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council
FROM: Jeffry Ceasrine, P.E., Town Engineer \ Acting Town Manager
PREPARED BY: Susan W. Gallagher, Purchasing Manager
SUBJECT: Stanton Avenue Pump Station SCADA Work

RECOMMENDATION:

That the Town Council approves the SCADA (telemetry and status monitoring system) upgrades at the Stanton Avenue Pump Station by Electrical Installations, Inc., in the amount of \$6,108.50.

SUMMARY:

On July 20, 2015, the Town Council approved a contract extension for the annual preventative maintenance agreement for Instrumentation, Control Programming & SCADA Equipment/System with Electrical Installations, Inc. (EII). Similar to our other service contracts, this process allows us to complete minor repairs and system upgrades, with hourly rates and multipliers for equipment and materials that are held for a one (1) year period. Electrical Installations, Inc. has held this contract for over ten (10) years and is very familiar with our facilities, having designed and installed most of our current SCADA systems.

The scope of work under this item includes planned upgrades to the existing SCADA system at the Stanton Avenue Pump Station, including the installation of a redundant backup control. This is the station that recently had the emergency standby power generator added, and this work is complementary to that installation.

The attached proposal from EII is for \$6,108.50 for this scope of work. The Engineering Department has reviewed the estimate along with the hourly rates and multipliers, and is satisfied that this represents a fair value for the intended work.

Under the current Council policy, projects with a value of over \$4,000.00 under this format require Town Council approval.

Funding is available in the Wastewater Enterprise Fund Capital Account #0032 50628, Pump Station Repairs.

ATTACHMENTS:

1. Proposal from Electrical Installations, Inc., dated May 11, 2016.

ELECTRICAL INSTALLATIONS, INC.
QUOTE PRICING WORKSHEET

Customer: Town of Narragansett, RI - WWTP
 Job: Stanton Pump Station Repairs

El Job No: Stanton051116

Date: May 11, 2016

Description of work : Repair Stanton Pump Station controls with Pressure Transmitter and Add Local Operator Interface Panel. Add float backup controls. Provide as Built Drawings
 Upgrade existing AB PLC to AB1400 Micrologix

Cost Breakdown:

Labor:	Engr / Programmer	4.0 mh @	99.00 / mh	\$396.00
	Service Tech	13.5 mh @	95.00 / mh	\$1,282.50
	Electrician "A"	0.0 mh @	70.00 / mh	\$0.00
	Electrician "B"	0.0 mh @	60.00 / mh	\$0.00
	Draftsman / Clerical	6.0 mh @	65.00 / mh	\$390.00
	Panel Shop	0.0 mh @	55.00 / mh	\$0.00
	Total Labor Cost			\$2,068.50

Materials:

Description	Quantity	Cost	Total
Operator Interface Panel 6"	1	\$799.00	\$799.00
Cable	1	\$45.00	\$45.00
Timer delay with socket	1	\$125.00	\$125.00
misc wire, terminals, ect	1	\$154.00	\$154.00
Allen Bradley 1400 PLC Upgrade with I/O	1	\$1,658.00	\$1,658.00
Pressure Transmitter	1	\$859.00	\$859.00
Power Supply	1	\$125.00	\$125.00
Total Material Cost			\$3,765.00

Other Costs:

Description	Qty	UM Cost/Unit	Totals
Travel	1	\$225.00	\$225.00
Shipping	1	\$50.00	\$50.00
	1	\$0.00	\$0.00
Total Other Cost			\$275.00

\$0.00

TOTAL:

Total Amount This Job

\$6,108.50

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 5

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

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 – Fire Alarm Panel

RECOMMENDATION:

That the Town Council approves, ratifies, and confirms the purchase and installation of a new fire alarm panel by Encore Fire Protection, in the total not-to-exceed amount of \$8,360.00.

SUMMARY:

As part of the planned fire code upgrades associated with the Public Safety Building Improvements Project, we need to replace the existing fire alarm panel with a new fully addressable unit, along with fourteen (14) addressable monitoring modules.

Encore Fire Protection was awarded a three (3) year bid for fire alarm testing and related work on all Town facilities at the October 5, 2015 Town Council meeting, following a public procurement process.

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

ATTACHMENTS:

1. Encore Fire Protection Proposal, dated June 13, 2016.



June 13, 2016

Town of Narragansett
25 Fifth Avenue
Narragansett, RI. 02882

Reference: Fire Alarm Upgrade at 40 Caswell Street

Encore Fire Protection is pleased to provide a proposal for the Fire Alarm Upgrade at the above referenced project. Our proposal is based on a site visit and the following clarifications:

We have included in our proposal:

- Furnish and install a FCI-E3 addressable fire alarm control panel. System to be tied to an existing gamewell master box reporting directly to Narragansett Fire Department.
- Furnish and install fourteen (14) addressable monitor modules
- Proposal subject to approval by Authorities Having Jurisdiction
- All work is to be performed during normal working hours (7:00am – 3:30pm)
- Down payment required to facilitate design, job start up and material ordering

We have excluded from our proposal:

- Patching or painting of any kind
- Any devices added by authority having jurisdiction

Total Price for the Above Scope = Eight Thousand Twenty Five and 00/100 Dollars \$8,025.00

Price to tie in FM-200 = Three Hundred Thirty Five and 00/100 Dollars \$335.00

Thank you for the opportunity to provide a quotation for this project. Please feel free to contact me if there is anything else you may need Encore reserves the right to review pricing and scope on all proposals not negotiated within 30 days.

Sincerely,

Dan Dailey | Fire Alarm Sales
Encore Fire Protection
70 Bacon Street | Pawtucket, RI 02860
c. 401.641.8976 | f. 401.365.1131
ddailey@firesuppression.com
www.EncoreHoldingsCo.com

Accepted By: _____

Print Name: _____

Title: _____

Date: _____

Corporate Office:
70 Bacon Street
Pawtucket, RI 02860

Tel: 800.966.0000
Fax: 401.365.1131

www.encorefireprotection.com

CT0199117-E1 RI AG-004699
MA 20686-A CT F1-0011511 RM1E
MA 139242 MA-CR 4674 RI-CR067



**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 6

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council

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

SUBJECT: Sewer Policy Committee Referral, Plat N-S, Lot 514, 86 Bayberry Road

RECOMMENDATION:

That the Town Council refer a request from Robert T. Murphy for a waiver of the Sewer Policy for Plat N-S, Lot 514, 86 Bayberry Road, to the Sewer Policy Committee for review.

SUMMARY:

The attached June 7, 2016 letter from Robert Murphy requests an appeal of a staff level denial on sewer availability.

The Sewer Policy Committee meets on an ad hoc basis to hear appeals from staff level decisions relating to the Town's Sewer Policy.

ATTACHMENTS:

1. June 7, 2016 applicant appeal letter.

'16 JUN 9 AM 11:13

19 Grotto Avenue
Providence, RI 02906
June 7, 2016

Town Council
Town of Narragansett
25 Fifth Avenue.
Narragansett, RI 02882

Dear Sirs and Madam:

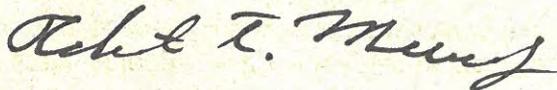
This letter is a request for an exemption to the current sewer policy of the town of Narragansett. The request applies to the house at 86 Bayberry Road (Plat N-S Lot 514) in the Bonnet Shores district. There are several reasons why this exemption is being requested.

The property has had extensive problems with sewage. In the last four years we have had a major backup and have pumped our system three times. We have spent over four thousand dollars in treating back up and sewage related issues. The property is comprised almost entirely of ledge. In 2014 we had to install a deeper waterline from the street to the house since the original waterline was too shallow to avoid freezing during the winter months. To bury this line deep enough, we had to reroute and make use of small passages within the ledge. The ledge also prohibits other alternate sewage options which we face as we begin to live here year round.

My family has lived in this cottage for over seventy years, using it only during the summer months. As I am approaching my mid-seventies, my wife and I now plan to retire to this house. I realize it would require an exemption to allow us to hook into the sewer on Bayberry Road. We are currently the only house on the road not scheduled to be on the sewer line in the near future. We have no neighbors across from us on Bayberry Road and so this request involves only our location. Current approved plans call for the sewer to stop at our property line. An extension of a few feet would allow us access.

Thank you for your consideration of this request. Committee

Sincerely,



Robert T. Murphy

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 7

Amend No. _____

Date Prepared: June 8, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council

FROM: Raymond Ranaldi, Town Council Member

SUBJECT: Waiver of Interest on Late Tax Payment

RECOMMENDATION:

That the Town Council ADOPT a Resolution approving the waiver of interest for a taxpayer due to extenuating circumstances.

SUMMARY:

The Town Council adopted an Ordinance on September 20, 2010, that allows the waiver of interest penalties for taxpayers in certain circumstances. Under the current ordinance, taxpayers who are residents of the town and can demonstrate that they have had five years of on time tax payments are eligible to request a one-time waiver. The waiver of interest cannot exceed \$500. The ordinance authorizes the Town Council to waive interest for taxpayers who request the waiver and meet the following conditions:

1. The property subject to the overdue property tax or utility payment is the residence of the taxpayer and has been for the five years immediately preceding the property tax or utility payment which is overdue.
2. The request for a waiver of interest is in writing, signed and dated by the taxpayer.
3. The taxpayer has made timely payments of property taxes and, as applicable, utility bills to the town for the five years immediately preceding the tax and/or utility bill payment which is overdue. The burden of proof of timely payments shall be upon the taxpayer.
4. The bill for which the property tax or utility bill payment is overdue was issued less than two years prior to the date of the request for a waiver of interest. The effective date for the first waiver of interest for utility billing is the billing issued in July 2014.

A Resolution approving the waiver of interest for a taxpayer
due to extenuating circumstances

Page Two

June 20, 2016

The Town Council is being asked to abate the interest penalty for the following taxpayer
due to extenuating circumstances and this approval will not make a precedent for future
requests:

Hope Walsh
1029 Boston Neck Road #7
Narragansett RI 02882

ATTACHMENTS:

1. RIGL §44-5-8.1
2. Town Ordinance 70-90
3. Resolution

TITLE 44

Taxation

CHAPTER 44-5

Levy and Assessment of Local Taxes

SECTION 44-5-8.1

§ 44-5-8.1 Waiver of interest on overdue quarterly tax payments. – (a) Notwithstanding any other provision in this chapter to the contrary, any city or town may, by ordinance duly enacted, authorize a waiver of interest on one quarter's overdue property tax payment and allow the remaining balance of taxes owed to be paid on a quarterly basis if all of the following conditions are satisfied by the taxpayer:

(1) The property subject to the overdue payment is the residence of the taxpayer and has been for the five (5) years immediately preceding the tax payment which is overdue.

(2) The request for a waiver of interest is in writing, signed and dated by the taxpayer.

(3) The taxpayer has made timely payments of taxes to the city or town for the five (5) years immediately preceding the tax payment, which is overdue. The burden of proof of timely payments shall be upon the taxpayer.

(4) The bill for which the payment is overdue was issued less than two (2) years prior to the date of the request for a waiver of interest.

(b) In no event shall the waiver of interest on a tax bill exceed five hundred dollars (\$500). Decisions of the tax collector shall be in writing and contain a notice to the city or town council. If the taxpayer receives an adverse decision from the tax collector, the taxpayer must pay the interest and may file a claim for reimbursement with the city or town council within ten (10) days of the decision.

(c) Any request for a waiver of taxes which meets criteria established by this section pursuant to a duly enacted ordinance shall be granted by the city or town.

History of Section.

(P.L. 2001, ch. 92, § 1.)

Sec. 70-90. - Waiver of interest on overdue quarterly tax payments.

(a) In accordance with the authority granted to the Town of Narragansett pursuant to G.L. § 44-5-8.1, the town finance director, subject to the approval of the town manager, is authorized to waive interest on one quarter's overdue real property tax payment and allow the remaining balance of real property taxes owed for that year to be paid on a quarterly basis if all of the following conditions are satisfied by the taxpayer:

- (1) The property subject to the overdue payment is the residence of the taxpayer and has been for the five years immediately preceding the tax payment which is overdue.
- (2) The request for a waiver of interest is in writing, signed and dated by the taxpayer.
- (3) The taxpayer has made timely payments of taxes to the town for the five years immediately preceding the tax payment which is overdue. The burden of proof of timely payments shall be upon the taxpayer.
- (4) The bill for which the payment is overdue was issued less than two years prior to the date of the request for a waiver of interest.

(b) In no event shall the waiver of interest on a tax bill exceed \$500.00. Decisions of the town manager shall be in writing and sent to the town council. If the taxpayer receives an adverse decision from the finance director, the taxpayer must pay the interest within ten days of the date of the decision.

(Ch. 931, § 1, 8-2-2010)

Editor's note— Ch. 931, § 1, adopted Aug. 2, 2010, set out provisions intended for use as § 70-95. To preserve the style of this Code, and at the editor's discretion, these provisions have been included as § 70-90. Ch. 931, § 2 provides that the ordinance take effect upon its passage, and be given retroactive effect to include tax bills issued in July 2009.

TOWN OF NARRAGANSETT
Rhode Island
RESOLUTION NO.

**A RESOLUTION AUTHORIZING A WAIVER OF INTEREST ON
OVERDUE QUARTERLY PROPERTY TAX**

WHEREAS, pursuant to Rhode Island General Law §44-5-8.1 authority is granted to authorize to waive interest on one quarter's overdue real property tax payment; and

WHEREAS, pursuant to Section 70-90 of the town ordinances, the Finance Director, subject to approval of the Town Manager is authorized to waive interest on one quarter's overdue real property tax payment and/or utility bills, subject to four (4) terms and conditions; and

WHEREAS, the following property owner does not meet all the terms and conditions and are requesting the Town Council to waive interest due to extenuating circumstances:

Hope Walsh
1029 Boston Neck Road #7
Narragansett RI 02882

NOW THEREFORE BE IT RESOLVED, the Narragansett Town Council authorizes to waive interest for the above property owner due to extenuating circumstances.

ADOPTED this 5th day of July, 2016.

Matthew M. Mannix, President

ATTEST:

Anne M. Irons, CMC
Town Clerk

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 8

Amend No. _____

Date Prepared: June 29, 2016
Council Meeting Date: July 5, 2016

TO: The Honorable Town Council
FROM: Matthew M. Mannix, Council President
PREPARED BY: David E. Ousterhout, Towers Committee Chairperson
SUBJECT: 2015 – 2018 Towers Operating Plan

RECOMMENDATION:

That the Town Council approves the 2015 – 2018 Towers Operating Plan submitted by The Towers Committee and adopts the Towers Enabling Resolution.

