

**NARRAGANSETT  
TOWN COUNCIL MEETING  
AGENDA**

**October 24, 2016**

**6:30 p.m.**

Posted 10-21-16

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

**NARRAGANSETT  
TOWN COUNCIL**

President

Matthew M. Mannix

President Pro Tem

Susan Cicilline-Buonanno

Members

Raymond A. Ranaldi

Patrick W. Murray

Christopher Wilkens

Town Manager

James M. Manni

Town Clerk

Anne M. Irons, CMC

Town Solicitor

Dawson T. Hodgson, Esq.

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

- August 15, 2016 Work Session Meeting
- August 15, 2016 Regular Meeting

**NEW BUSINESS:**

1. A [MOTION](#) to ADOPT An Ordinance Relating to Comprehensive Planning for the Town of Narragansett.
2. A [MOTION](#) to AUTHORIZE the Town Manager to expend funds out of The Earle Court Water Tower special Revenue account in the amount of \$4,500 as a first payment to Daniel R. Barry & Associates for fundraising.

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:** October 21, 2016  
**Council Meeting Date:** October 24, 2016

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**TO:** James M. Manni, Town Manager  
**FROM:** Anne M. Irons, CMC Town Clerk  
**SUBJECT:** Approval of Town Council Minutes

**RECOMMENDATION:**

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

- August 15, 2016 Work Session Meeting
- August 15, 2016 Regular Meeting

**SUMMARY:**

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

**NARRAGANSETT TOWN COUNCIL  
WORK SESSION MEETING  
AUGUST 15, 2016 MINUTES**

At a Work Session Meeting of the Town Council of the Town of Narragansett held on Monday, August 15, 2016 at 6:18 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, Absent

James M. Manni Town Manager

Matthew M. Mannix, President calls the work session meeting to order for the purpose of interviewing candidates for a vacancy on the Planning Board.

The following individuals were interviewed by the town council for the Planning Board:

Donald S. Leighton, resident gave a brief description of his background.

Joseph Lembo, property owner gave a brief description of his background.

Stephen Glazer, member of the Planning Board addressed the council on the need of filling the vacant position.

The work session meeting adjourns at 7:00 p.m.

ATTEST:

MINUTES ACCEPTED AS  
PRESENTED/AMENDED



Anne M. Irons, CMC  
Council Clerk

Anne M. Irons, CMC  
Council Clerk

**NARRAGANSETT TOWN COUNCIL  
REGULAR TOWN COUNCIL MEETING  
AUGUST 15, 2016 MINUTES**

At a Regular Meeting of the Town Council of the Town of Narragansett held on  
Monday, August 15, 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

James M. Manni, 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.

**A MOMENT OF SILENCE:**

A moment of silence was held for John Hickey who was a former council member and state legislator and Sandra Panzieri who served on the Historic District Committee who recently passed away.

**APPROVAL OF MINUTES**

The March 21, 2016 Regular Meeting Minutes were held over by President Mannix.

**ANNOUNCEMENTS/PRESENTATIONS:**

James Manni, Town Manager gave a brief summary of the recent concert that was held at a private home on the town beach. He noted all permits were pulled from the Building office and there were adequate police and fire details. He noted that the attendance was estimated at 12,000 people in attendance.

**OPEN FORUM:**

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

John Miller commented on his concerns of property at 20 Rockland Road who have placed gravel where the front lawn existed and now park vehicles in that area;

Richard Van Germeersch commented on the town council race and believed a debate should be held for the non-incumbent candidates for equity. He said it requires a lot of effort to put your name forth for a candidate. He said he has spoken with the town manager's assistance to get the candidates together for a debate;

Stanley Wojciechowski spoke on student rentals and quality of life issues and the baby boomers are the problems as they are driving up the prices by buying all the houses and families cannot afford to live in town; Matthew Turco, representing the Narragansett Chamber of Commerce commented that he was getting a push back from some vendors due to the fact that a permit was needed. He asked the council to review;

Catherin Celeberto requested the Town Council revisit the fees for permits and licenses as the current fees have no rhyme or reason or equity and the council should review;

**PUBLIC HEARING:**

**A MOTION to SCHEDULE a PUBLIC HEARING on an ordinance to adopt a temporary tax credit to be applied to certain properties that receive Historic District Commission approval for exterior repairs, renovations and additions.**

Since the establishment of the Narragansett Historic District Commission there has been an interest in identifying ways in which the Town can encourage the preservation and proper maintenance of the historic structures located in the Town's five locally regulated Historic Districts. One way to enhance the situation for owners of older homes is to provide a temporary tax break when they remodel or repair the exterior of their homes.

The reason for this is that the cost of sympathetic repair to historic houses is somewhat higher than more recently built homes, due mostly to the time it takes to delicately remove deteriorated sections of wall, trim or roofing and to splice, piece-in or repair those components.

The Historic District Commission, in concert with the staff, has researched the State Law which enables such action, (RIGL 44-4.1), and drafted an ordinance they believe is both helpful to these homeowners and reasonable to the Town and its other taxpayers. The maximum tax credit would be capped at \$2,000 per year or a total of \$10,000 for the maximum five years of relief for a project exceeding \$50,000 in construction cost. At the end of the tax credit period, the full tax obligation as required per the updated value and assessment would then be perpetually assigned.

A copy of the draft was previously sent to Council members which was addressed in a

workshop on March 28<sup>th</sup> and a follow-up presentation at the Town Council's regular meeting on June 20<sup>th</sup>. Staff suggests a public hearing date of September 6, 2016.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to SCHEDULE the PUBLIC HEARING to adopt a temporary tax credit to be applied to certain properties that receive Historic District Commission approval for exterior repairs, renovations and additions to October 3, 2016 at 8:00 p.m.

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

#### **CONSENT AGENDA**

**The consent agenda is voted on with one motion.**

- 1. A MOTION to REFER a request from Peter Barlow for a waiver of the Sewer Policy for Plat N-R, Lots 672 & 673, 11 Cross Road to the Sewer Policy Committee for review.**

REFERRED (Cicilline-Buonanno-Ranaldi 5/0)

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

- 2. A MOTION to APPROVE the list of Real Estate abatements in the amount of \$930.24 and the list of Motor Vehicle abatements in the amount of \$151.23.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 3. A MOTION to APPROVE the request from the Narragansett Pier Middle School for their annual Mariner March to be held on Tuesday June 6, 2017 from 2:30 pm to 4:00 pm subject to approval of state and local regulations.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 4. A MOTION to APPROVE the request from St. Thomas More Parish for their 10th Annual Parish Festival at Veteran's Memorial Park on Saturday June 17, 2017 from 4:00 pm to 10:00 pm. subject to state and local regulations**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 5. A MOTION to APPROVE a Miscellaneous License application for a One Day Peddler License for September 17 and 18, 2016 to Valarie Westnedge d/b/a Softouch, Inc. of Wakefield Rhode Island, subject to local and state regulations.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 6. A MOTION to APPROVE the purchase and installation of a certified electronic spreader control in Highway Division Truck 14 from Coastal International, utilizing the Greater Boston Police Council Contract, in the amount of \$5,400.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 7. A MOTION to APPROVE the cost of fingerprints processed through the Department of Attorney General (State of Rhode Island), in the amount of \$35.00 each for FY2016/2017.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 8. A MOTION to APPROVE the purchase of ammunition for the Police Department from AAA Police Supply, in the amount of \$6,036.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 9. A MOTION to APPROVE the renewal of the phone system hardware support and maintenance agreement with Carousel Industries, Inc., in the amount of \$7,281.55 for Fiscal Year 2016/2017.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 10. A MOTION to APPROVE the replacement of the air handler with electric heat at the North Beach Clubhouse, to be completed by JMB Mechanical, Inc., in the amount of \$7,420.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 11. A MOTION to AWARD the bid for Security System Maintenance & Improvement Services to Galaxy Integrated Technologies, Inc. at their quoted hourly rates and designated mark-ups for a one-year period.**