SUMMARY:

The Towers Committee has prepared a revised and updated operations plan for The Towers facility for review and approval of the Town Council. This document identifies the important goals, objectives, and responsibilities of The Towers Committee and enumerates the manner in which the committee will carry them out over the next three years. Please refer to the attached *2015 – 2018 Towers Operating Plan* for details.

The attached Resolution, when adopted by the Town Council, provides authorization for the Towers Committee to carry out its responsibilities in accordance with this plan.

This item was on the March 15, 2015 town council meeting agenda and a motion was made to continue for further review by town Solicitor.

ATTACHMENT:

1. 2015 – 2018 Towers Operating Plan
2. Towers Committee Resolution

2015 – 2018 TOWERS OPERATING PLAN

*PREPARED FOR THE NARRAGANSETT TOWN COUNCIL
BY THE TOWERS COMMITTEE*

FEBRUARY 24, 2015

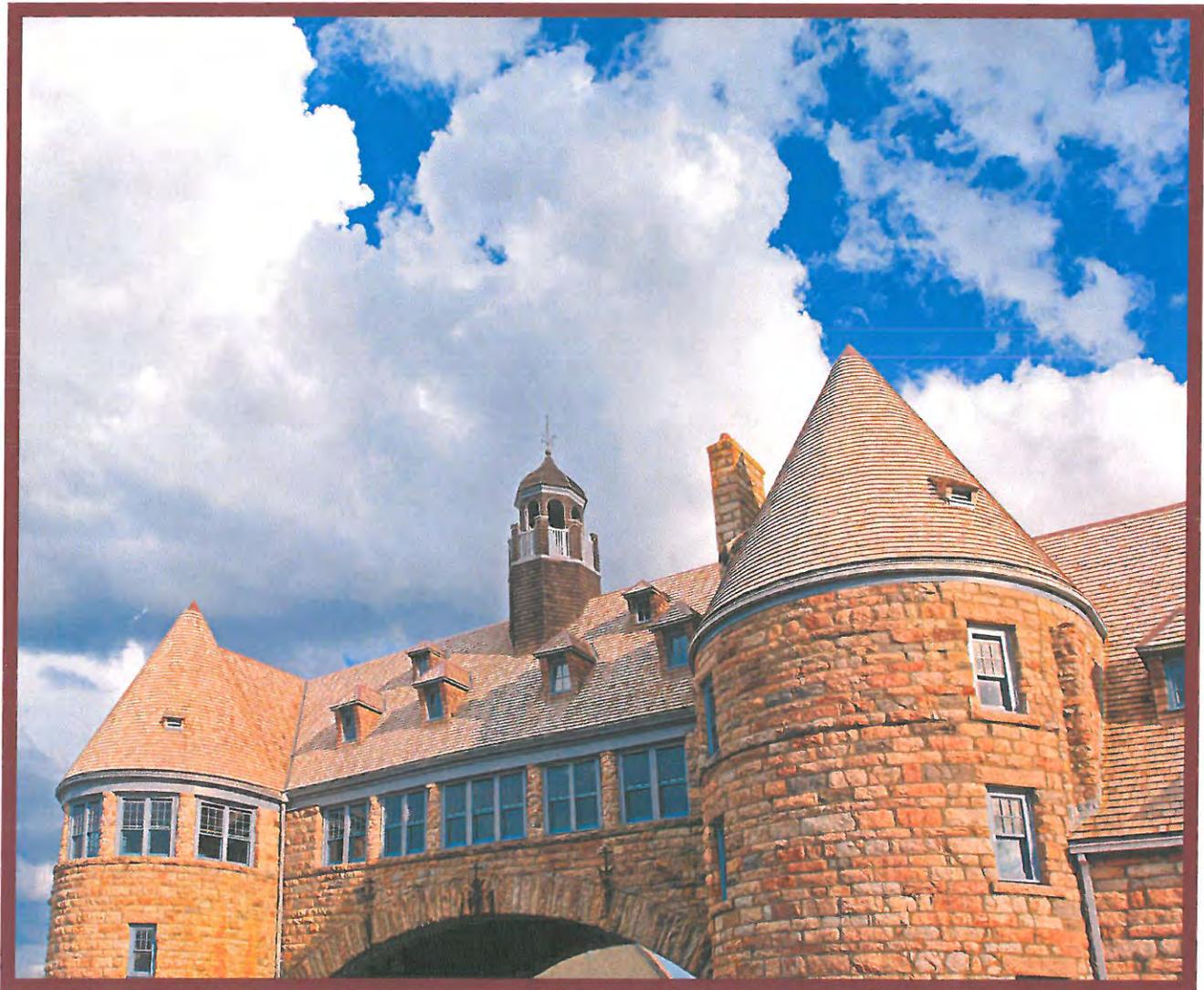


Photo by John Woodmansee

TABLE OF CONTENTS

◆ VISION STATEMENT.....	1
◆ ENABLING RESOLUTION.....	2
◆ MESSAGE TO THE TOWN COUNCIL.....	3-4
◆ GOALS AND OBJECTIVES.....	5
◆ FINANCIAL REPORT AND CURRENT BUDGET.....	6
◆ CAPITAL IMPROVEMENT PROGRAM.....	7
◆ TOWERS COMMITTEE	
○ MEMBERSHIP.....	8
○ ORGANIZATIONAL CHART.....	9
○ POSITION DESCRIPTIONS.....	10-15
○ ADMINISTRATIVE POLICIES AND PROCEDURES.....	16-20
◆ PRIVATE EVENTS INFORMATION PACKET.....	21



VISION STATEMENT

The Towers Committee utilizes the following Vision Statement adopted in 1991 to guide their decision making:

The Towers is more than a symbol.

It is the reflection of the spirit of the Town of Narragansett.

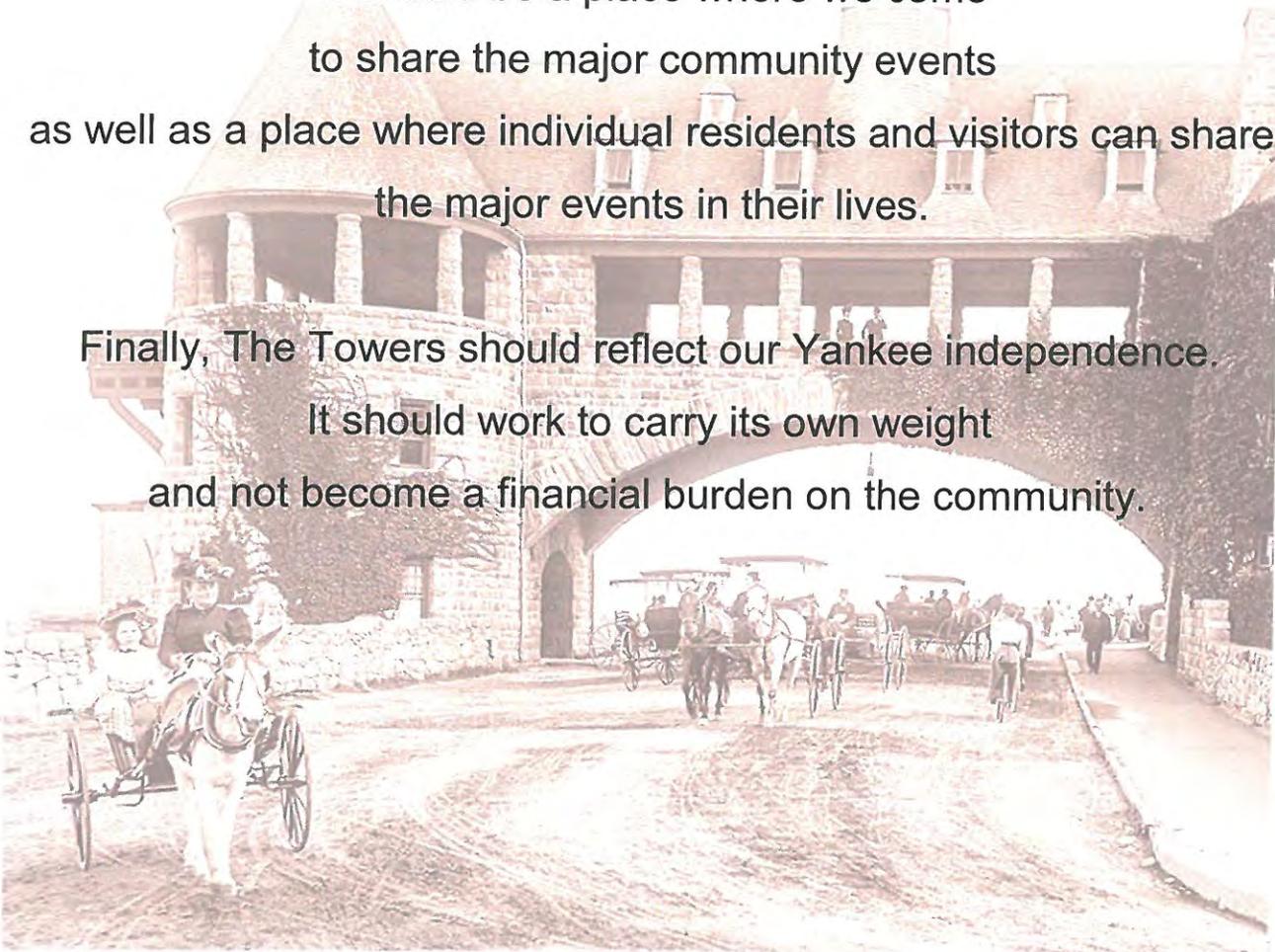
In it any visitor should sense our pride in Narragansett's heritage,
our love of the natural beauty of the beach and ocean,
and the openness and warmth of our people.

The Towers should be a living part of the community,
not a preserved relic.

It should be a place where we come
to share the major community events
as well as a place where individual residents and visitors can share
the major events in their lives.

Finally, The Towers should reflect our Yankee independence.

It should work to carry its own weight
and not become a financial burden on the community.



TOWN COUNCIL ENABLING RESOLUTION

WHEREAS, The Towers is a important historic symbol of the Town of Narragansett and has undergone significant renovations over the years; and

WHEREAS, The Towers has become a living part of the community open to the public since June of 1991; and

WHEREAS, since June of 2002, The Towers has been available for use year round; and

WHEREAS, the continuing operation, maintenance and restoration of The Towers are matters which need to be addressed by the Town of Narragansett; and

WHEREAS, these matters have been diligently attended to by the Town Council appointed Towers Committee since 1991,

NOW, THEREFORE, be it resolved by the Town Council for the Town of Narragansett as follows:

1. That there shall continue to be a Towers Committee which shall consist of twelve members appointed as follows:
 - Two representatives from the Friends of The Towers
 - Two representatives from the Narragansett Historical Society (or residents with a particular interest in the Town's history)
 - The Town Manager
 - Town Manager Designated Staff Member
 - Two members of the Town Council
 - Four interested Narragansett residents appointed by the Town Council
2. Members will serve two year staggered terms or until such time as the Town Council reappoints, replaces or disbands the committee.
3. The Towers Committee shall continue to be responsible for the maintenance, operation and restoration of The Towers.
4. The Towers Committee shall carry out its responsibilities in accordance with the 2015 – 2018 Towers Operating Plan approved by the Town Council.
5. The Town Manager and Town Finance Director will maintain a restricted account for the purpose of receiving Towers operating revenue, donations, grants, and appropriations from the Town General Fund or other funds. Expenditures from this account will be in accordance with an annual budget prepared by the Towers Committee, submitted to the Finance Department, and approval of the Towers Committee.
6. The Towers Committee will plan for the future of The Towers and obtain approval from the Town Council for all major capital repairs, renovations and improvements.

MESSAGE TO THE TOWN COUNCIL

Members of the Town Council:

A lot has happened since approval of the most recent Towers Operating Plan in 2011. Narragansett weathered the Great Recession, Tropical Storm Irene, Super Storm Sandy and Blizzard Nemo. Through all of this The Towers remained a visible reminder of the ability of Narragansett to persevere. Managed by volunteer members of The Towers Committee which is appointed by the Town Council, The Towers has become a leading historic Rhode Island venue for both public and private events. Private event bookings have continued to grow over the years and public events promoted in partnership with the Friends of The Towers have remained very popular with the public. During 2014 The Towers hosted 128 private events and 105 public events.

The Friends of The Towers work hard to provide the public with a variety of cultural and performing arts event opportunities throughout the year. A sampling of last year's public events include: the annual Easter Sunrise Service, weekly dance lessons throughout the year, Historic Trolley



Mad Hatter Tea Party May 5th 2014

contemporary Theater's Christmas Cocktail Cabaret, a performance by children's entertainer Hobey Ford with puppets and a performance by the Bohemian Quartet. In addition to all of these events, Friends of The Towers also hosted the ever popular and original Taste of The Towers fundraiser.

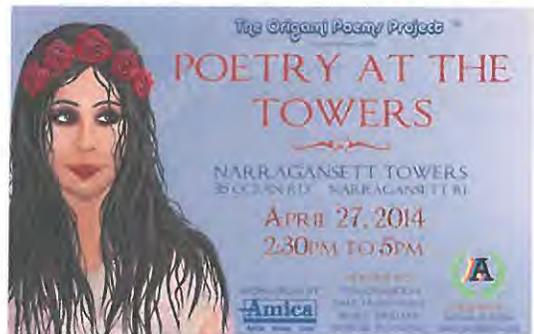
Private events hosted at The Towers, such as wedding receptions, have increased in number from 105 in 2011 to 128 this past year. The increased popularity of historic facilities for weddings along with implementation of a new "offseason" discount program are responsible for most of the increase. Revenue from private events not only covers all of the Towers operating expenses, but also contributes to the Towers Fund balance which is utilized to partially fund capital improvements and the continuing restoration of The Towers. Since The Towers was renovated in 1991 and reopened to the public, operating revenue has continued to cover all of the operating expenses without a need for appropriation from the town's General Fund.



Easter Sunrise over The Towers

Tours during the months of July and August, Music and Dancing with visiting bands throughout the summer, classical music

concerts by Musica Dolce String Quartet and the Berklee World String Orchestra, a cello concert by Theodore Mook, the Mad Hatter Tea Party, an afternoon of poetry, a Native Indian Arts Festival,



Evening of Poetry April 27th 2014

MESSAGE TO THE TOWN COUNCIL - CONTINUED

Restoration of The Towers exterior has continued. During Super Storm Sandy the asphalt shingled roof suffered significant damage. The Towers Committee investigated various roofing materials for appearance, suitability for use on the steeply sloped roof, durability and cost. Town staff assisted by working with the town's insurer, the Rhode Island Interlocal Trust, to identify the roof's insured value. Once The Trust's financial participation was identified, The Towers Committee selected treated cedar wood shingles as the most appropriate material for the new roof due to their appearance, historic context, durability and life cycle cost advantages. With assistance from the Community



Abcore Restoration installing new roof

Development Department, a federal grant targeted for historic properties damaged by Super Storm Sandy in the amount of \$57,820 was obtained to supplement the insurance settlement. With proper maintenance the new roof will provide decades of protection to The Towers.

With completion of the new roof, the restoration project will focus on completing restoration and repair of the exterior stone masonry and will involve replacement of damaged stones and re-pointing of mortared joints. This phase of the restoration work will substantially complete the effort begun in 1990 to preserve The Towers for future generations. The work will be scheduled as funding is available. Please see the Capital Improvement Program page for a complete overview.

The following ***Towers 2015-2018 Operating Plan*** identifies Goals & Objectives to guide The Towers Committee members as they work to manage the Towers over the next three years. Additional documentation provided demonstrates how the Towers Committee is organized, how The Towers is staffed and managed, a financial report with current budget showing utilization of revenue in meeting operational expenses, description of the capital improvement program and a copy of the private event information packet.

The members of The Towers Committee appreciate the continued support of the Town Council and look forward to continuing the work begun in 1991 to make The Towers a "living part of the community" that does "not become a financial burden".

Respectfully submitted,

David E. Ousterhout, Chair

GOALS AND OBJECTIVES

The Towers Committee has adopted the following goals and objectives:

◆ **Public Access:**

1. Continue partnership with the Friends of The Towers to:
 - Expand public events programming focusing on cultural and performing arts.
 - Utilize a combination of admission fees, grants and sponsorships to support program costs.
 - Expand involvement of community youth in the performing arts program.
 - Expand the display of historical pictures and artifacts throughout the facility.
 - Further develop the use of The Towers web site and social media to provide information and facilitate communication with users.
 - Improve the utilization of email lists and social media such as Facebook and Twitter to promote public events.
2. Expand public access hours throughout the year.
3. Continue to make Towers available for tour groups.

◆ **Towers Operations to be Self Supporting:**

1. Continue to utilize private event user fees for primary source of operating revenue.
2. Review user fees annually to ensure revenue is sufficient to support expenses.
3. Continue use of “off season” discounts to improve facility utilization and increase annual revenue.
4. Maintain annual minimum goal of 130 private events per year.
5. Market weekday use of facility to businesses, civic groups, government agencies and non-profits.
6. Utilize the Friends of The Towers for financial support of the Public Events Program.

◆ **Governance:**

1. The 12 member Towers Committee shall continue to exercise administrative control of all Towers operations and activities in accordance with the Operating Plan unless modified by agreement of The Town Council.
2. Work with Town Council to investigate support for operating The Towers as a 501-c-3 membership based organization.
3. Conduct administrative operations in accordance with approved policies and procedures, attached organizational chart and Town ordinances and policies.

◆ **Preserve and Protect:**

1. Review, prioritize, identify funding and schedule work to complete the exterior restoration of The Towers as described in the Abcore Restoration Co., Inc. Towers Restoration Report.
2. Maintain and repair the facility as necessary or needed to improve use utilizing Towers budgeted resources.
3. Utilize the Public Works Department for administrative support regarding facility maintenance issues including coordination of contracted facility maintenance services.
4. Manage and maintain the Casino Courtyard for the use and enjoyment of the public.

FINANCIAL REPORT AND CURRENT BUDGET

February 4, 2015		FY 2014/2015	
Expenses			
Account	Description	Budget	YTD Transactions
43.868.0101	FULL TIME WAGES	\$0.00	\$22,323.00
43.868.0103	TEMPORARY WAGES	\$112,200.00	\$44,206.00
43.868.0104	OVER TIME	\$0.00	\$0.00
43.868.0111	Employer Social Security Contributions (FICA)	\$6,956.00	\$4,123.00
43.868.0112	Employer Medicare Contributions (FICA)	\$1,627.00	\$964.00
43.868.0013	Unemployment	\$0.00	\$0.00
43.868.0125	WORKERS' COMPENSATION	\$852.00	\$0.00
43.868.0201	Professional Services	\$400.00	\$0.00
43.868.0205	PURCHASED WATER	\$750.00	\$457.00
43.868.0206	SOLID WASTE DISPOSAL	\$300.00	\$0.00
43.868.0208	SEWAGE TREATMENT/USE	\$500.00	\$280.00
43.868.0210	Table & Chair Rental	\$32,000.00	\$14,314.00
43.868.0215	Fire Protection	\$4,000.00	\$539.00
43.868.0217	Telephone	\$4,500.00	\$2,688.00
43.868.0218	Electricity	\$10,500.00	\$6,073.00
43.868.0220	General Insurance	\$15,857.00	\$9,242.00
43.868.0302	Postage/Mailing Services	\$500.00	\$0.00
43.868.0303	Printing & Binding	\$1,000.00	\$0.00
43.868.0304	Copier	\$250.00	\$0.00
43.868.0305	Office Supplies	\$1,200.00	\$442.00
43.868.0308	Advertising & Promotions	\$700.00	\$0.00
43.868.0310	Meeting Expense	\$250.00	\$0.00
43.868.0312	Publications/Subscriptions	\$100.00	\$0.00
43.868.0313	Mileage Allowance	\$100.00	\$0.00
43.868.0357	SPECIAL PROGRAMS	\$200.00	\$0.00
43.868.0404	MAINTENANCE SUPPLIES	\$6,600.00	\$4,426.00
43.868.0406	Operating Supplies	\$1,100.00	\$760.00
43.868.0407	HEATING FUEL	\$12,000.00	\$2,582.00
43.868.0506	EQUIPMENT MAINT/REPAIR	\$12,000.00	\$4,808.00
43.868.0507	BUILDINGS MAINT/REPAIR	\$75,000.00	\$2,995.00
43.868.0607	Office Equipment	\$2,500.00	\$708.00
43.868.0609	EQUIPMENT	\$1,000.00	\$1,614.00
		\$304,942.00	\$123,544.00
Revenue			
43.999.9033	Interest	\$650.00	\$0.00
43.999.9080	Table & Chair Rental	\$72,600.00	\$52,529.00
43.999.9081	User Fees (Towers Committee Trust FY 14/15)	\$187,091.00	\$118,377.00
43.999.9083	Donations	\$0.00	\$0.00
43.999.9090	Special Events (Towers Events FY 14/15)	\$3,000.00	\$0.00
43.999.9201	General Fund Contribution		
43.999.9849	Capital Contrib/Friends	\$0.00	\$0.00
43.999.9869	Friends of the Towers	\$0.00	\$0.00
		\$263,341.00	\$170,906.00
Unaudited Fund Balance as of June 30, 2014			\$183,727.00
Year to Date Net Revenue after Expenses			\$47,362.00
Current Unaudited Fund Balance			\$231,089.00

CAPITAL IMPROVEMENT PROGRAM

The Towers Committee has adopted the following Program of Capital Improvements:

PROGRAM ELEMENTS

◆ Re-painting of all “Towers Blue” exterior trim

Painting of the exterior trim was done in phases as the exterior restoration project proceeded. This work will re-paint all of the trim as one item of work.

◆ Refinishing of third floor

With over 200 events taking place every year, the existing floor is showing significant wear and tear. Roof leaks have also contributed to the floor’s existing condition. Proposed work will remove the existing finish and install a new one.

◆ Boiler replacement and heating improvements

The existing boiler and its control systems have reached the end of their useful life. The Towers Committee will investigate various options for replacement and improvement of the existing system.

◆ Completion of exterior stonework restoration

This is the last component of the Towers Exterior Restoration Project remaining to be completed. While some of the previous phases included stone restoration such as over the arches, significant work remains to be done. Work will include a detailed assessment of existing conditions and development of a plan to replace/repair damaged stone and re-point all joints.

◆ Casino Courtyard landscape improvements

Landscape plantings in the Casino Courtyard have suffered from the devastating effects of major weather events including Super Storm Sandy and are in need of replacement and enhancements.

PHASING AND FUNDING

The Towers Committee will develop cost estimates for each element of work and identify priorities along with a phasing plan. Initial phases will utilize funding from The Towers Operating Account Fund balance, fund raising by Friends of The Towers and the Towers current year Operating Account Budget. Additional phases may require funding participation from the Town’s General Fund. Please note that there was no appropriation of funding for Towers capital projects in the current FY 2015 Capital Budget nor was any funding requested in the FY 2016 Capital Budget. In accordance with past practice, The Towers Committee will seek approval from the Town Council for any and all capital project work at The Towers.

TOWERS COMMITTEE

The Towers Committee is organized and operates as follows :

MEMBERSHIP

◆ **Friends of The Towers (2)**

MaryBeth Arnold, Secretary
Currently Vacant

◆ **Narragansett Historical Society or residents with particular interest in Narragansett's history (2)**

AnneMarie Silveira
John W. Miller, Jr.

◆ **Town Council Members (2)**

Christopher Wilkens
Matthew M. Mannix

◆ **Town Manager**

Pamela T. Nolan

◆ **Town Manager Designated Staff Member**

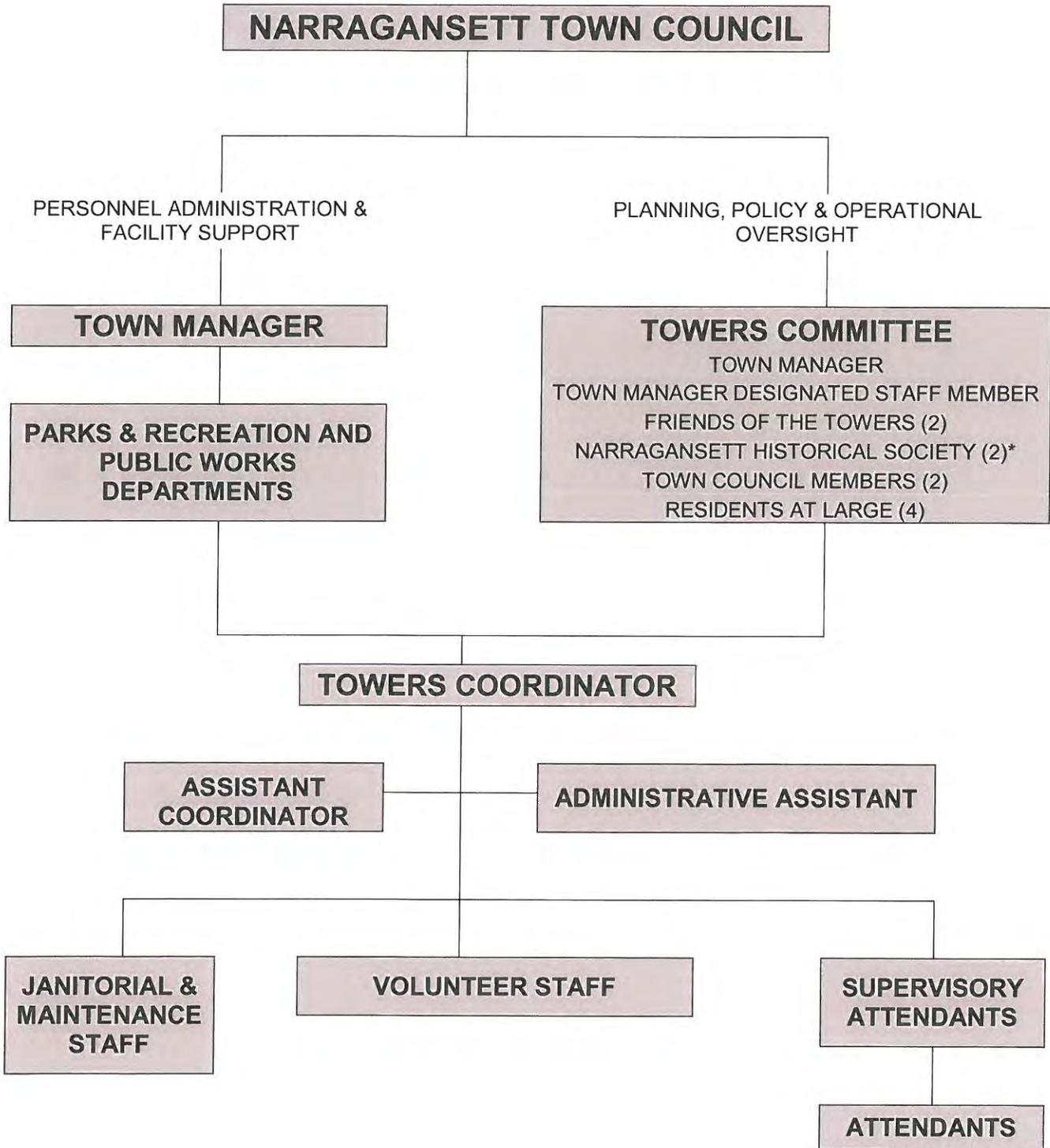
Steve Wright, Director of Parks and Recreation

◆ **Residents at large (4)**

David E. Ousterhout, Chairperson
Margaret B. Rogers
Charles Ted Wright, Vice-chairperson
David J. O'Brien

TOWERS COMMITTEE - CONTINUED

ORGANIZATIONAL CHART



*Or residents with particular interest in Narragansett's history

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

TOWERS COORDINATOR

NATURE OF WORK

A person in this position shall be responsible for marketing, sales, scheduling, organizing and coordinating activities, services, staff and operations of The Towers under the general direction of The Towers Committee. This position serves as primary town staff contact with The Towers Committee. Position is salaried, full time (35 hours per week) with benefits. Hours of work are flexible and dictated by customer and support staff needs.

ESSENTIAL FUNCTIONS

1. Carries out policies and direction, set by The Towers Committee and appropriate town staff.
2. Assigns and supervises the work of The Towers Assistant Coordinator, Administrative Assistant, Attendants and Maintenance Staff.
3. Schedules and coordinates public and private events, arranging for and securing support services as required.
4. Administers fees and financial arrangements for use of The Towers.
5. Recruit, train, coordinate and schedule Towers volunteers.
6. Maintains accurate records of activities at The Towers.
7. Coordinate tours of the facility by visitors, using available staff (paid or volunteer).
8. Informs and notifies maintenance personnel of conditions requiring their attention.
9. Shall be in attendance during scheduled activities if specific needs dictate.
10. Shall be responsible for the activities of support staff with respect to their accomplishment of assigned tasks including clean up and activity support.
11. Attend Towers Committee meetings and report on activities, operational issues and all other matters as requested by the committee.

MINIMUM REQUIRED QUALIFICATIONS

1. An application for this position must possess a basic working knowledge of sales, marketing, promotion, bookkeeping and office management.
2. Applicant must be experienced in use of Microsoft Office, desk top computers, iPad, iPhone and social media.
3. Applicant must have demonstrated experience in supervising staff and dealing with the public.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES

The Towers Coordinator must consistently demonstrate:

1. Ability to structure, organize and administer multiple events.
2. Ability to recruit, organize, train and supervise staff.
3. Ability to foster and maintain positive working relationships with the numerous organizations associated with The Towers including the Friends of The Towers, the Culture Coalition and the Narragansett Historical Society.
4. High degree of creativity, initiative, dependability, originality and judgment.