AWARDED (Cicilline-Buonanno-Ranaldi 5/0)

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

Christopher Wilkens aye, Matthew M. Mannix aye

**OLD BUSINESS:**

None

**NEW BUSINES:**

**12. A MOTION to ACCEPT the RECOMMENDATION of the Superintendent and the Director of Finance and Administration to ADOPT the Resolution for the Leasing of School Buses from Signature Public Financing Corp. in the amount of \$410,450.00, with total payments over the lease term of five years to equal \$423,090.38.**

The Narragansett School Department has requested to lease-purchase five school buses. The lease will be in the form of a Tax-Exempt Master Equipment Lease-Purchase Agreement whereby the Narragansett School System will own the buses at the end of the lease term of five years. The buses will be purchased from Dattco Sales & Service through the National Joint Power Alliance collaborative agreement. The specific contract award number is 102115-DAT. The cost to purchase the buses is \$82,090.00 each for a total cost of \$410,450.00. The Narragansett School System solicited proposals for financing the lease-purchase from the following financial institutions:

Santander Bank, N.A,	2.38%
Signature Public Funding Corp.	1.54%
U.S. Bank Business Equipment Financing	1.625%
Wells Fargo	2.41%

The Narragansett School Committee has awarded the tax-exempt lease purchase financing agreement to Signature Public Financing Corp. at a rate of 1.54% for the acquisition of the buses. The lease documents were reviewed by David Ferrara, Bond

Counsel, and approved. He has also prepared the resolution to be approved by the Town Council. Finance Director Laura Kenyon from the Town and Finance Director Karen Hagan from the School Department have reviewed the proposed lease-purchase and recommend approval. The Narragansett School Committee requests the Town Council approve the resolution enabling the lease-purchase of five school buses.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to ACCEPT the RECOMMENDATION and ADOPT the RECOMMENDATION of the Superintendent and the Director of Finance and Administration to ADOPT the Resolution for the Leasing of School Buses from Signature Public Financing Corp. in the amount of \$410,450.00, with total payments over the lease term of five years to equal \$423,090.38.

Katherine Sipala, Superintendent of schools addressed the council explaining that the item came about due to discussions at budget work session with the town council. She noted that the project is out of the capital and will be in a lease to purchase to own the five buses. She noted that it was an involved process with the paperwork and with Laura Kenyon, Finance Director and the David Ferrar, Bond Counsel.

Raymond Ranaldi requested a brief description of the warranty from Dattco Sales & Service.

Katherine Sipala said she would forward to the council in writing when she received it, however, she noted that there was a provider in the state that supports the Dattco

warranty and if there was a serious issue Dattco would pick up the bus. She noted that the public works department would be taking care of the day to day maintenance.

Resident Stanley Wojciechowski spoke.

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

Christopher Wilkens aye, Matthew M. Mannix aye

**AUTHORIZING THE INCURRING OF LEASE OBLIGATIONS IN ANY AMOUNT NOT TO EXCEED \$410,450.00 TO BE EVIDENCED BY THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AN ESCROW AGREEMENT AND AN EQUIPMENT SCHEDULE WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING, AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.**

**RESOLUTION NO. 2016-15**

WHEREAS, the Town of Narragansett (the "*Lessee*"), a body politic and corporate duly organized and existing as a political subdivision of the State of Rhode Island, is authorized by the laws of the State of Rhode Island to purchase, acquire, and lease personal property for the benefit of the Lessee and those it provides services to and to enter into contracts with respect thereto;

WHEREAS, the Narragansett School Department desires to acquire/lease under a tax-exempt lease purchase financing of five (5) 77 passenger school buses under a master price proposal from Dattco, Inc., dated May 23, 2016 as amended July 8, 2016 at the cost of \$82,090.00 each;

WHEREAS, the Narragansett School Department has solicited proposals from prospective lessors and has recommended Signature Public Funding Corp. ("*Lessor*") to provide such lease financing at the approximate rate of 1.54%;

WHEREAS, all lease payments shall be the obligation of the School Department under its annual appropriation(s);

WHEREAS, the Town's approval of such lease is necessary to confer tax-exempt status on such financing;

WHEREAS, the School Committee has requested the Town Council to approve the Town entering into a lease purchase agreement (the "*Lease*") in the form attached hereto, with such changes as may be acceptable or required by the Town Solicitor.

WHEREAS, the Lessee desires to purchase, acquire and lease certain equipment constituting personal property necessary for the Lessee to perform essential governmental functions; including without limitation said Five (5) **77 Passenger New 2017 Navistar School Buses** purchased from **DATTCO Sales & Service** and all other equipment Lessee or its Designated Officers may deem necessary and/or desirable (the "*Equipment*") in an amount not more than **\$410,450.00**, and the Lessee hereby finds and determines that the realistic estimated useful life of the Equipment is at least 5 years.

WHEREAS, in order to acquire such Equipment, the Lessee proposes to enter into a Master Equipment Lease Purchase Agreement to be dated on or about August 15, 2016 (together with the Equipment Schedule to be dated as of on or about August

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15, 2016 and all related exhibits, schedules, and certificates attached thereto, the “*Lease Agreement*”) with Signature Public Funding Corp. (the “*Lessor*”) and one Escrow Agreement (together the Disbursement Request Form and Acceptance Certificate, the “*Escrow Agreement*”, and together with the Lease Agreement, the “*Transaction Documents*”) with the Lessor and Signature Bank, as escrow agent, the forms of which have been presented to the Town Council of the Lessee at this meeting;

WHEREAS, the Town Council of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Transaction Documents for the purchase, acquisition, and leasing of the Equipment to be therein described on the terms and conditions therein provided;

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

*Section 1. Approval of Documents.* The Town Council of the Lessee hereby approves the form, terms and provisions of the Transaction Documents in substantially the forms presented to this meeting and authorizes and directs James M. Manni, the Town Manager, of the Town of Narragansett and such other persons as he may delegate including , Karen M. Hagan, Director of Finance & Administration and Purchasing Agent for the Narragansett School System(the “*Designated Officers*”), and each of them individually, for and in the name of and on behalf of the Lessee, to execute, attested, seal, and deliver the Transaction Documents, and any related Certificate, Exhibits, or other documents attached thereto substantially in such forms as presented herewith, together with such changes, modification, negotiations, insertions, revisions, corrections, or amendments as shall be approved by the officer executing them. The execution of the foregoing by a Designated Officer shall constitute conclusive evidence of such officer’s and the Town Council’s approval of any such changes, insertions, revisions, corrections, negotiations, or amendments to the respective forms of agreements presented to this meeting.

*Section 2. Other Actions Authorized.* The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Transaction Documents to carry out, give effect to, and consummate the transactions contemplated thereby (including the execution and delivery of Certificates of Acceptance and Disbursement/Payment Requests, Notice and Acknowledgements of Assignments, and any tax certificate and agreement, each with respect to and as contemplated in the Agreement and/or Escrow Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Transaction Documents. The Designated Officers and all other officers and employees of the Lessee are hereby directed and authorized to take and shall take all action necessary or reasonably required in order to select, purchase, and take delivery of the Equipment. All actions heretofore taken by officers, employees, and agents of the Lessee that are in conformity with the purposes and intent of this resolution are hereby approved, confirmed, and ratified.

*Section 3. No General Liability.* Nothing contained in this Resolution , the Transaction Documents, nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution , the Transaction Documents, or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, payable from the general and current revenues of the Lessee/except to the extent that the rental payments payable under the Transaction Documents are special limited obligations of the Lessee as provided therein.

*Section 4. Appointment of Authorized Lessee Representatives.* The Designated Officers are each hereby designated to act as authorized representatives of the Lessee for purposes of the Transaction Documents until such time as the Town Council of the Lessee shall designate any other or different authorized representative for purposes of the Transaction Documents.

*Section 5. Severability.* If any section, paragraph, clause, or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repealer.* All resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This Resolution shall not be construed as reviving any bylaw, order, resolution, or ordinance or part thereof.

*Section 7. Qualified Tax Exempt Obligations.* The Lessee, and its Town Council, designate its obligations under the Lease Agreements as “qualified tax exempt obligations” as defined in and for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

*Section 8. Effective Date.* This Resolution shall be effective immediately upon its approval and adoption.

The foregoing Resolution was duly passed and adopted at a meeting of the Town Council (the "Governing Body") of Town of Narragansett, held on August 15, 2016, by the following vote:

AYES: 5

NOES: 0

ABSENT:

ABSTAIN:

S/Matthew M. Mannix  
Presiding Officer

ATTEST:

S/Anne M. Irons, CMC, Town Clerk

Examined By:  
Dawson T. Hodgson, Town Solicitor

**13. A MOTION to CONSIDER the amendments to the Easement and Maintenance Agreement with OC Realty, LLC and the Town of Narragansett for a portion of town property designated as Lot 329 on Tax Assessor's Plat P on Point Judith Road.**

In May 2015 the Town Council granted an easement across Town land from Point Judith Road to 360 South Pier Rd., the former Ocean Club roller rink. Among the considerations for the agreement is a restriction that that the property may only be developed for permitted uses.

OC Realty LLC, signatory to the easement, now desires to repurpose the rink building by developing it into a 5 unit retail building on the site. Because such a use is not authorized *per se* in this zone as the project requires a special use permit, OC Realty desires to modify this restriction and ratify the project.

In addition to the foregoing request, the Town has received a letter from Narragansett Commons, LLC asserting that it is a contractual party to the proposed development and requesting to be relieved of several material conditions of the agreement. These include reducing the scope and duration of the grantee's obligation to maintain the roadway and traffic devices and specifically any snow plowing on the easement. It should be noted these conditions represent consideration to the Town for the Easement, which was granted without monetary compensation. OC Realty, LLC acknowledges an agreement exists with Narragansett Commons, LLC regarding the property, but does not join in their request.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to CONSIDER the amendments to the Easement and Maintenance Agreement with OC Realty, LLC and the Town of Narragansett for a portion of town property designated as Lot 329 on Tax Assessor's Plat P on Point Judith Road.

John Kenyon, Attorney for OC Realty LLC addresses the council and summarizes the project to date on the easement with OC Realty across town property that was approved in May. He noted that his client has been meeting RIDOT to obtain the physical alteration permits to change the intersection. He introduced Robert Clinton from VHB. He explained they made with RIDOT and they have said the project was beneficial to the

traffic conditions on Point Judith Road. He said they received comments from them and his firm has responded and RIDOT is in the final stages and it is expected to receive the approval within a few weeks.

John Kenyon commented that one of the conditions in the easement was that only uses that were permitted in the BB Zoning District would be allowed. He said at the time of the approval of the easement his client had expected one large end user for the property. Mr. Kenyon explained that now his client has received interest to have the 20,000 square foot building divide into five 4,000 square foot retail users. He said they would all be under the permitted uses under the zoning ordinances; however the use is now would be a shopping center requires a special use permit which is pending before the zoning board. He also advised they have received an insignificant alteration permit from DEM. He said the Town Solicitor believed it was prudent to go before the council to amend the easement and maintenance agreement to allow a shopping center and that was why they were there. He said sent the proposed language was submitted the council received a letter from a potential buyer, Narragansett Commons LLC asking for further amendments. He explained that his client was the only one that had contract on the property and his client was not asking for the additional amendments. He said his client or the property owner have not authorized any of the requested additional amendments. Mr. Kenyon said that the only changes his client wants is to allow a shopping center. He further stated Narragansett Commons LLC had an agreement with his client, however

they do not have an agreement with the property owner. He said if all approvals are obtained they are potential buyers for the property and there was a potential the easement would be assigned to them.

Raymond Ranaldi moved, Christopher Wilkens seconded and it is unanimously so voted to forward the request to the Planning Board for review.

Mr. Kenyon commented that they would be before the planning board anyway and requested that both matters could be on the same planning board agenda.

Dawson T. Hodgson, Town Solicitor noted that the language of the easement goes with the land and the obligations and privileges go with that property.

Raymond Ranaldi asked if the traffic study had any information on the difference in traffic for a market or 4 retail stores.

It was noted that specialty retail stores have less traffic than a box store.

Resident Richard VanGermeersch spoke.

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

Christopher Wilkens aye, Matthew M. Mannix aye

- 14. A MOTION to APPROVE the purchase of one 11' Monroe ½ Express Snow Plow from Donovan Equipment Co., Inc., utilizing the National Joint Powers Alliance (NJPA) contract, in the amount of \$10,990.00.**

15.

This plow would be replacing a 2005 Root Plow that is currently on Highway Truck 8. The Root Plow has been in service since 2005 and served its purpose well, but due to the constant wear and tear that a snow plow endures, it is in need of replacement. It is difficult finding replacement parts for this plow as they are not used much in the Northeast anymore and vendors are scarce. The current plow uses a full trip blade system which puts a lot of stress on the plow and the truck. The new plow system has a torsion trip edge which is more forgiving to the plow and the truck. Truck 8 is 2005 Sterling 8500, and is not scheduled for replacement until 2019/2020 budget. At that time, this new plow would transfer to the new truck. The Public Works Department is currently transitioning our plow inventory for large trucks to the Monroe system. The Town will be purchasing this plow pursuant to the National Joint Powers Alliance cooperative procurement contract #080114-MTE to take advantage of the purchasing power available with a national procurement contract. The plow will be purchased and delivered from Donovan Equipment Co., Inc. at the contract price of \$10,990. Funding is available in the Public Works, Highway Division, Capital Projects Account #00200730 57071, Equipment Replacement.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the purchase of one 11' Monroe ½ Express Snow Plow from Donovan Equipment Co., Inc., utilizing the National Joint Powers Alliance (NJPA) contract, in the amount of \$10,990.00.