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

ASSISTANT TOWERS COORDINATOR

NATURE OF WORK

A person in this position shall assist Towers Coordinator with marketing, sales, scheduling, organizing and coordinating activities, services, staff and operations of The Towers. This is responsible administrative position involving the performance of a variety of administrative and clerical tasks including dealing with the public. Position is part-time with flexible hours scheduled as needed for Towers events.

ESSENTIAL FUNCTIONS

1. Utilizes a computer in an office environment using Microsoft Office.
2. Prepares and files correspondence, reports and records.
3. Prepares and maintains a variety of records and reports.
4. Expeditiously and courteously handles written and oral inquiries.
5. Collects customer payments.
6. Performs related work as may be required.

CRITICAL SKILLS, EXPERTISE AND KNOWLEDGE

1. Ability to follow written and oral instructions.
2. Skilled with use of a computer, iPad and iPhone in an office environment.
3. Ability to prepare correspondence accurately.
4. Knowledge of related office equipment operation and office procedures.
5. Ability to deal effectively with the public using good judgment and tact.
6. Ability to maintain effective working relationships with co-workers.

MINIMUM REQUIRED QUALIFICATIONS

1. Three years of relevant administrative experience.
2. Ability to work independently and also in a group environment.
3. High School diploma or GED.

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

NATURE OF WORK

This is responsible clerical work involving the performance of a variety of administrative and clerical tasks including dealing with the public under the supervision of Towers Coordinator. Position is part-time with hours scheduled as needed for Towers events.

ESSENTIAL FUNCTIONS

1. Utilizes a computer in an office environment using word processing, spread sheet, data base, scheduling and e-mail.
2. Files correspondence, reports and records.
3. Prepares and maintains a variety of records and reports.
4. Expeditiously and courteously handles written and oral inquiries.
5. Prepares invoices and purchase orders, collects payments, prepares bank deposits and reconciles receipts.
6. Performs related work as may be required.

CRITICAL SKILLS, EXPERTISE AND KNOWLEDGE

1. Ability to follow written and oral instructions.
2. Skilled with use of a computer in an office environment.
3. Ability to type accurately and make rapid and accurate computations.
4. Knowledge of related office equipment operation and office procedures.
5. Ability to deal effectively with the public using good judgment and tact.
6. Ability to maintain effective working relationships with co-workers.

MINIMUM REQUIRED QUALIFICATIONS

1. Three years clerical or other relevant administrative experience.
2. Ability to work independently and also in a group environment.
3. High School diploma or GED.

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

JANITOR / BUILDING MAINTENANCE

NATURE OF WORK

This work involves the performance of general custodial and minor maintenance tasks in the cleaning and repair of The Towers. Work is performed under the general supervision of the Director of Parks & Recreation and Towers Coordinator. Position is part-time (less than 20 hours/week) with hours scheduled as needed for Towers events.

ESSENTIAL FUNCTIONS

1. Dust, sweep, vacuum, mop, and wax the floors and furniture.
2. Clean and maintain lavatories.
3. Wash windows, walls, and woodwork.
4. Set up and move furniture and equipment as required.
5. Perform minor maintenance and repair jobs such as plumbing, painting, and carpentry, as needed.
6. Clear entrances, walks and deck of snow and ice.
7. Perform related work as required.

CRITICAL SKILLS, EXPERTISE AND KNOWLEDGE

1. Ability to understand and follow oral and written instructions.
2. Knowledge of the methods, materials, and equipment used in custodial and minor maintenance work.
3. Ability to use equipment and small tools necessary for maintenance of The Towers.
4. Ability to maintain effective working relationships with co-workers.

MINIMUM REQUIRED QUALIFICATIONS

1. Some experience in custodial and maintenance work.
2. High School Diploma or GED.
3. Ability to work independently and also in a group environment.
4. Be capable of physically moving various kinds of equipment and furniture.

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

SUPERVISING ATTENDENT

NATURE OF WORK

A person in this position, under the general supervision of Towers Coordinator, provides for the safety of Towers users and guests, maintains the security of the building and acts as a “Towers Ambassador” during Towers events and functions. Position is part-time (less than 120 days/year) with hours scheduled as needed for Towers events.

ESSENTIAL FUNCTIONS

1. Supervises and directs activities of Towers Attendants and Senior Attendants.
2. Provides support to users of The Towers by monitoring the set up and placement of furniture, set up and take down of beverage service station, food service areas, entertainment equipment, flowers and decorations in addition to answering questions, etc.
3. Performs incidental custodial services during events.
4. Assures that the building is secure during an event.
5. Provides for the safety of guests and for the smooth running of an event.
6. Reports problems to Towers Coordinator.
7. Completes post event checklist and report.
8. Secures the building at the conclusion of an event.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES

1. Ability to maintain effective working relationship with Towers Coordinator, co-workers and the public.
2. Ability to train and supervise Attendants in the performance of their responsibilities.
3. Willingness to provide assistance to renters, guests and other staff as may be necessary.
4. Ability to follow instructions both oral and written.
5. A high degree of initiative, dependability and good judgment.

TOWERS COMMITTEE – CONTINUED

POSITION DESCRIPTION

ATTENDENT / SENIOR ATTENDENT

NATURE OF WORK

A person in this position, under the direct supervision of the Supervisory Attendant and the general supervision of The Towers Coordinator, provides for the safety of users and guests of The Towers, maintains the security of the building and acts as a “Towers Ambassador” during Towers events and functions. Position is part-time (less than 120 days/year) with hours scheduled as needed for Towers events.

ESSENTIAL FUNCTIONS

1. Provides support to users of The Towers by monitoring set up and placement of furniture, set up and take down of beverage service station, food service areas, entertainment equipment, flowers and decorations in addition to answering questions, etc.
2. Performs incidental custodial services during events.
3. Assures that the building is secure during events.
4. Provides for the safety of guests and for the smooth running of an event.
5. Reports problems to Supervisory Attendant.
6. Assists Supervisory Attendant with post event checklist.
7. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES

1. Poise, confidence and fastidious attention to detail.
2. A willingness to provide assistance to users, guests and other staff.
3. Ability to follow instructions both oral and written.
4. A high degree of initiative, dependability and good judgment.
5. Ability to maintain effective working relationships with co-workers.

TOWERS COMMITTEE – CONTINUED

ADMINISTRATIVE POLICIES AND PROCEDURES

The Towers Committee has adopted the following policies and procedures for administering the responsibilities of operating The Towers as authorized by the Town Council:

Policies, Guidelines and Rules

The Towers Committee will establish all policies, guidelines and rules for the operation of The Towers in accordance with an Operating Plan submitted to and approved by the Town Council.

Committee Business

The 12 member Towers Committee will meet once per month or as necessary to oversee the operation of The Towers. Agendas of the meetings, which are open to the public, will be prepared and posted at the Town Hall and on the Secretary of State's web site. The Committee will conduct annual elections of officers for the positions of Chairperson, Vice-Chairperson, Treasurer and Secretary. The Committee may conduct business at any meeting where a quorum exists of at least 5 members. Additional items may be added to the agenda and a simple majority will be required to approve items. In the absence of a scheduled meeting or lack of a quorum, the Chairperson, the Town Manager and as many officers as may be available may act as executive committee and conduct Towers business as may be required. All actions of the executive committee will be reported to the full Towers Committee at its next regular meeting.

Towers Coordinator

The Towers Coordinator is responsible for coordinating and supervising the public and private use of The Towers in accordance with the policies, guidelines and rules established by The Towers Committee. In addition, the Coordinator is authorized to:

1. Approve applications for events at The Towers in accordance with approved guidelines and maintain a record of those events.
2. Approve payments for routine operating supplies and services to vendors and contractors as authorized in The Towers budget and submit the required documentation to the Town's Finance Department for processing.
3. Collect and transmit all user fees and deposits to the Town's Finance Department.
4. Maintain the list of approved caterers in accordance with Towers Committee policy.
5. Attend The Towers Committee meetings and provide a monthly report regarding the Coordinator's areas of responsibility. The Coordinator may also make recommendations to the Committee regarding any matter being considered.
6. Interview, hire and supervise personnel required for maintenance of the facility and staffing of events in accordance with the personnel policies of the Town.

Building Maintenance & Repair

Routine maintenance and repair of The Towers is the responsibility of The Towers Committee working with The Towers staff and the support of the Department of Public Works. Expenses for this work will be paid from The Towers Operating Account.

TOWERS COMMITTEE – CONTINUED

ADMINISTRATIVE POLICIES AND PROCEDURES – PAGE 2 OF 5

Public and Private Events

All use of The Towers must be approved in advance by The Towers Committee. The event approval criteria, rate schedule and operating guidelines have been established by The Towers Committee, published and will be applied uniformly.

1. Event approval criteria, user fee schedule and rules and guidelines for use will be submitted to the Narragansett Town Council for approval as part of The Towers Operating Plan.
2. Event approval criteria, schedule of user fees and rules and guidelines will be available to the public.
3. Public events sponsored by The Towers Committee, Friends of The Towers, Narragansett Historical Society or the Narragansett Parks and Recreation Department shall be exempt from the schedule of user fees if the net proceeds from the event are to be used for the benefit of The Towers or if the event is approved as part of The Towers Committee's public programming. Committee approval of the event and its scheduling along with conformance to all established policies, procedures and guidelines shall apply equally to these events.
4. The Towers Committee reserves the right to limit the use of The Towers by any group.

Financial Accountability

The Towers Committee will fully disclose and account for all revenues and expenditures related to The Towers as well as requiring full disclosure to the Committee of all financial transactions related to the public use of The Towers.

1. Whenever funds or materials are donated to The Towers without stipulation as to use, the donation is to be recorded by the committee and the full amount deposited to The Towers Operating Account.
2. If an individual or qualified group wishes to raise money with a share going to The Towers, the details of the program and the proposed financial benefit to The Towers must be approved in advance by The Towers Committee. A record of revenues and disbursements for the event must be reported to The Towers Committee.
3. An individual or qualified group may stipulate a specific use for a donation. However, agreement in advance by The Towers Committee is recommended. If The Towers Committee or the Town Council do not approve of the use specified, the donation will be returned.
4. If the Friends of The Towers or the Narragansett Historical Society wish to raise funds for their account, all event communications should indicate this intent. If The Towers is to be used as part of the fundraising, the usage must be approved in advance by The Towers Committee following the same guidelines applied to other non-profit organizations.
5. The Towers Committee shall adopt an annual budget and approve all expenditures from The Towers Operating Account. A record shall be kept of all revenues and expenditures related to that account.

TOWERS COMMITTEE – CONTINUED

ADMINISTRATIVE POLICIES & PROCEDURES – PAGE 3 OF 5

Event Approval Criteria

The Towers may be used for public and private meetings, social functions and cultural events. However, this must be done within the physical constraints of the facility and consistent with the historic character of The Towers. Since The Towers is an important historic landmark and symbol of the Town of Narragansett, there may be events which might be deemed inappropriate.

1. Each event must be approved in advance by The Towers Committee or The Towers Coordinator acting for the Committee. The Committee reserves the right to reject any application or to rescind approval if new information should warrant such action to protect the facility.
2. The Towers Coordinator will be responsible for showing the facility to prospective users and explaining the physical limitations of the building.
3. Reservations for use will be accepted up to 24 months in advance.
4. Reservations will be on a first come basis.
5. Reservations will only be accepted from the user, not from second parties such as caterers.
6. Proof of residency is required to obtain the local resident rate.
7. The user/caterer must provide The Towers Coordinator copies of all Town or State of Rhode Island required licenses and permits.
8. The required non-refundable facility user fee deposit must accompany the application for a date to be reserved.
9. The user fee will cover use of the first floor Grand Entry, second floor and third floor Great Hall only. The grounds surrounding The Towers are not included and with the exception of a caterer's area, no tents are allowed.
10. Use of the Casino Courtyard for private events is subject to additional policies and restrictions.
11. The Towers Committee reserves the right to review and approve or reject all proposed entertainment.

Private Use of the Casino Courtyard

The Casino Courtyard has been constructed and dedicated as a public space and private event use is restricted as follows:

1. Private use of the Casino Courtyard is allowed only in conjunction with a public or private Towers event.
2. Use is limited to no more than one hour of the five hour event (additional time for set up and take down is allowed).
3. The courtyard must be reserved and paid for at least two days in advance of event.
4. Alcohol service in the courtyard must be by wait staff and the service bar must be located inside the caterer's fenced enclosure. No glassware is allowed in the courtyard.
5. The courtyard area must be cleaned up by the caterer immediately following its use and reopened to the public.
6. Towers staff will monitor the courtyard during private use.

TOWERS COMMITTEE – CONTINUED

ADMINISTRATIVE POLICIES & PROCEDURES – PAGE 4 OF 5

Pre-qualification of Caterers

Users of The Towers are required to use caterers that have been pre-qualified by The Towers Committee. A list of pre-qualified caterers is available from The Towers Coordinator. The standards for pre-qualification are as follows:

1. RI Department of Health, Food Protection Division, Caterer's Food Service License.
2. Certificates of insurance for general liability and worker's compensation. Certificates must list The Towers Committee and the Town of Narragansett as additional named insured. The minimum coverage for liability is \$500,000 per occurrence.
3. References from 3 clients for similar types of service at historic facilities.
4. A letter requesting approval to provide services at The Towers along with a statement acknowledging receipt of a copy of The Towers Rules and Guidelines for Private Use and agreement to abide by all of the rules and guidelines, Rhode Island State laws and Town of Narragansett ordinances.
5. A meeting with Towers Coordinator to review the features and limitations of The Towers facility along with the applicable requirements of The Towers Rules and Guidelines for Private Use.
6. Caterers planning to serve alcoholic beverages must also provide a copy of their current Class P License issued by the Rhode Island Department of Business Regulation and agree to comply with The Towers requirements for pre-qualification of alcohol service providers.
7. Provide any other information that may be requested by Towers Committee.

Pre-qualification of Alcohol Service Providers

Users of The Towers are required to use alcohol service providers that have been pre-qualified by The Towers Committee for their event. A list of pre-qualified providers is available from The Towers Coordinator. The standards for pre-qualification are as follows:

1. If provider is a caterer, a RI Department of Business Regulation Class P License.
2. Certificates of insurance for general liability, liquor service liability and worker's compensation. Certificates for liability must list The Towers Committee and the Town of Narragansett as additional named insured. The minimum coverage for liability is \$500,000 per occurrence.
3. References from 3 clients for similar types of service at historic facilities.
4. Bartenders employed by the service provider must be certified by a nationally recognized alcoholic beverage server training program.
5. A letter requesting approval to provide services at The Towers along with a statement acknowledging receipt of a copy of The Towers Rules and Guidelines for Private Use and agreement to abide by all of the rules and guidelines, Rhode Island State laws and Town of Narragansett ordinances.
6. A meeting with Towers Coordinator to review the features and limitations of The Towers facility along with the applicable requirements of The Towers Rules and Guidelines for Private Use.
7. Provide any other information that may be requested by Towers Committee.