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

**16. A MOTION to APPROVE the Change Order Request for the purchase  
of one (1) replacement PowerEdge R730xd Server from Zones, Inc. in  
the amount of \$11,791.91, utilizing the National Joint Powers Alliance  
(NJPA) contract.**

On August 1, 2016 Town Council approved the purchase of server replacement from Dell Marketing, LP in the amount of \$12,219.48, utilizing the State of Rhode Island Master Price Agreement. Since that time, the Purchasing Manager has found a national contract that the Town may utilize with more aggressive pricing. The purchase is still for a Dell PowerEdge R730xd server but due to the national contract (NJPA) with Zones, Inc., the Town can realize a savings of \$427.57 by purchasing it through them. The Town will be purchasing this server pursuant to the National Joint Powers Alliance cooperative procurement contract with Zones, Inc. to take advantage of the purchasing power available with a national procurement contract. Funding is available in the Information Resources Capitol Projects Account #00200130 57070, Server Replacement Program. Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the Change Order Request for the purchase of one (1) replacement PowerEdge R730xd Server from Zones, Inc. in the amount of \$11,791.91, utilizing the National Joint Powers Alliance (NJPA) contract.

Raymond Ranaldi thanked Susan Gallagher, Purchasing Agent for saving the town a “chunk of cash”.

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

**17. A MOTION to AWARD the bid for Road Striping Services to Safety Marking, Inc. at their quoted unit prices for the Fiscal Years of 2016/2017 and 2017/2018.**

The Town of Narragansett participates in a regional road striping procurement contract with Charlestown, North Kingstown, South Kingstown and Westerly which is managed by the Town of South Kingstown. Participation in this regional procurement effort provides the opportunity for obtaining very competitive pricing for this essential service.

The Narragansett Department of Public Works utilizes this contract each year to complete all of the roadway centerline and edge line painting. South Kingstown solicited the bids and three vendors responded for the July 8, 2016 bid opening (see attached spreadsheet).

Safety Marking, Inc. has been awarded the bid from the Town of South Kingstown at their July 25, 2016 meeting. Narragansett’s share of the cost is approximately \$12,000.00 per application. The Town applies one to two applications per year.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to AWARD the bid for Road Striping Services to Safety Marking, Inc. at their quoted unit prices for the Fiscal Years of 2016/2017 and 2017/2018.

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

**18. A MOTION to APPROVE the annual contract for technical support for the Police Department's computer software system with Tritech Software Systems, in the amount of \$15,958.75.**

This contract renewal includes the licensing fee, software support and updates for the main software utilized by the Police Department. The department began using this software in 2001. The majority of the police agencies in the State of Rhode Island also use Tritech Software Systems (formerly Information Management Corp or IMC) software package for their daily operations. The contract period is: October 1, 2016 – September 30, 2017. Tritech/IMC is the manufacturer of this 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, the Purchasing Manager, has determined this to be a sole source item. Funding is available in the Police Administration Operating Account #0001511 50202, Contracted Services.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the annual contract for technical support for the Police Department's computer software system with Trittech Software Systems, in the amount of \$15,958.75. Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Raymond A. Ranaldi aye, Christopher Wilkens aye, Matthew M. Mannix aye

**19. A MOTION to APPROVE the purchase of three (3) new Ford Utility PI AWD police cruisers from MHQ Municipal Vehicles, in the amount of \$83,954.30 and the removal, transfer and installation of radios, sirens, lights and accessories to outfit the 3 vehicles from Patrol Data, in the amount of \$23,330.83 (for a grand total of \$107,285.13).**

These requested Ford vehicles will replace three (3) older Ford Crown Victoria patrol cars that have reached the end of their use as police vehicles. These vehicles have reached a point where it is no longer viable to repair them. The Town will be purchasing these vehicles under the Greater Boston Police Council (GBPC) contract that is administered and competitively bid by the Metropolitan Area Planning Council Cooperative (MAPCC). This competitive bid and award was executed by the MAPCC under the Massachusetts General Law. The Town joined the GBPC to take advantage of these competitive bids with large volume buying power. All reusable equipment including two-way radios, light bars and sirens will be removed from old vehicles and then

transferred and installed onto new vehicles by Patrol Data. In addition, some new parts will have to be purchased and installed such as wiring, speakers, brackets and LED lights. Funding is available in the Police Administration Capital Projects Account #200190 57522, Vehicle Replacement.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the purchase of three (3) new Ford Utility PI AWD police cruisers from MHQ Municipal Vehicles, in the amount of \$83,954.30 and the removal, transfer and installation of radios, sirens, lights and accessories to outfit the 3 vehicles from Patrol Data, in the amount of \$23,330.83 (for a grand total of \$107,285.13).

Chief Sean Corrigan addressed the council on the purchase.

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

**20. A MOTION to APPROVE Change Order Requests 34-36 and 38-42 inclusive, for the Public Safety Building Improvements Project with Urbane Construction, in the total not-to-exceed amount of \$188,397.00.**

The new total project cost (construction phase) with these Change Orders included would be \$1,652,055.00. The original bid was awarded by Town Council on June 1, 2015.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE Change Order Requests 34-36 and 38-42 inclusive, for the Public Safety Building Improvements Project with Urbane Construction, in the total not-to-exceed amount of \$188,397.00.

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

**21. A MOTION to INTRODUCE, READ, PASS and ACCEPT as a First Reading A Resolution Amending the Official List of Parking Restrictions and Regulations in the Town of Narragansett in accordance with the Narragansett Code of Ordinances.**

As in accordance to Chapter 74 Traffic and Vehicle, Sec. 74-35. - Specific streets Parking Regulations (b) a resolution cannot be adopted at the meeting at which it is introduced but shall, rather, be referred to a subsequent regular or special meeting at least seven days thereafter for a vote.

Parking restrictions were put in place on Ashley Court in 1996 by Resolution 96-29. In 2014 parking restrictions were amended in Eastward Look and Ashley Court was not included in the change. In 1987 by Chapter 584 the "Parking Ordinance Providing Regulations for Specific Streets" was amended by placing parking restrictions on Middle Road for the westerly side of the road only. Staff has recommended that Ashley Court be changed to mirror the parking restrictions of all other roads in Eastward Look and Middle

Road would be amended to reflect no parking on either side of the road and would now extend up to Sakonnet Boulevard. The recommendation is as follows:

ASHLEY COURT No Parking either side (10:00 p.m. through 5:00 a.m., inclusive, from the day after Labor Day to the day before Memorial Day)

MIDDLE ROAD No Parking either side (10:00 p.m. through 5:00 a.m. from Burnside Avenue to Sakonnet Boulevard.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to INTRODUCE READ, PASS and ACCEPT a First Reading A Resolution Amending the Official List of Parking Restrictions and Regulations in the Town of Narragansett in accordance with the Narragansett Code of Ordinances.