TOWERS COMMITTEE – CONTINUED

ADMINISTRATIVE POLICIES & PROCEDURES – PAGE 5 OF 5

Caterers and alcohol service providers are responsible for keeping required information current. Failure to provide the required information or abide by all applicable laws, ordinances, rules and guidelines will result in removal of the caterer from the list of pre-qualified providers.

PRIVATE EVENT INFORMATION PACKET

The Towers Committee is has approved the following information packet for private events:

◆ **Cover Letter**

Answers frequently asked questions and explains process for booking The Towers for a private event.

◆ **Application for Use**

Required for all private events.

◆ **Alcohol Service Indemnity Agreement**

Indemnifies the Town for alcohol related liability claims.

◆ **User Fee Schedule**

The User Fee Schedule is regularly reviewed and adjusted to provide adequate revenue to support The Towers Operating Budget. This schedule was reviewed and adjusted for all events booked after December 31, 2014.

◆ **Table, Chair & Tent Rental Order**

This worksheet and rental order form is used for all tables and chairs required for a private event. Prices are adjusted to correspond to market and changes in our supplier contract which is competitively bid.

◆ **Rules for Private Use**

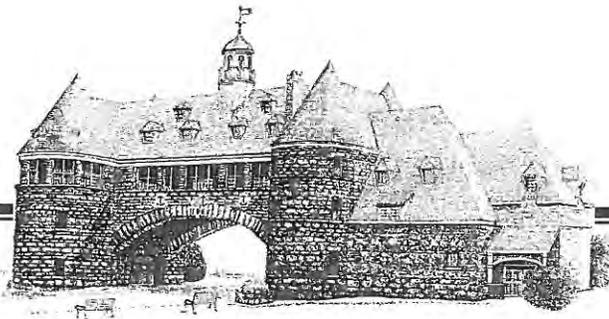
Explains all of the rules for private event use of The Towers and becomes part of each Private Event User Agreement.

◆ **Pre-Qualified Caterers**

This is a current list of caterers that have been pre-qualified for private events in accordance with Towers Committee policy. Caterers are added and/or removed as required.

◆ **Towers Floor Plans**

These are utilized by private users working with Towers staff to plan their utilization of the available space.



THE TOWERS

The Towers Committee would like to thank you for your interest in securing The Historic Towers for your upcoming event. The Towers is a very popular venue for weddings, receptions, anniversaries and other private celebrations. Here are answers to some questions that you may have:

- The Towers is a historic building owned and operated by the Town of Narragansett and is available for private event use year round.
- The base user fee covers your use of the building only. Please refer to the attached **Rules and Guidelines for Private Use** if you wish to utilize the Casino Courtyard for your event.
- As a non-smoking facility, smoking is prohibited in the building on the balcony and in the Casino Courtyard.
- There is no designated parking for The Towers. Parking may be found on nearby public streets and may be adversely impacted by summer beach and public event traffic.
- The maximum number of guests for an event with seating at tables is 200. We recommend limiting the number to 150.
- The Towers does not have a fully equipped kitchen. However, a caterer's preparation room is provided.
- If alcohol is to be served at your event it must be done as open bar. Cash bars are not allowed except as allowed by state law for qualified organizations.
- Your caterer and alcohol service provider must be pre-qualified prior to servicing events at The Towers.
- The Towers provides all tables and chairs for your event on a fee per piece basis. Your and/or your caterer provide linens, china, and tableware.
- You and/or your caterer will be responsible for removing all decorations, bar material, caterer's equipment, supplies and trash from The Towers immediately following the conclusion of your event.
- Two Towers Attendants staff the Towers during all private events. Failure to adhere to **Rules and Guidelines for Private Use** and/or reasonable directives of The Towers staff may cause all or part of the \$400 damage deposit to be forfeited.
- Included in this information packet please find:

Application for Use

Alcohol Service Indemnity Agreement

User Fee Schedule

Table, Chair and Tent Rental Order Form

Rules and Guidelines for Private Use

List of Pre-qualified Caterers

Floor Plans for The Towers Grand Hall

- Contact the Towers to discuss available dates before completing your application. To confirm your date send completed **Application** and **Alcohol Service Indemnity Agreement** along with a \$600 user fee deposit to The Towers, PO Box 3330, Narragansett, RI 02882. Please remember that, once your event is approved, your deposit is non-refundable.

Please read Rules and Guidelines before signing the Application for Use. Thank you again for your interest in The Historic Towers. I hope you will choose The Towers for your special event. Please contact me if you have any questions.

Kate Vivian, Towers Coordinator
(401) 782-2597 or (401) 261-5644
E-mail: kate@thetowersri.com



THE TOWERS APPLICATION FOR USE

Name of Individual or Organization: _____

Address: _____

E-mail: _____

Day Phone: _____ Evening Phone: _____

Proposed Use: _____

Estimated Number of Guests: _____

Date of Event: _____ Time - From: _____ To: _____

User Fee Deposit Enclosed: _____

My application for use of The Towers is submitted subject to the following:

My application is subject to review and approval of The Towers Committee.

I have visited The Towers and familiarized myself with its features & limitations.

My deposit is non-refundable if I cancel my event after approval for any reason.

I agree to abide by all of the Rules and Guidelines for Private Use of The Towers.

My actual user fee will be calculated in accordance with the attached schedule.

In case of catastrophic damage to The Towers, such as fire or natural disaster, that precludes my event from being held, my recourse against The Town of Narragansett and The Towers Committee shall be limited to full refund of fees paid to The Towers.

Applicant Signature: _____ Date: _____

For Towers Committee Use

Facility Base User Fee: _____

Additional Fees: _____ Event Overtime, Add'l Set Up, Etc.

Less Deposit: _____

Base User Fee Balance: _____ Tables & Chairs billed separately.

Damage/Security Deposit: _____ Refundable following event in accordance with The Towers Rules and Guidelines.

Total Due: Payable 60 days prior to date of event

Special Conditions: _____

Date Application Received: _____ Date Approved: _____



THE TOWERS

ALCOHOL SERVICE INDEMNITY AGREEMENT

Agreement made and entered into this _____ day of _____, 20____, by and between the Town of Narragansett and the undersigned lessee of property owned by the Town of Narragansett (the "Lessor");

WHEREAS, the Town of Narragansett is the owner certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties, and meetings ("Town Property"); and

WHEREAS, in some cases Lessee asks for permission to serve alcoholic beverages at the functions that are located on Town Property; and

WHEREAS, the Town, under certain circumstances, will allow for the service of alcoholic beverages on Town Property;

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the parties hereto agree as follows:

1. Lessee agrees to indemnify and save harmless the Town of Narragansett from and against any and all claims of whatever nature arising from or related to the service of alcohol by Lessee or Lessee's agents on Town Property and leased to Lessee. Included within the scope of this indemnity shall be any and all claims for bodily injury, property damage, negligence, punitive damages, and attorney's fees.
2. The Town agrees to provide notice to Lessee of any claim which falls within the provisions of the above paragraph and to also provide Lessee with the opportunity to participate in the defense of any such claim. All costs and expenses incurred by the Town in the defense of any such claim, including attorney's fees and other costs of litigation, shall be paid for by Lessee.

LESSEE:

TOWN OF NARRAGANSETT:

Signature

Signature

Print Name

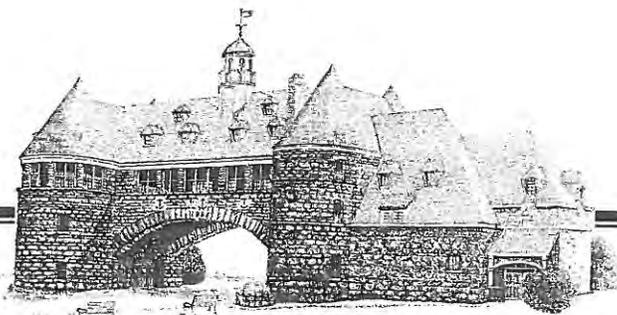
Title

Date

Date

Date of Function

Facility: **THE TOWERS**



THE TOWERS

USER FEE SCHEDULE

Facility Base User Fee	Monday-Thursday	Friday & Sunday	Saturday
Non-resident:	\$840.00	\$2,300.00	\$3,150.00
Narragansett Resident:	725.00	1,850.00	2,500.00
Local Non-profit Organization: (Narragansett & South Kingstown only)	550.00	825.00 <i>(Friday Evenings Only)</i>	N/A

**Monday Holiday Rates – same as Friday and Sunday rates*

Facility base user fee includes a five (5) hour event with additional two (2) hour for set up and one (1) hour for take down and clean up. Total time of use is eight (8) hours.

Note: during the months of December, January, February and March there is a 40% discount from the above rates. Please contact Towers Coordinator for details.

Additional Miscellaneous Fees

Event Overtime in excess of the 5 hours allowed: \$300.00/hour (minimum of 1 hour)
Must be requested and paid for at least 48 hours prior to event

Casino Courtyard Reservation & Use Fee (1 hour inclusive of 5 hour event): 225.00 per event

Additional Pre and Post Event Access: 75.00 hour
For additional set up, decorating, clean up or take down time that may be required in excess of eight (8) hour allowance

Towers Attendants – included in Base Fee

Clean Up

Users are required to leave The Towers "broom" clean and in good order along with removal of all trash and litter from the premises. The Towers is professionally cleaned prior to each event.

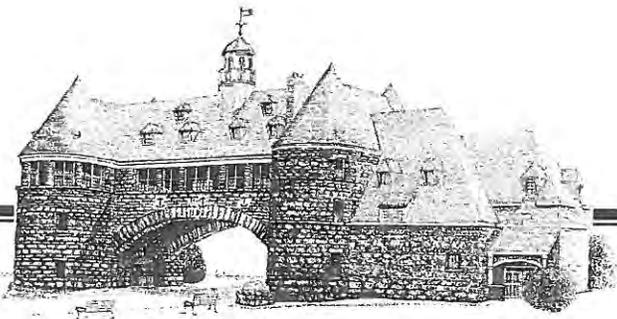
Tables, Chairs & Caterer's Tent

Tables and chairs are provided on a price per each basis according to the attached Table and Chair Rental Order Form. A 16' x 16' framed tent with flaps for the use of caterers is also available for rent.

Deposits

A non-refundable user fee deposit of \$600.00 (or full payment of user fee if less than \$600.00) and a completed and signed application are required to secure a date at the Towers. A \$400.00 damage/security deposit along with remaining user fees is due 60 days prior to the scheduled event. Damage/security deposit will be returned following the event provided there is no damage to the facility or additional fees due. Users may not transfer their approved date of use to another user.

Note: All rates are subject to change by The Towers Committee. Receipt of application with required deposit will lock in Facility Base user fee in effect at time of application.



THE TOWERS

TABLE, CHAIR & TENT RENTAL ORDER

Tables and chairs are provided to all Towers users in accordance with the unit prices below. It is recommended that caterers preparing food outside the building and not using a self-contained truck use the caterer's tent. Rates are not guaranteed after 2/28/15.

	Quantity	Price	Amount
Chairs			
Samsonite Metal Folding Chairs w/Plastic Seats	_____	\$2.70	_____
White or Natural Wood Folding Chairs w/Padded Seats	_____	4.35	_____
White of Gold Ballroom Chairs (Availability Limited – Inquire)	_____	8.80	_____
Tables			
72" Rectangular	_____	8.75	_____
96" Rectangular	_____	10.00	_____
48" Round	_____	9.00	_____
60" Round	_____	10.25	_____
72" Round	_____	15.00	_____
30" or 36" Round Cocktail	_____	8.50	_____
36" Round Cake Table with Casters	_____	11.50	_____
Serpentine	_____	10.50	_____
30" High-top Bistro	_____	11.00	_____
Tent			
Caterer's Tent	_____	450.00	_____
Rental Sub-total			_____
RI Sales Tax on Rental			_____
Set up/Take Down Fee			150
Total Amount Due			_____

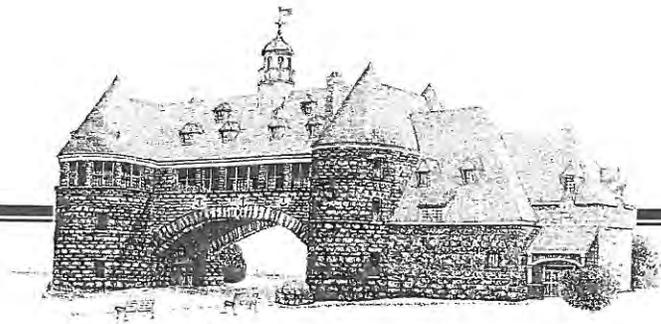
Notes

Contact Towers Coordinator with any questions. Return form to The Towers at the address below.

Event Date: _____ Time Caterer In: _____ Out: _____

Name: _____

Signature: _____



THE TOWERS

RULES FOR PRIVATE USE

The Towers, a Town of Narragansett facility, is available for use by individuals, businesses and organizations in accordance with the following rules and guidelines. The Towers Committee, appointed by the Narragansett Town Council, is responsible for the use of The Towers. As an important historic Town resource, these rules and guidelines have been established to insure that future generations will be able to use and enjoy this facility.

AVAILABLE DATES AND HOURS

The Towers is available for use year round for five (5) hour events with an additional two (2) hours for set up and one (1) additional hour for clean up. Additional time required beyond the standard eight (8) hours allowed may be arranged in accordance with The Towers **User Fee Schedule**.

The Towers is available for use as follows:

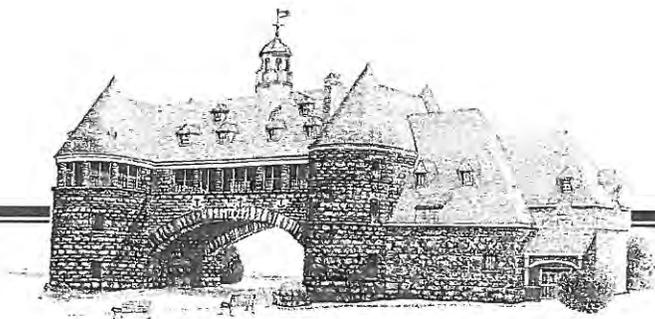
Monday through Thursday	9 am to 11 pm
Friday, Saturday, Sunday and Monday holidays	9 am to Midnight
Except Saturdays and Sundays in July and August	4 pm to Midnight

Users have exclusive use of The Towers during their events, including the first floor Grand Entry, second floor meeting room, second and third floor caterer's preparation rooms, second floor bride's dressing room and the third floor Great Hall. Use of the outdoor Casino Courtyard is not included in the user fee for The Towers. Please contact the Towers Coordinator for information on use of the Casino Courtyard.