Residents Stanley Wojciechowski and Steve Ferrandi spoke.

Chief Sean Corrigan addressed the council on the proposed amendment. He noted that in 2014 the parking in Eastward Look was made a tow zone and Middle Road and Ashley were included for the signage however it was noted the two roads were not included in the Resolution and also no parking on both sides was also added for Middle Road.

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

**A RESOLUTION AMENDING THE OFFICIAL LIST OF PARKING RESTRICTIONS AND REGULATIONS IN THE TOWN OF NARRAGANSETT IN ACCORDANCE WITH THE NARRAGANSETT CODE OF ORDINANCES**

**WHEREAS**, Chapter 19, Article III, Section 19-30 of the Code of Ordinances of the Town of Narragansett, provides a procedure to amend the parking restrictions and regulations on specific streets in the Town of Narragansett; and

**WHEREAS**, the Town Staff has recommended, in accordance with Section 19-30, that the parking restrictions and regulations within Eastward Look and the Village of Point Judith be amended;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Narragansett that the parking restrictions and regulations on specific streets as required by Section 19-30 are hereby amended as follows for the roads listed below:

**EASTWARD LOOK NORTH (10:00 p.m. through 5:00 a.m., inclusive, from the day AFTER Labor Day to the day before Memorial Day)**

ASHLEY COURT No Parking Both Sides

MIDDLE ROAD No Parking Both Sides from Burnside Avenue to Sakonnet Boulevard

Any vehicle found in violation of this Resolution shall be towed or otherwise removed at the owner's expense and liability.

ADOPTED this            day of            A.D. 2016.

ATTEST:

TOWN OF NARRAGANSETT

Anne M. Irons, CMC  
Town Clerk

Matthew M. Mannix  
Town Council President

**22. A MOTION to INTRODUCE, READ, PASS an ACCEPT as a First Reading An Ordinance in Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Tangible Property Exemption)**

This ordinance will authorize the exemption from taxation up to \$35,000 on Commercial Tangible property. If enacted by the Town Council, this action will remove an administrative and financial burden completely for the numerous small businesses in Narragansett whose entire commercial tangible property is valued at less than \$35,000. The exemption would also provide a measure of relief to those businesses whose property value exceeds this threshold. This action also promises to significantly reduce the administrative resources used by the town relative to collecting this tax. It is anticipated that such administrative savings would significantly offset revenue not collected as a result of the exemption.

Patrick Murray moved, Raymond A. Ranaldi seconded and it is so voted to INTRODUCED, READ, PASSED and ACCEPTED as a First Reading An Ordinance in Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Tangible Property Exemption)

Patrick Murray explained that it was enabling legislation that was passed at the General Assembly. He explained that the exemption is for the first \$35,000 of tangible taxes. He staff the town burns up a lot of staff hours chasing \$20.00.

Raymond Ranaldi noted that it almost cost as much to collect the tax.

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

Christopher Wilkens aye, Matthew M. Mannix aye

TOWN OF NARRAGANSETT  
CHAPTER  
AN ORDINANCE IN AMENDMENT OF CHAPTER 70 OF THE CODE OF ORDINANCES  
OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED "TAXATION &  
FINANCE"

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

**Section 1:** Article I, (In General), of Chapter 70 of the Code of Ordinances of the Town of Narragansett, entitled "Taxation & Finance" is hereby amended to read as follows:

**Sec. 70-1. - List of ratable property.**

- (a) A system of classification of taxable property is hereby adopted by the town in which all ratable property in the town shall be classified by the assessor as follows:
  - (1) *Class 1:* All residential real estate which consists of not more than five dwelling units and all residential real estate that consists of six dwelling units in which at least one unit is owner-occupied. Class 1 includes all mobile/manufactured homes.
  - (2) *Class 2:* All commercial and industrial real estate and all residential real estate which consists of six dwelling units in which no units are owner-occupied and all residential real estate which consists of more than six dwelling units.
  - (3) *Class 3:* All ratable tangible personal property.
  - (4) *Class 4:* All motor vehicles and trailers subject to the excise tax created by Chapter 34 of Title 44 of the General Laws of Rhode Island.
- (b) Where real property is used or held for more than one purpose and the uses result in different classifications, the assessor shall allocate to each classification the percentage of true and fair cash value to the property devoted to each use.

**Sec. 70-2. - Duties of assessor and finance director.**

- (a) The assessor of the town, on or before June 15 of each year, shall make a full and fair cash valuation of all the estate, real and personal, including motor vehicles and trailers, subject to taxation, and determine the assessed valuation of each property class.
- (b) The finance director with the approval of the town council shall have the authority to apply different rates of taxation to each property class and to determine the tax due and payable on the property; provided however, that such rates of taxation shall be uniform

(c) within each class; and provided further that for each year, Class 2 property rates shall not be more than 150 percent of Class 1 property tax rates.

(Ch. 836, § 1, 6-30-2003)

**Sec. 70-3. - Tax levy determination.**

The assessor shall provide to the finance director and the town council a list containing the full and fair cash valuation of each property class. The finance director shall, with the approval of the town council, annually determine the percentages of the tax levy to be apportioned each

class of property and shall annually apply tax rates sufficient to produce the proportion of the total tax levy.

(Ch. 836, § 1, 6-30-2003)

**Sec. 70-4. - Compliance with state law.**

(a) All property in Class 3, which is classified as inventory, shall be taxed in accordance with § 44-3-29.1 of the General Laws of Rhode Island regarding the phasing out of taxes on said property.

(b) All property in Class 4 shall be taxed in accordance with Chapter 34.1 of Title 44 of the General Laws of Rhode Island regarding the phasing out of taxes on said property.

(Ch. 836, § 1, 6-30-2003)

**Sec. 70-5 – Tangible Property Exemption**

All property in class 3, shall be valued according to State law 44-5-12.1, provided that the taxable value shall be then reduced by up to \$35,000 after application of the State mandated depreciation for the appropriate tangible property classification.

**Secs. 70-6—70-20. - Reserved.**

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

First reading, read and passed in the Town Council meeting legally assembled the 15<sup>th</sup> day of August, 2016.

Second reading read and passed in the Town Council meeting legally assembled the 6<sup>th</sup> day of September, 2016.

ATTEST:

Anne Irons, Town Clerk

**23. A MOTION to INTRODUCE, READ, PASS and ACCEPT as a First Reading An Ordinance in Amendment of Chapter 70 of The Code Of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Veteran, Widow/Widower of Veteran, 100% Disabled Veteran, Specially Modified Housing for Service Disabled Veteran, Prisoner of War)**

Narragansett has not modified its war veteran tax exemption since 1986. Due to the way the law, and our tax rate are constructed, we currently offer one of the lowest War Veteran and related property tax exemptions in Rhode Island. This amendment would increase the allowable real property and motor vehicle tax exemptions for War Veterans, their Widows or Widowers, Service Disabled, Gold Star Parents, Prisoners of War, and certain properties specially modified for Service Disabled veterans

This proposed ordinance allows the Town to apply property tax exemptions to the following amounts:

<b>War Veteran</b>	<b>44-3-4(a)(1)</b>	<b>\$20,000 from assessed value of real property, or \$12,000 from assessed value of motor vehicle.</b>
<b>War Veteran's Widow / Widower:</b>	<b>44-3-4(a)(1)</b>	<b>\$20,000 / \$12,000</b>

<b>Service Related Total Disability:</b>	<b>44-3-4(c)</b>	<b>\$20,000 / \$12,000</b>
<b>Gold Star Parent:</b>	<b>44-3-5</b>	<b>\$20,000 / \$12,000</b>
<b>Prisoner of War</b>	<b>44-3-4(e)</b>	<b>\$40,000 / \$24,000</b>
<b>Specially Modified Housing for Service Disabled</b>	<b>44-3-4(b)</b>	<b>\$50,000</b>

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to INTRODUCED, READ, PASSED and ACCEPTED as a First Reading An Ordinance in Amendment of Chapter 70 of The Code Of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Veteran, Widow/Widower of Veteran, 100% Disabled Veteran, Specially Modified Housing for Service Disabled Veteran, Prisoner of War)

Patrick Murray asked for the council's support as the ordinance had not been updated since 1982 and he believed it was time to bring it in line with other communities.

Residents Richard VanGermeersch spoke.

Catherine Celeberto remarked that there was a typo in the amendment where it should read and/or and not just and.

Laura Kenyon, Finance Director explained that and/or applies and not just the word and.

Dawson Hodgson, Town Solicitor explained that previously that Narragansett only had the prisoner of war ordinance and followed state law with the veterans exemption and now the town would include a veterans exemption.

Raymond Ranaldi moved, Christopher Wilkens seconded and it is unanimously so voted to amend to change and to and/or in sections 70-100, 70-102, and 70-103 and 70-06. another first reading will be held on September 6, 2016.

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

**24. A MOTION to INTRODUCE, READ, PASS and ACCEPT as a First Reading as a First Reading An Ordinance in Amendment of Chapter 70 of the Code of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Definition of Homestead)**

At issue is to define "Homestead" for the purposes of future discussion, clarification and computations for the Town staff and the general public.

A homestead exemption would be a tax reduction by the Town of Narragansett which is applied to certain residential properties which meet specific guidelines. You must hold legal title to the property and you must reside in the property. The homestead exemption applies to single family homes, condominiums, the percent of two family homes owner

occupied, the percent of three family homes owner occupied and mixed use as outlined by this council.

Patrick Murray moved, Raymond A. Ranaldi seconded and it is so voted to INTRODUCED, READ, PASSED and ACCEPTED as a First Reading An Ordinance in Amendment of Chapter 70 of The Code Of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Definition of Homestead)

Patrick Murray remarked that he was proposing a definition of what a homestead was as it had been said there was some ambiguity of what a definition really was of a homestead. It would be that if a person occupies a home for 183 days in a year.

Dawson Hodgson, Town Solicitor explained the research that went into the draft ordinance. He said any definition of 183 days on a calendar basis or a legal domicile is a clear intent that a homestead is a domicile full time resident of Narragansett and is the primary residence.

A lengthy discussion ensues on the definition of a homestead exemption.

Residents Richard VanGermeersch, Catherine Celeberto, John Miller, Harry Schofield, Karen Shabshelowitz, Stanley Wojciechowski, Steve Ferrandi, Paul Zonfrillo.

Raymond Ranaldi suggested a public hearing to be held and then a second reading.

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

TOWN OF NARRAGANSETT  
CHAPTER  
AN ORDINANCE IN AMENDMENT OF CHAPTER 70 OF THE CODE OF  
ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND,  
ENTITLED "TAXATION & FINANCE"

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

**Section 1:** Division 3 (REAL PROPERTY TAX EXEMPTION AND DEFERRAL), of Chapter 70 of the Code of Ordinances of the Town of Narragansett, entitled "Taxation & Finance" is hereby amended to read as follows:

**Sec 70 - 60. – *Definitions***

As used in this subdivision, the following terms shall have the meaning indicated:  
*Homestead* - A residential dwelling unit in which an individual holds legal title and occupies in excess of 183 days per calendar year.

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

First reading, read and passed in the Town Council meeting legally assembled the 15<sup>th</sup> day of August, 2016.

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

ATTEST:  
Anne Irons, Town Clerk

**25. A MOTION to INTRODUCE, READ, PASS And ACCEPT As A First Reading An Ordinance in Amendment of Chapter 70 of the Code Of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Historical Cemetery Preservation Property Tax Abatement)**

At the June 6, 2016 town council meeting, Evelyn Wheeler, Washington County Commissioner of Rhode Island Advisory Commission on Historical Cemeteries and Chair of the Narragansett Historical Cemetery presented to the Town Council a proposal for a new town ordinance as authorized in RIGL §44-3-63 which allows city and town councils to provide an abatement for any real property on which a historical cemetery is located as well as full or partial reimbursement of expenses for repairing and maintaining said property.

The Town Solicitor was directed to draft a proposed ordinance for a Historical Cemetery Preservation Property Tax Abatement. After meetings with Evelyn Wheeler and discussions with the Town Solicitor, the attached proposed ordinance was drafted.

The tax abatement shall not exceed \$100.00 annually. There are 27 historical cemeteries located in town however only 15 cemeteries have actually been located.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to INTRODUCED, READ, PASSED and ACCEPTED as a First Reading An Ordinance in Amendment of Chapter 70 of The Code Of Ordinances of the Town of Narragansett, Rhode Island, Entitled Taxation & Finance. (Historical Cemetery Preservation Property Tax Abatement)

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

TOWN OF NARRAGANSETT  
CHAPTER  
AN ORDINANCE IN AMENDMENT OF CHAPTER 70 OF THE CODE OF  
ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND,  
ENTITLED "TAXATION & FINANCE"

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

**Section 1:** Subdivision VI, (Historical Cemetery Preservation Property Tax Abatement), of Chapter 70 of the Code of Ordinances of the Town of Narragansett, entitled "Taxation & Finance" is hereby enacted to read as follows:

**Subdivision VI. - Historical Cemetery Preservation Property Tax Abatement**

**Sec 70 - 130. - Purpose.**

This ordinance is intended to create an incentive for property owners to preserve Historical Cemeteries located in Narragansett, recognizing they are a cultural resource and their proper care helps preserve the rural character of the Town.

**Sec 70 - 131. - Definitions**

As used in this subdivision, the following terms shall have the meaning indicated:

*Committee.* The Narragansett Historical Cemetery Committee.

*Historical Cemetery.* A piece of land set aside to bury human remains more than 100 years ago.

*Owner.* All owners of property containing a Historical Cemetery.

**Sec 70-132. - Eligibility**

(a) The owner of property with an eligible historic cemetery may apply, on a voluntary basis, to the Historical Cemetery Committee for a certificate of appropriateness for his or her cemetery. The application must include documentation of ownership of lot but not limited to:

- (1) recorded deeds that contain a reference to the cemetery, or
- (2) a chain of title search which identifies the original owner.