PAYMENTS, DEPOSITS AND REFUNDS

User fees received are used to cover the costs of operating The Towers and to help fund continuing improvements, repairs and renovations.

- All checks should be made payable to The Towers and mailed to: *The Towers, PO Box 3330, Narragansett, RI 02882.*
- A completed and signed Application for Use form along with a \$600 non-refundable deposit must be received to reserve a date and time for an event. The remaining user fee and a \$400.00 damage/security deposit must be received 90 days prior to the event. Late payment of the remaining user fee and/or security deposit may result in cancellation of the event.
- Should the user cancel more than 30 days prior to their scheduled event, all but the non-refundable deposit will be refunded. After the 30 days deadline, any refund will be at the sole discretion of The Towers Committee.



THE TOWERS

LAWS, ORDINANCES AND REGULATIONS

Users and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Narragansett and the **Rules and Guidelines for Private Use** of The Towers. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage/security deposit. User will be held responsible for any damage and extra cleaning costs.

Please be advised that, as a historic facility, repairs and renovation are ongoing at The Towers. Every effort is made to minimize and avoid impacts to users. The Towers Coordinator will advise users of any work that may impact an event.

SMOKING

The Towers is a non-smoking facility. No smoking is allowed in any part of the building including the outside deck on the third floor.

CAPACITY

To ensure the comfort and safety of guests, please adhere to the following occupancy limits:

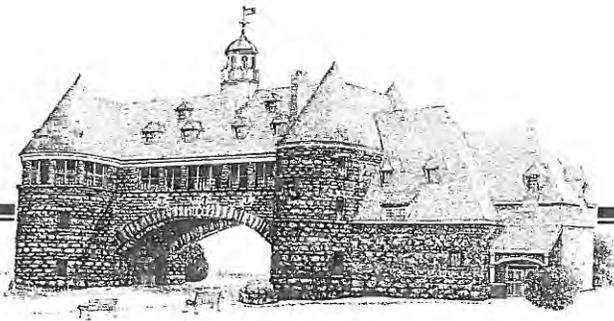
- The maximum occupancy for The Towers for stand up events with no tables is 250 people. Chairs may only be placed around the perimeter of the Great Hall.
- The maximum seating capacity for congregation style events, such as marriage ceremonies, is 200 people utilizing rows of eight chairs with a 36" aisle on each side and a 36" aisle down the middle (four chairs on either side of the center aisle). Seating over the arch section of The Towers only will accommodate 180 people.
- Table seating - 150 person recommended capacity with 200-person absolute maximum. The Towers standard for placement of 5' round tables (which seat 8 to 10 people) is 10' spacing. The Towers Coordinator will advise the user regarding various table arrangements and guest capacities. Please note that no more than two 6' round tables may be used for guest seating.

APPROVED FLOOR PLANS

- Users of The Towers with 150 guests or less may arrange their furniture as they see fit as long as a minimum 36" aisle is maintained between tables, decorations, chairs, artwork and other objects in order for access to both east and west tower fire exits.
- Users with more than 150 guests must use an approved Towers floor plan. Users desiring to modify an approved floor plan must submit their proposal in writing to the Towers Coordinator for review and approval.

FURNITURE

Users are required to use tables and chairs supplied by The Towers on a fee per piece basis. Check with the Towers Coordinator for availability and rates.



THE TOWERS

LINENS, CHINA, GLASSWARE, UTENSILS AND TABLEWARE

The Towers does not provide linens, china, glassware, utensils or tableware. All arrangements including rental, delivery, set up and break down are the responsibility of the user (many caterers will provide this service). The Towers is not responsible for missing or damaged items.

USE OF THE CASINO COURTYARD

The Casino Courtyard has been constructed and dedicated as a public space and use for private events is restricted as follows:

- Private use of the courtyard is allowed only in conjunction with a private Towers event.
- Use is limited to no more than one hour of the five hour event (additional time for set up and take down is allowed).
- The courtyard must be reserved and paid for at least two days in advance.
- Alcohol service in the courtyard must be by wait staff only and the service bar for staff must be located inside the caterer's fenced enclosure. No glassware is allowed in the courtyard.
- The courtyard area must be cleaned up by the caterer immediately following its use and reopened to the public.
- Towers staff will monitor the courtyard during private use.

PARKING

The Towers does not have designated parking. On-street parking is usually available within a three to four block area. Town of Narragansett summer parking restrictions end after 4pm. The caterer may park two service vehicles inside the caterer's area at the west end of The Towers. Additional service vehicles may unload and load from this area but must obtain permission from The Towers Coordinator prior to doing so and are not allowed to park in the caterer's area. Vehicles are not allowed to park in the service driveway during events.

USER'S SCHEDULE OF OPERATIONS

All Towers users must provide a schedule of operations for the day of their event to the Towers Coordinator at least one week in advance, including a listing of all service providers being utilized such as florist, entertainment, caterer and bar service.

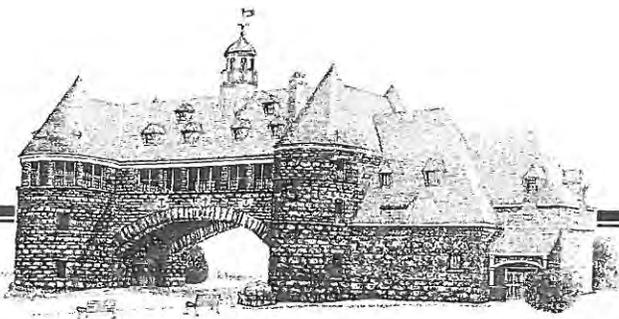
OUTSIDE SERVICE PROVIDERS

The selection of a caterer, musicians, florist, bartender, etc. for an event at The Towers is made entirely by the user hosting the event. However, The Towers Coordinator must be informed of any and all details as they are planned for an event. Caterers and alcohol service providers must be pre-approved by the Towers Coordinator.

Users wishing to meet at The Towers with their service providers may do so only by appointment with the Towers Coordinator who may limit the number and times of such meetings.

Revised 2/26/15

pg. 8

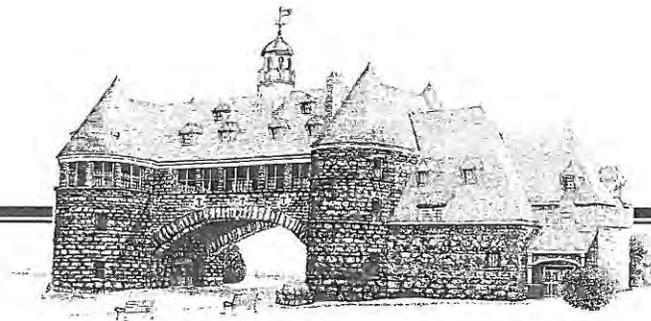


THE TOWERS

All service providers working at The Towers shall abide by The Towers **Rules and Guidelines for Use** and are subject to oversight by The Towers Coordinator and Towers staff. The service of any service provider may be curtailed and the user's security/damage deposit may be forfeited if The Towers **Rules and Guidelines for Use** or the reasonable directives of the Towers Coordinator and Towers staff are not complied with.

Caterers and food preparation:

- The caterers must be selected from the list of caterers that have been pre- approved to work at The Towers. Caterers wishing to work at The Towers that are not on the list must contact The Towers Coordinator for information on requirements for approval.
- The Towers provides a caterer's preparation room on the second floor and a service room on the third floor. The preparation room is equipped with sinks, stainless steel counters, a refrigerator and commercial convection oven. Caterers may also cook outside The Towers in the area provided. If a tent is utilized it must be obtained from The Towers. Self-contained food preparation trucks are also allowed. All users/caterers must obtain permission from the Towers Coordinator to use their own refrigeration and warming equipment inside The Towers.
- All caterers/users must review the physical layout and constraints of The Towers with the Towers Coordinator prior to the date of the event. Provisions should be made for weather conditions that might adversely impact the caterer's service.
- Caterers/users will be permitted in The Towers two hours prior to an event unless prior arrangement for additional set up time has been made with the Towers Coordinator.
- Caterers/users are responsible for the preparation and clean up of their events. The floor as well as the rest of the building must be left in the same condition as it was upon arrival. Food remnants, grease, coffee grounds and other trash must be removed from the premises at the conclusion of the event. The Towers does not provide for the removal and disposal of trash and/or garbage. Trash receptacles are provided within The Towers for the caterer's use during the event.
- The caterer/user must provide an attendant at all times to monitor any warming equipment with an open flame.
- No flamed food is permitted in The Towers.
- All of the caterer's equipment and/or rentals must be removed from the building within one hour following the event. Permission to store any equipment in The Towers prior to or following an event must be obtained from the Towers Coordinator prior to the event. Please refer to the **User Fee Schedule** for extra time if pickup of equipment and supplies outside of the scheduled event set up time are required.
- Caterers must use care to avoid spilling of water on the floors, both in food preparation areas and the service bar. Caterers will be held responsible for any damage to The Towers or injury to guests caused by spilled water.



THE TOWERS

- The Towers must be left swept clean with all refuse removed from the facility one hour after the event has ended. Prior to leaving the property, the caterer must be cleared by Towers staff on duty.

Alcoholic Beverage/Bar Service:

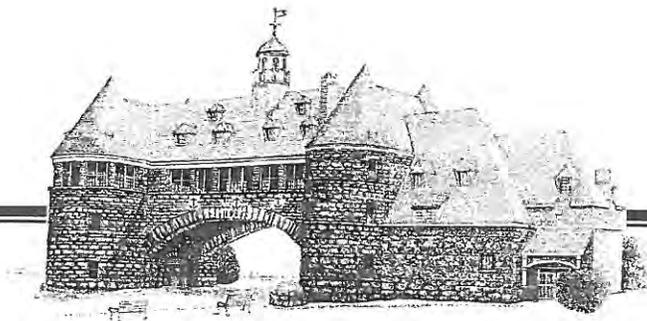
- Serving of alcoholic beverages must conform to State of Rhode Island and Town of Narragansett regulations. The Town of Narragansett, the Towers Committee, the Towers Coordinator and the Coordinator's staff disclaim and the user accepts all responsibility for any liabilities arising from the event. Alcohol service during an event is limited to a maximum of 4 ½ hours.
- Alcohol may only be served by properly licensed and insured service providers.
- Bartenders must be professional and appropriately dressed. They may not smoke or drink while working behind the bar.
- To protect the wood floors, an impervious floor covering must be provided and used under any beverage dispensing location or where ice and bar services are located. All ice brought into The Towers must be contained in watertight coolers and the bar must be set up in the designated area only. Because of the wood interior structure of The Towers, spills may easily leak to the floors below, resulting in damage to the building. Users may be held responsible for any such damage caused by their service providers.

Entertainment and Music:

- Entertainment and music is only permitted inside The Towers (or in the Courtyard if reserved). The Towers Coordinator must be informed about the type of entertainment and/or music to be played or performed.
- Restraint must be used in the volume of all music and entertainment. The Towers is adjacent to a residential area. Users and entertainers are required to comply with any request by The Towers staff to lower volume.

DECORATING AND SET UP

- The Towers Committee, Towers Coordinator and the Town of Narragansett are not responsible for any loss or damage to personal property, furnishings, decorations and/or equipment provided by the user and the user's service providers.
- The user fee for The Towers includes two hours for set up and decorating immediately prior to the start of the event. If The Towers schedule allows, the user may arrange for additional set up time in accordance with the schedule of user fees.
- All decorations must meet fire code requirements (for example, any draped fabric must be Class A fire resistant material). The Towers Coordinator must be informed of decorating materials and arrangements. If the Towers Coordinator determines that decorations do not meet fire code, the Coordinator and/or Towers staff may prohibit the use of such decorations.



THE TOWERS

- Decorations must be placed without the use of scotch tape, staples, nails or other fasteners. Cup hooks are permanently in place and may be used for decorations. The hooks may not be moved. Users may utilize nylon line and florist wire to hang decorations.
- Supplies, equipment and rentals may be delivered in advance of the day of the event only if permission has been obtained from the Towers Coordinator prior to the event. The user is responsible for any cleaning required as a result of their deliveries. Neither The Towers Coordinator nor the Towers staff will sign for or be responsible for deliveries.
- Candles are permitted on tables if they are enclosed so that there is no open flame.
- Confetti, rice, flower petals, bubbles, and birdseed may not be thrown inside or outside of The Towers.

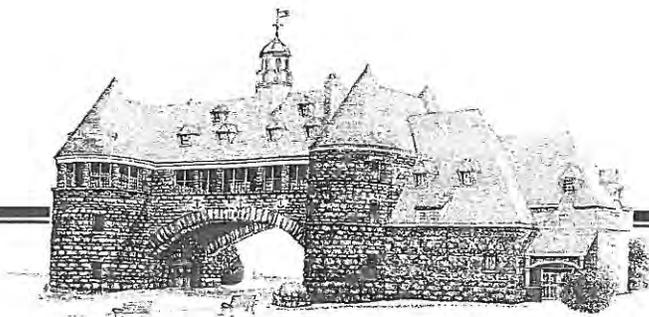
EVENT OVERTIME

When The Towers schedule permits, users may arrange to use the facility for additional event hours in accordance with the **User Fee Schedule** if arranged at least two weeks prior to the event. Alcoholic beverage service may not be extended beyond the 4½ hour maximum. Due to staffing arrangements and prior commitments, it may not be possible for events to extend beyond their original scheduled shut down and clean up time.

EVENT SHUT DOWN AND CLEAN UP

- Music, entertainment and bar service must be suspended 30 minutes prior to the scheduled termination of the event. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out of the building at that time. If guests remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.
- All equipment, rentals, decorations and all other property belonging to users, their service providers and/or their guests must be removed from the building within the one hour period following the event. If The Towers event schedule allows, arrangements may be made with the Towers Coordinator for additional shut down and clean up time in accordance with the **User Fee Schedule**.
- Permission to store property and materials in The Towers following an event must be obtained in advance from the Towers Coordinator.
- The Towers must be left swept clean, all refuse removed and the building in order one hour after function has ended. The Towers Coordinator or Towers staff will review a checklist with the user and/or service providers to verify that the **Rules and Guidelines for Use** have been complied with.
- Any damage to the facility, failure to meet the required standard of cleanliness, or excess clean up time required will cause all or a portion of the user's damage/security deposit to be forfeited.

All questions should be communicated to the Towers Coordinator.



THE TOWERS

PRE-QUALIFIED CATERERS

The following caterers have met the pre-qualification standards required to provide food and/or alcoholic beverage service at Towers functions. These firms are familiar with providing service.

Arturo Joe's – Narragansett, RI (Joe) 401-789-3230 www.arturojoes.com

Blackstone Caterers – Middletown, RI (Danielle) 401-848-2030 www.blackstonecaterers.com

Blue Rocks Catering – Newport, RI (Ingrid) 401-846-9902 www.newportcaterer.com

Chelo's Banquets & Catering – Warwick, RI (Wendy) 401- 737-9009 www.chelos.com

Coastal Gourmet Group - Stonington, CT (Alyson) 860-572-1111 www.coastalgourmetct.com

Decadent Catering – Providence, RI (Dean) 401-421-4114 www.decadentcateringri.com

Emery's Catering – Central Falls, RI (Liz) 401-7225-5680 www.EmerysCatering.com

Five90 Catering – (Nate or Shannon) 401-782-0030 catering590@hotmail.com

Gourmet Galley Catering - N. Stonington, CT (Keri) 860-415-9589 www.gourmet-galley.com

Glorious Affairs, Ltd. – Middletown, RI (Barbara) 401-842-0404 www.gloriousaffairs.net

Matunuck Oyster Bar – Matunuck, RI (Perry) 401-932-4946 perryraso@gmail.com

McGrath Clambakes, Inc. – Newport, RI 401-847-7743 www.riclambake.com

Pranzi Gourmet Catering – Providence, RI (Lisa) 401-383-3631 www.pranzi.com

Russell Morin's Fine Catering & Events – Attleboro, MA 888-552-7822 www.morins.com

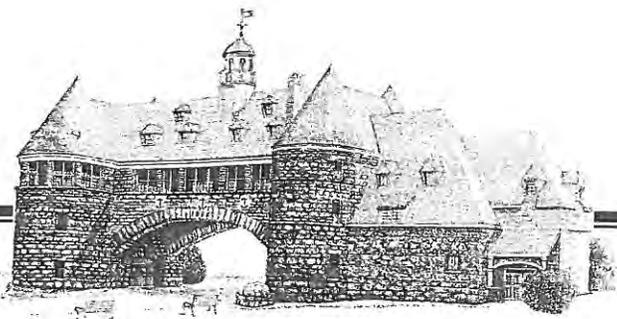
Shelter Harbor Inn – Westerly, RI 401-322-8883 www.shelterharborinn.com

Simply Devine Catering – Barrington, RI (Peter/Janet) 401-246-2340
www.simplydevinecatering.com

Tom's Market Catering – Coventry, RI (Glenn) 401-826-0050 www.tomsmarketcatering.com

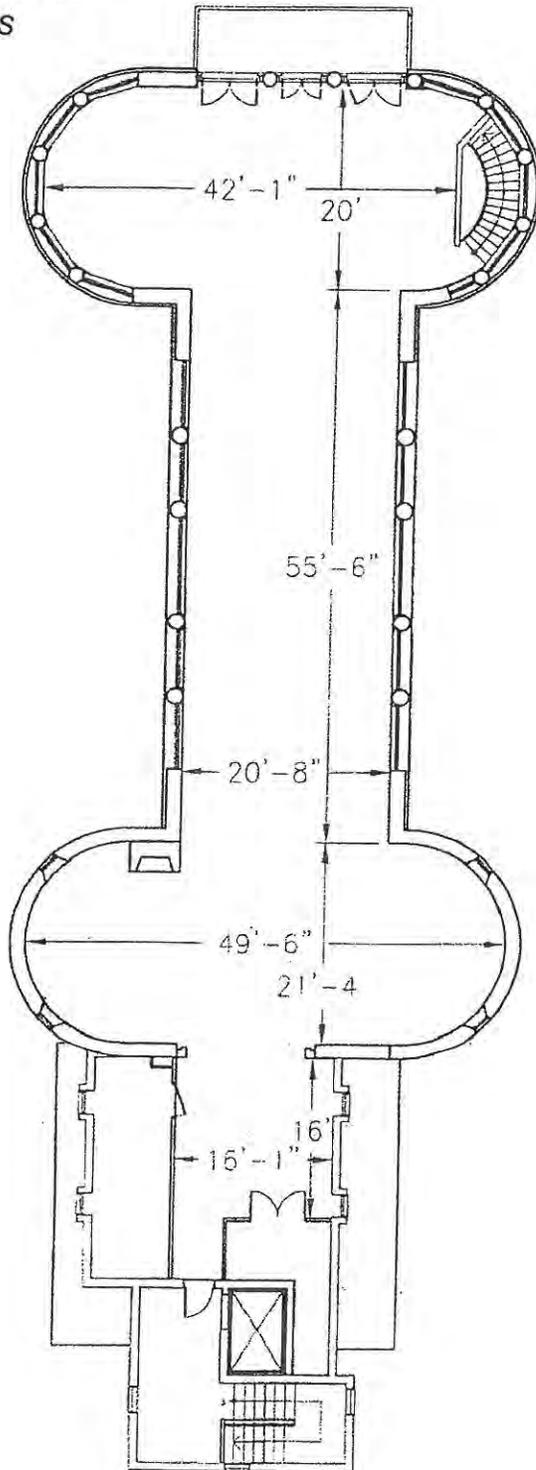
West Bay Gourmet – Narragansett, RI (K.C.) 401-789-9229 www.wbgfinecatering.com

West Valley Inn – West Warwick, RI 401-822-2834 RI (Debbie) 401-822-2834
www.westvalleyinn.com



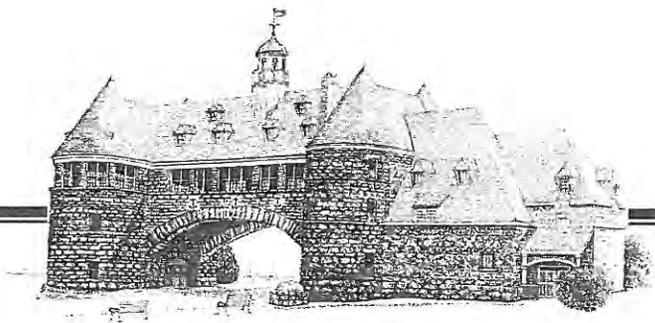
TOWERS FLOOR PLAN
With Dimensions

THE TOWERS



Revised 2/26/15

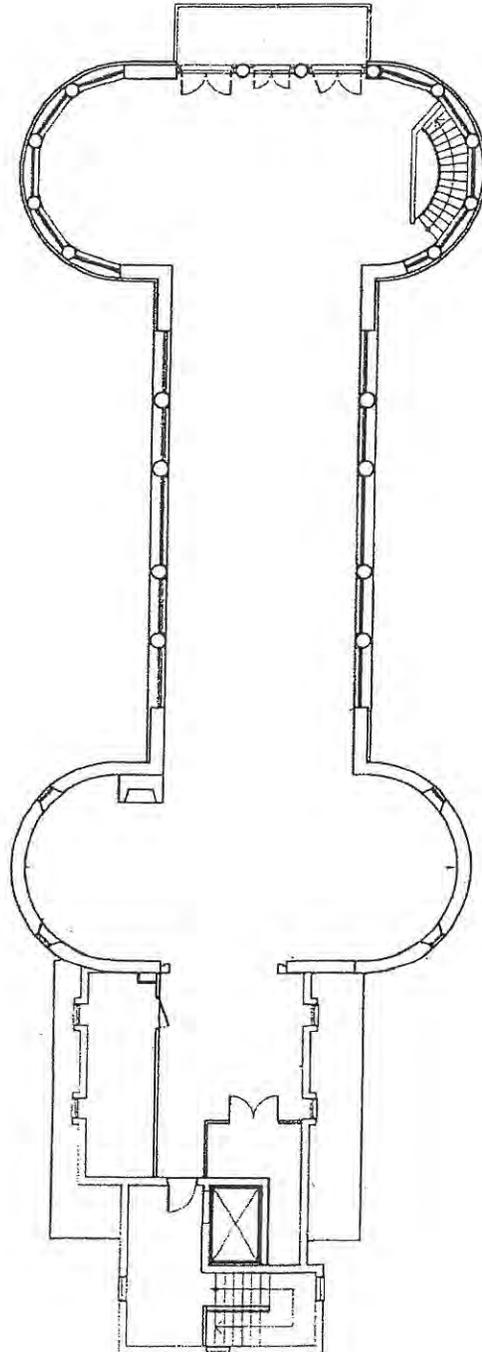
pg. 13



THE TOWERS

TOWERS FLOOR PLAN

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Revised 2/26/15

pg. 14

**A RESOLUTION AUTHORIZING TO CONTINUE THE OPERATION,
MAINTENANCE AND RESTORATION OF THE TOWERS IN ACCORDANCE WITH
2015-2018 TOWERS OPERATING PLAN**

WHEREAS, The Towers is an important historic symbol of the Town of Narragansett and has undergone significant renovations over the years; and

WHEREAS, The Towers has become a living part of the community open to the public since June of 1991; and

WHEREAS, since June of 2002, The Towers has been available for use year round; and

WHEREAS, the continuing operation, maintenance and restoration of The Towers are matters which need to be addressed by the Town of Narragansett; and

WHEREAS, these matters have been diligently attended to by the Town Council appointed Towers Committee since 1991,

NOW, THEREFORE BE IT RESOLVED by the Town Council for the Town of Narragansett as follows:

1. That there shall continue to be a Towers Committee which shall consist of twelve members appointed as follows:
 - Two representatives from the Friends of The Towers
 - Two representatives from the Narragansett Historical Society (or residents with a particular interest in the Town's history)
 - The Town Manager
 - Town Manager's designated Staff Member
 - Two members of the Town Council
 - Four interested Narragansett residents appointed by the Town Council

A Resolution Authorizing to Continue the Operation, Maintenance and Restoration of the
Towers in accordance with the 2015-2018 Towers Operating Plan

July 5, 2016

Page Two

2. Members will serve two year staggered terms or until such time as the Town Council reappoints, replaces or disbands the committee.
3. The Towers Committee shall continue to be responsible for the maintenance, operation and restoration of The Towers.
4. The Towers Committee shall carry out its responsibilities in accordance with the 2015 – 2018 Towers Operating Plan approved by the Town Council.
5. The Town Manager and Town Finance Director will maintain a restricted account for the purpose of receiving Towers operating revenue, donations, grants, and appropriations from the Town General Fund or other funds. Expenditures from this account will be in accordance with an annual budget prepared by the Towers Committee, submitted to the Finance Department, and approval of the Towers Committee.
6. The Towers Committee will plan for the future of The Towers and obtain approval from the Town Council for all major capital repairs, renovations and improvements.

ADOPTED this 5th day of July, 2016.

TOWN OF NARRAGANSETT

Matthew M. Mannix
President

ATTEST:

Anne M. Irons, CMC
Town Clerk

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 9

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council

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

SUBJECT: Library Building Project

RECOMMENDATION:

That the Town Council schedules a work session with the Library Board of Trustees to discuss the formation of a Building Committee and other matters related to the proposed Library Building Project.

SUMMARY:

With the recent passage in both the Senate and the House of the proposed Library Building Project bond referendum, it is appropriate to meet with the Library Board of Trustees to discuss the formation of a Building Committee, to review the appropriate level of public relations efforts prior to the November election, and other related matters.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 10

Amend No. _____

Date Prepared: June 15, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council

FROM: Jeffry Ceasrine, Acting Town Manager &
Sean Corrigan, Chief of Police

SUBJECT: New Hire Request – Public Safety Dispatcher

RECOMMENDATION:

That the Town Council approves the replacement of a public safety dispatcher due to a retirement.

SUMMARY:

One of the current public safety dispatcher is retiring on July 26th. I am requesting authorization to fill the position as soon as possible to allow for training and minimize overtime due to minimum staffing contractual obligation.

ATTACHMENTS:

1. Hiring Process Policy



Office of the Town Clerk

TO: Pamela T. Nolan, Town Manager

FROM: Anne M. Irons, CMC
Town Clerk

DATE: January 7, 2015

SUBJECT: Hiring Process Policy

At the January 5, 2015 town council meeting the following motion was approved.

A MOTION to APPROVE a policy, effective immediately, that the hiring process for full time employees, shall not be without the knowledge and approval of the Town Council.
(Murray-Wilkens 4/1)

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 11

Amend No. _____

Date Prepared: June 20, 2016
Council Meeting Date: July 5, 2016

TO: Jeff Ceasrine, Acting Town Manager
FROM: Scott Partington, Fire Chief
PREPARED BY: Susan W. Gallagher, Purchasing Manager
SUBJECT: Defibrillators & Chest Compression Systems Agreement

RECOMMENDATION:

That the Town Council approves the renewal of a two-year service agreement for the Fire Department's LifePak defibrillators and Lucas chest compression systems from Physio-Control, Inc., in the amount of \$17,952.50, payable in annual installments of \$8,976.25 and to authorize the Acting Town Manager to sign the contract after review by the Town Solicitor.

SUMMARY:

This technical service support agreement covers six (6) LifePak12 defibrillators with three (3) battery support systems as well as three (3) Lucas Chest compression systems. The service contract includes onsite repairs and annual onsite inspections of all the units. Additional discounts are included for electrodes and accessories. The contract renewal period is from: July 1, 2016 – June 30, 2018.

This equipment was originally purchased from Medtronic/Physio-Control and must be serviced by the manufacturer.

In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, I, the Purchasing Manager, have determined this to be a sole source item.

Funding is available in the Fire Department Operating Account #1521 50506, Equipment Maintenance and Repair.

ATTACHMENTS:

1. Technical Service Support Agreement from Physio-Control, Inc., dated June 16, 2016.



Physio-Control, Inc
 11811 Willows Road NE
 P.O. Box 97006
 Redmond, WA 98073-9706 U.S.A.
 www.physio-control.com
 tel 800.442.1142
 fax 800.732.0956

To Chief Scott Partington
 NARRAGANSETT PUBLIC SAFETY
 40 CASWELL ST
 NARRAGANSETT, RI 02882
 (401) 789-1000
sparlington@narragansettri.gov

Quote Number 00043160
 Revision # 1
 Created Date 6/16/2016
 Sales Consultant WendyCharbonneau
 401-255-5041
 FOB Redmond, WA
 Terms All quotes subject to credit approval and the following terms and conditions
 NET Terms NET 30

Renewal of PB16P242
 Coverage Period: 7/1/16 to 6/30/18
 Payable in Annual Installments
 Fax: 800-772-3340

Territory Code: EAEE54
 15% DISCOUNT ON ALL ELECTRODES
 15% DISCOUNT ON ACCESSORIES
 PO #:

**Please provide a PO with the approved quota.

Expiration Date 6/30/2016

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
50999-000118	Zone2: (25 to 50Mi) or (41 to 81Km)	2.00	79.00	0.00	79.00	158.00
LP12-OSCOMP-2	LIFEPAK 12 Service - 2 YEAR. On-site Comprehensive Coverage.	5.00	2,622.00	-131.10	2,490.90	12,454.50
LP15-OSCOMP-2	LIFEPAK 15 Service - 2 YEAR. On-site Comprehensive Coverage.	1.00	3,360.00	0.00	3,360.00	3,360.00
LUCAS-SIPM-2	LUCAS Service - 2 YEAR. Ship In Preventative Maintenance.	3.00	680.00	0.00	660.00	1,980.00

Subtotal USD 17,952.50
 Estimated Tax USD 0.00
 Estimated Shipping & Handling USD 0.00

Grand Total USD 17,952.50

Pricing Summary Totals
 List Price Total USD 18,608.00

Additional Terms for Purchase and Sale of Service Plans.