(b) Upon receipt of an application, Committee shall first determine whether the cemetery meets the definition of a historic cemetery as set forth in the ordinance. If the Committee determines that the cemetery meets the definition of a "historic cemetery" as set forth above, it shall issue a certificate to the owner of the cemetery certifying its historic status.

**Sec 70-133. - Tax abatement and application**

(a) Upon certification by the Committee as a historic cemetery, the owner of the property shall be eligible for a property tax abatement annually for the preservation and maintenance of the historic cemetery.

The property owner shall apply for the abatement with the Tax Assessor by filling out a form prepared by the Tax Assessor for said abatement as well as presenting the certification by the Committee that the cemetery is a historic one. Once applied for, the owner of the property shall not be required to renew the application on an annual basis.

**Sec 70-134. - Forfeiture of tax abatement and penalty for noncompliance**

(a) If the owner of the property with the historic cemetery fails to maintain the cemetery, the owner shall forfeit the property tax abatement as set forth above. Upon forfeiture, subsequent payments shall be adjusted and billed for the full tax obligation of the property without benefit or reference to the tax abatement. In addition thereto, the property owner shall be liable for the amount that should have been paid to the Town of Narragansett in property taxes from the date the abatement was granted to the time the abatement is forfeited.

(b) It shall be the duty of the Committee to annually inspect the certified historic cemetery to determine whether it has been maintained.

**Sec 70-135. - Administration**

- (a) The Tax Assessor shall provide the abatement set forth above pursuant to R.I.G.L. § 44-3-63.
- (b) The tax abatement shall be in an amount not exceeding \$100.
- (c) Any applications for the tax abatement authorized by this ordinance filed after April 15 of any year and subsequently approved by the Tax Assessor shall not be operative until the year succeeding said filing, and the tax abatement shall become effective as of December 31 following the date of filing.

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

First reading, read and passed in the Town Council meeting legally assembled the 15<sup>th</sup> day of August, 2016.

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

ATTEST:  
Anne Irons, Town Clerk

**26. A MOTION to CREATE a South County Senior Advisory Council.**

The composition of the South County Senior Advisory Council will include the following members:

- One Town Council Member from Narragansett
- One Town Council Member from South Kingstown
- One Police/Fire Designee in Public Safety
- Director of Parks & Recreation Narragansett
- Director of Parks & Recreation South Kingstown
- Two Medical Representatives
- One Nurse Case Manager
- Two Senior Citizens
- One Representative from Southern RI Volunteers

One Representative of South County Community Action Program  
(Saul Richman or Suzanne Carson)

One Representative from URI Gerontology Program

One Representative RI Geriatrics Education Program at URI

This group would meet quarterly to ensure the needs of the aging population in South County.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to CREATE a South County Senior Advisory Council.

Susan Cicilline-Buonanno explained that she met with a state representative, Acting Town Manager and the Parks & Recreation Direction to discuss what the composition of the committee should be. It was suggested to join with Town of South Kingstown. She suggested the council endorse her creation of a South County Senior Advisory and if they thought other members should be involved to add them to the mix.

A discussion ensued regarding the name of the Advisory Group and a suggestion was made to change it to Narragansett-South Kingstown Senior Advisory Council.

Resident Karen Shabshelowitz, Stanley Wojciechowski .

Raymond Ranaldi moved, Susan Cicilline-Buonanno seconded and it is unanimously so voted to amend the name to Narragansett-South Kingstown Senior Advisory Council.

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

Christopher Wilkens aye, Matthew M. Mannix aye

**26. A MOTION to DIRECT the Town Manager to prepare a three year financial forecast for the Town.**

The purpose of this item is to identify the financial needs in terms of future tax rates by way of projecting the next three years of indebtedness for the Town of Narragansett.

Included in this work will be projections for costs of practical asset upgrades and asset protection for each department, including the impact of the proposed Library bond referendum (assuming that it passes). The scope of work should include projections for reducing OPEB and the Town's retirement indebtedness. All potential bonding, school department projected shortfalls, contractual obligations and inflation should be considered. The above information shall then be used to project taxation needs for the 2017-2018, 2018-2019 and 2019-2020 budgets.

Susan Cicilline-Buonanno moved Raymond A. Ranaldi seconded and it is unanimously so voted to DIRECT the Town Manager to prepare a three year financial forecast for the Town.

Councilor Ranaldi addressed the council on the forecast and said he was looking for a report on a worst case of indebtedness and the assets. He said the council may look forward to the taxes for the next three years and the council may have options. He said it would help in paying down the Retirement and OPEB indebtedness. He said the current budget did get down to 1.9% but if the council looks at three years respective of the people will understand where the town is. He said there are buckets in the attic to collect

rainwater, the buildings needs repointing, departments made have needs and even wants and they would be separately. He said many needs are even deferred.

He said the proposed taxes for the next three years should be decided on in an all-inclusive way as the town may have a more than a 4% increase in one of those years in order to bring in enough money to be frugal. He said Laura Kenyon will explain when the report has been completed. He also noted that the Finance Committee may help to enlighten on what the taxes should be for the next budget. He commented that the last 55 years it has been 2 1/5 % CPI (Consumer Price Index) increase and it's been said to stay below that and that has been done a lot of years. He said that takes something away from the town as a whole He said it takes away from the protection of the town's assets and the improvement of the town's assets.

Resident Richard VanGermeersch speaks.

Raymond Ranaldi further commented that what he is asking is for everyone to understand where the town is to long term debt, what do to for assets protection and the deferred maintenance and deferred upgrades to keep the schools buildings and town buildings in good shape and all departments need to chip in what is really needed. He said he was not looking to chase retirees or any one faction down. He said he was looking for information to make informed decisions on taxes as they relate to long term debt.

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

**27. A MOTION to WAIVE the fee in the amount of \$175.00 for the 7 remaining  
One Day Peddler's Licenses for Colby Blanchet and Tim Bristow d/b/a Yea Dog.**

According to the town ordinance only 10 Peddler licenses may be issued each year at a fee of \$50.00 for the year. However a One Day Peddler License is available for Peddlers at a daily rate.

Tim Bristow & Colby Blanchet d/b/a Yea Dog applied for and was approved for several One Day Peddler licenses at a fee of \$25.00 a day totaling \$775.00. At the August 1<sup>st</sup> meeting another 7 One Day Peddler licenses were approved at \$25.00 per day totaling an additional \$175.00. Colby Blanchet, partner of Yea Dog requested the town council to consider waiving the remaining fee of \$175.00 for the final 7 One Day Peddler's Licenses.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded to WAIVE the fee in the amount of \$175.00 for the 7 remaining One Day Peddler's Licenses for Colby Blanchet and Tim Bristow d/b/a Yea Dog.

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

**28. A MOTION to SCHEDULE a hearing for a request from Narragansett Recreation LLC d/b/a Aqua Blue Hotel (Maharaja Restaurant) for the APPROVAL of new signage to be installed for the Maharaja Restaurant. And A MOTION to REFER to the Planning Board for Recommendation.**

The Maharaja Restaurant located in the Aqua Blue Hotel in the Pier Market Place has requested to install new signage on the side of the building.

The Pier Market Place is located in the Urban Renewal Zone. According to the Town's Supplementary Zoning Regulations, Section 7.1 Urban Renewal Zone (b) the Town Council has the right to review and approve all changes to any previously plan, site plan, construction or other work done with the Urban Renewal Zone and also review and approve all new construction projects, site plan changes or any other work with that zone. According to Section 7.1 Urban Renewal Zone (c) all applications submitted to the town council for review and approval pursuant to either subsection 7.1 (b) or any other provision of the redevelopment plan referenced in 7.1(a) shall be referred to the Planning board for their review and recommendation to the town council.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to SCHEDULE to October 3, 2016.

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

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to REFER to Planning Board (Cicilline-Buonanno-Ranaldi 5/0)

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

**ADJOURNMENT:**

The meeting adjourns at 9:52 p. m.

ATTEST:



Anne M. Irons, CMC  
Council Clerk

MINUTES ACCEPTED AS  
PRESENTED/AMENDED

Anne M. Irons, CMC  
Council Clerk

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

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 01 \_\_\_\_\_  
Amend No. \_\_\_\_\_**

**Date Prepared:** October 19, 2016  
**Council Meeting Date:** October 24, 2016

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**TO:** James Manni, Town Manager  
**FROM:** Michael DeLuca, Community Development Director  
**SUBJECT:** Earles Court Water Tower – Request to expend funds on fundraising consultant

**RECOMMENDATION:**

That the Town Council AUTHORIZE the Town Manager to expend funds out of the Earles Court Water Tower special revenue account in the amount of \$4,500 as a first payment to Daniel R. Barry & Associates for fundraising.

**SUMMARY:**

This request comes as a logical next step in the sequence of actions necessary to see the Earles Court Water Tower rebuilt. Following up on the Council's January, 2013 authorization of expenditures for a structural engineering analysis and cost estimate, the "Griffins-R-Us" group is now moving forward on fundraising for its reconstruction.

A rough estimate of the cost to carry out the reconstruction was provided recently by Architectura and another was provided by Abcore. With this information in-hand Mrs. Sallie Latimer, Griffins-R-Us president, has sought out the assistance of Mr. Barry to advance their fundraising effort. His total cost is \$9,000, with 50% to be paid up front and the balance at the end of his contracted effort.

Sufficient funding for this task is available in account 0512-0512-50252, which holds the funds already raised by Mrs. Latimer.

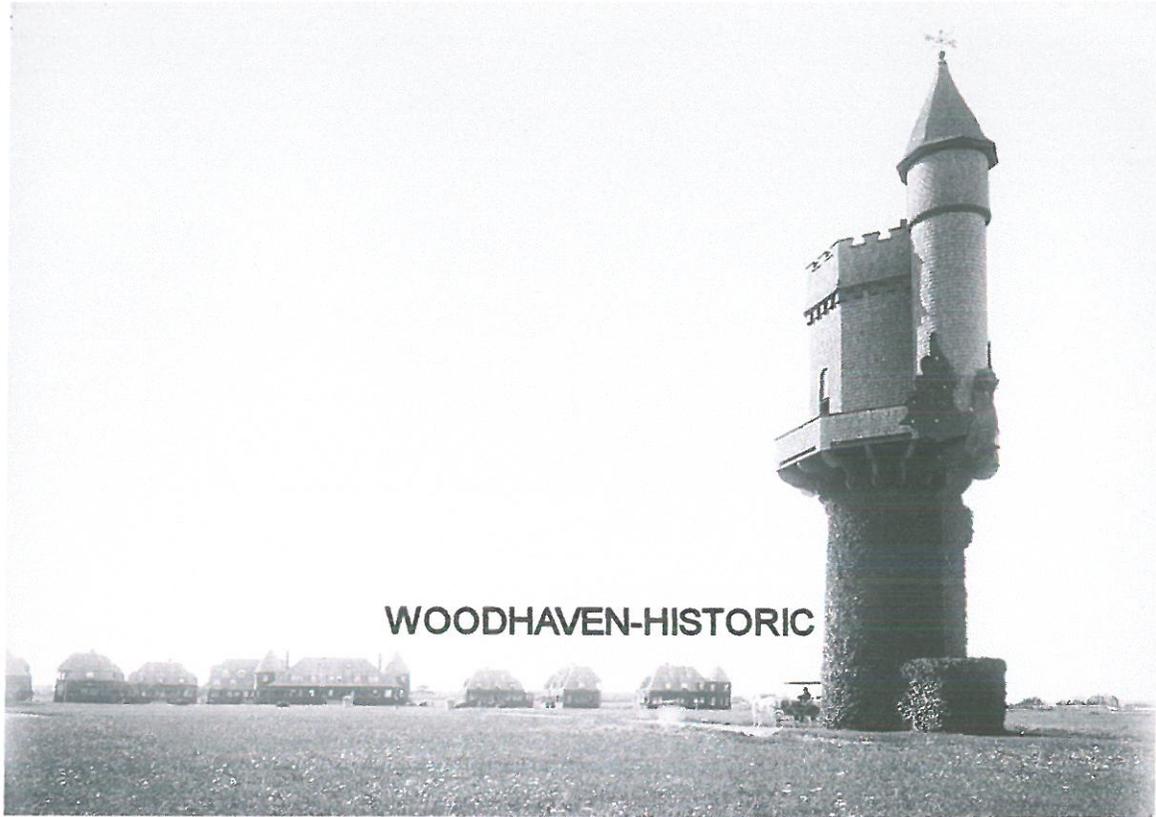
No taxpayer funding is to be used in this endeavor.

**ATTACHMENT:**

1. Contract between Griffins-R-Us and Mr. Barry

*A Presentation for:*

*Earle's Court Water Tower Education Center*



SEPTEMBER 29, 2016

*Prepared by:*

**db** Daniel R. Barry  
& Associates  
EXCELLENCE IN FUNDRAISING

25 STRATFORD AVENUE  
NARRAGANSETT, RI 02882  
PHONE (401) 996-1772

[DBARRY@DRBASSOCIATES.NET](mailto:DBARRY@DRBASSOCIATES.NET)  
[WWW.DRBASSOCIATES.NET](http://WWW.DRBASSOCIATES.NET)



25 STRATFORD AVENUE, NARRAGANSETT, RI 02882

PHONE: 401-996-1772

[DBARRY@DRBASSOCIATES.NET](mailto:DBARRY@DRBASSOCIATES.NET)

[WWW.DRBASSOCIATES.NET](http://WWW.DRBASSOCIATES.NET)

September 29, 2016

Sallie Wharton Latimer. Chairperson  
Earle's Court Water Tower Education Center  
Griffins-R-Us  
Narragansett, RI 02882

Dear Sallie:

It is indeed a pleasure to have had the opportunity to meet with you and your committee to discuss the Earle's Court Water Tower Education Center plans for future funding needs. It will be an honor for *Daniel R. Barry & Associates* to work with Earle's Court Water Tower Education Center leadership to determine the best course of action to take regarding potential philanthropic support. After meeting with the committee, we have a clearer understanding of the needs and potential for success.

Taking into consideration the desire of Earle's Court Water Tower Education Center