In addition to the General Terms above, the following terms apply to all Physio Service Plans.
Service Plans. Physio shall provide services according to the applicable Service Plan purchased by Buyer and described at <http://www.physio-control.com/ServicePrograms.aspx> for the length of the subscription purchased and for the devices specified as covered by the Service Plan ("Covered Equipment").
Pricing. If the number or configuration of Covered Equipment changes during the Service Plan subscription, pricing shall be prorated accordingly. For Preventative Maintenance, Inspection Only, Comprehensive, and Repair & Inspect Service Plans, Buyer is responsible to pay for preventative maintenance and inspections that have been performed since the last anniversary of the subscription start date and such services shall not be prorated.
Device Inspection Before Acceptance. All devices that are not covered under Physio's Limited Warranty or a current Service Plan must be inspected and repaired (if necessary) to meet specifications at then-current list prices prior to being covered under a Service Plan.
Unavailability of Covered Equipment. If Covered Equipment is not made available at a scheduled service visit, Buyer is responsible to reschedule with the Physio Service Technician, or ship-in the Equipment to a Physio service depot. Physio reserves the right to charge Buyer a surcharge for a return visit. Surcharges will be based on then-current Physio list price of desired services, less 10% for labor and 15% for parts, plus applicable travel costs. The return visit surcharge will be in addition to the subscription price of the Service Plan. To avoid the surcharge, Buyer may ship devices to a Physio service depot. Buyer shall be responsible for round-trip freight for ship-in service.
Unscheduled or Uncovered Services. If Buyer requests services to be performed on Covered Equipment which are not covered by a Service Plan, or are outside of designated Services frequency or hours, Physio-Control will charge Buyer for such services at 10% off Physio-Control's standard rates (including overtime, if appropriate) and applicable travel charges. Repair parts required for such repairs will be made available at 15% off the then-current list price.
Loaners. If Covered Equipment must be removed from service to complete repairs, Physio will provide Buyer with a loaner device, if one is available. Buyer assumes complete responsibility for the loaner and shall return the loaner to Physio in the same condition as received, normal wear and tear exempted, upon the earlier of the return of the removed Covered Equipment or Physio's request.
Cancellation. Buyer may cancel a Service Plan upon sixty (60) days' written notice to Physio. In the event of such cancellation, Buyer shall be responsible for the portion of the designated price which corresponds to the portion of the Service Plan subscription prior to the effective date of termination and the list-price cost of any preventative maintenance, inspections, or repairs rendered after the last anniversary date of the subscription start date.
No Solicitation. During the Service Plan subscription and for one (1) year following its expiration Buyer agrees to not to actively and intentionally solicit anyone who is employed by Physio to provide services such as those described in the Service Plan.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 12

Amend No. _____

Date Prepared: June 28, 2016
Council Meeting Date: July 5, 2016

TO: The Honorable Town Council

FROM: Susan Cicilline-Buonanno, President Pro Tem

SUBJECT: Appropriation to SK Dog Park "Light the Dog Park Campaign"

RECOMMENDATION:

That the Town Council authorizes an appropriation from the Town's Contingency Fund to the South Kingstown Dog Park "Light the Dog Park Campaign" in the amount of \$1,000.

SUMMARY:

The South Kingstown Dog Park Association has requested a donation from the Town of Narragansett to help fund night lighting at the dog park in Wakefield as many residents from Narragansett bring their pets the dog park.

I recommend that the council approves an appropriation from the current fiscal year contingency fund in the amount of \$1,000 to the South Kingstown Dog Park "Light the Dog Park Campaign" fund.

ATTACHMENT:

1. Letter – Chairman SK Dog Park Association

South Kingstown Dog Park Association
325 Columbia Street
Peacedale, Rhode Island 02879

▶ Narragansett Town Council
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882

To the Narragansett Town Council,

I am writing on behalf of the hundreds of local residents and visitors with pet dogs who enjoy spending time at the South Kingstown Dog Park, in Wakefield. The Dog Park came into existence eight years ago, after the Town of South Kingstown donated an acre-and -a-half of land. A community fundraising campaign raised nearly \$40,000 from business and individuals for clearing the land, fencing, seeding, a water fountain, and other features. Over the years, while the Town of South Kingstown has maintained and improved the grounds, the Dog Park has become enormously popular, earning accolades statewide and beyond for its beautiful design and its cleanliness.

Night lighting at the Dog Park is now a priority. The plan is to purchase and install six freestanding solar-panel light stands, for a total cost of approximately \$18,000, and to that end a fundraising effort by the South Kingstown Dog Park Association (www.facebook.com/groups/skdogpark) is underway. From a May 11 fundraising event we have received \$5,600 putting us very close to the goal of lighting the Dog Park.

Narragansett residents benefit greatly from the Dog Park, in several ways. Its year-round residents and their families bring their pets to the Dog Park regularly for hours of exercise and socializing. Narragansett real-estate adds tourists. South Kingstown has shared this community resource with its neighbor; Narragansett residents have not had to pay toward the cost of building or maintaining or using the Dog Park.

I am now asking you to support the Dog Park by making a one-time donation of \$1,000 to the Light the Dog Park campaign. We will be happy to commemorate this contribution by placing an appropriate permanent marker at the park. On behalf of the South Kingstown Dog Park Association, I thank you for your consideration.

Sincerely,

South Kingstown Dog Park Association
Chairman of the Dog Lighting Committee, Byron Cahoone

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 13

Amend No. _____

Date Prepared: June 28, 2016
Council Meeting Date: July 5, 2016

TO: The Honorable Town Council
FROM: Raymond A. Ranaldi, Council Member
SUBJECT: Creation of a council on aging

RECOMMENDATION:

That the Town Council directs the Acting Town Manager and the staff to explore local and/or regional options for a council on aging.

SUMMARY:

As demographics indicate there is an increasing elderly population. I would like to explore ways to assist elder residents to enhance the quality of life and other areas to meet the needs and interest of our aging population through services and programs and activities. Areas of assistance would include local and regional transportation, nutritional needs, help with retaining home ownership, home repairs and grant opportunities to support these activities.

ATTACHMENT:

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 14

Amend No. _____

Date Prepared: June 28, 2016
Council Meeting Date: July 5, 2016

TO: Honorable Town Council
FROM: Raymond A. Ranaldi, Council Member
SUBJECT: Event Coordination

RECOMMENDATION:

That the Town Council direct the Acting Town Manager and staff to explore the consolidation of all Town rental venues and to develop a business model that would coordinate same into a single management portfolio.

SUMMARY:

The Town of Narragansett owns and manages (with a combination of full time and part-time staff) a number of high profile and iconic “event venues”, including the Towers, Kinney Bungalow, the North Beach Clubhouse, and the Gazebo. These venues host activities and events ranging from weekly musical performances during the summer, to birthday parties, to high end weddings and corporate parties. There is a degree of uniqueness about each of the venues.

The purpose of this review is to consider options for consolidating the operation and management of these facilities under a single entity – whether a full time Town employee or a private event management company.

The Town’s overarching mission here is to both protect yet fully utilize our assets by providing access to our residents and then to other members of the public at large.

The scope of work for this review would include organizational and operational issues, a discussion of management models (employee-based v. private sector event management), advantages and disadvantages of each model, creation of an Enterprise Fund for accounting purposes, and a review of the standing committees associated with each venue and their role(s) in management and operations.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 15

Amend No. _____

Date Prepared: June 22, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry Ceasrine, Acting Town Manager

FROM: Anne M. Irons, CMC - Town Clerk

SUBJECT: Televised Meet the Candidate Nights

RECOMMENDATION:

That the Town Council approves the use of the Council Chambers and camera equipment for access for live coverage for nine (9) Meet the Candidates Nights sponsored by the League of Women Voters of South County.

SUMMARY:

The League of Women Voters of South County has requested to utilize the Council Chambers for nine (9) Meet the Candidate Nights this fall. The meetings are slated to take place at 6:30 p.m.

August 3, 2016, August 24, 2016, August 30, 2016, August 31, 2016 and September 28, 2016, October 5, 2016, October 26, 2016, November 1, 2016 and November

on Tuesday, September 30, Wednesday October 8, Tuesday October 14 and Monday October 27. The candidate forums will be televised so that citizens can view the candidates from home.

The League of Women Voters has requested to utilize a camera operator to operate the live television camera and feed to PEG Access in Westerly.

ATTACHMENT:

1. Letter-League of Women Voters

'16 JUN 15 PM 3:20



**League of Women Voters of South County
P.O. Box 1636, Westerly, RI 02891**

June 13, 2016

Town Council
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882

Dear Town Council,

The League of Women Voters of South County (LWVSC) would like to officially request from the Town Council for the Town of Narragansett the use of the Town Council Chambers in Narragansett Town Hall as a venue for this year's election season forums that the LWVSC plans to hold. As the newly-changed name of the local league suggests, the former LWV South Kingstown/Narragansett will now bring its activities and voter services to other municipalities. The LWVSC has expanded membership into Westerly and surrounding Washington County communities.

The dates listed below have been reserved with Anne Irons, Narragansett's Town Clerk. On these dates, live television coverage via PEG Access in Westerly has been reserved from 6:30 PM to 10 PM:

DATES RESERVED AHEAD OF THE PRIMARY ELECTION DATE of Tuesday, Sept 13, 2016:

Wednesday, August 3, 2016
Wednesday, August 24, 2016
Tuesday, August 30, 2016
Wednesday, August 31, 2016

DATES RESERVED AHEAD OF THE GENERAL ELECTION DATE of Tuesday, November 8, 2016:

Wednesday, September 28, 2016

Wednesday, October 5, 2016
Wednesday, October 26, 2016

Tuesday, November 1, 2016
Wednesday, November 2, 2016

In order to have time to set up and clean up, the League requests the use of the room from 5:30 PM to 10 PM on the above dates. We also would like to retain the services of the camera operator, whom the Town Council employs, to operate the live television camera and feed to PEG Access in Westerly.

Thank you so much for considering this request. If you have any questions, please contact me by email or phone listed below.

Sincerely,

A handwritten signature in black ink that reads "Pam Ancheta". The signature is written in a cursive, flowing style.

Pam Ancheta, Voter Service Chair
email: sknarr@lwvri.org
moble: 401-575-7583

cc: Jeffrey Ceasrine, Acting Town Manager
Anne Irons, Town Clerk
Daniel Holland, Systems Administrator

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 16
Amend No. _____

Date Prepared: June 23, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry Ceasrine, Acting Town Manager

FROM: Anne M. Irons, CMC -Town Clerk

SUBJECT: Zoning and Platting Board/Minimum Housing Board of Review

RECOMMENDATION:

That the Town Council reappoint an individual to the Zoning and Platting Board/Minimum Housing Board of Review for a five-year term to expire on July 1, 2021, and reappoint two alternate members for one-year terms to expire on July 1, 2017.

SUMMARY:

The Zoning and Platting Board/Minimum Housing Board of Review has three seats available for appointment/reappointment. Geraldine Citrone, Colin Hynes, and John C. Kennedy have indicated that they interested in reappointment. There are currently applications on file from Joseph L. Pattie, Christopher Almon, Joseph Lembo III, and Sylvan J. Vaicaitis. The following indicates the original board appointment and expiration dates.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Geraldine D. Citrone	8/1/2011	7/1/2016
John C. Kennedy, Alternate	8/17/2015	7/1/2016
Colin T. Hynes, Alternate	10/5/2015	7/1/2016

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. Zoning Board Attendance Report
2. Council Rules for Commission, Committee and Board Appointments

ZONING BOARD ATTENDANCE REPORT FROM JANURY 1, 2016 TO JUNE 30, 2016

1/21: ABSENT: Geraldine Citrone

2/18: ABSENT: Rob Ferraro and Joseph Paglia

3/24: FULL HOUSE

4/21: FULL HOUSE

5/19: ABSENT: Anthony Brunetti and John Kennedy

6/23: Meeting WAS rescheduled due to lack of quorum.



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

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

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 17

Amend No. _____

Date Prepared: June 27, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry, Ceasrine, Acting Town Manager

FROM: Anne M. Irons, CMC -Town Clerk

SUBJECT: Harbor Management Commission

RECOMMENDATION:

That the Town Council appoint/reappoint two individuals to the Harbor Management Commission for three-year terms to expire on June 30, 2019.

SUMMARY:

The Harbor Management Commission has two member seats and two alternate member seats available for reappointment. Mark Melchiori is interested in being reappointed. Mark F. Maroni and Jerome A. Tartaro have declined reappointment. John A. Thompson would like to move from the alternate seat to the member seat. There are currently no applications on file. The following indicates the original board appointment date and expiration date.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Mark F. Maroni	8/5/2013	6/30/2016
Matthew E. Melchiori	10/21/2013	6/30/2016
John A. Thompson	7/6/2015	6/30/2016
Jerome A. Tartaro	1/19/2016	6/30/2016

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



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TOWN OF NARRAGANSETT

RULES FOR COMMISSION, COMMITTEE AND BOARD APPOINTMENTS

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

III. APPOINTMENT REVIEW PROCESS

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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

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 18
Amend No. _____

Date Prepared: June 24, 2016
Council Meeting Date: July 5, 2016

TO: Jeffry Ceasrine, Acting Town Manager

FROM: Anne M. Irons, CMC -Town Clerk

SUBJECT: Planning Board

RECOMMENDATION:

That the Town Council SCHEDULES a WORK SESSION to conduct interviews for a seat on the Planning Board.

SUMMARY:

The Planning Board has one seat available due to the resignation of Robin I. Plaziak. There are two applications on file for Joseph Lembo III and Breta M. Combs. These two candidates are currently both serving on the Economic Development Committee. The following indicates the original board appointment date and expiration date of the current member.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Robin I. Plaziak	10/5/2015	11/1/2020

ATTACHMENTS: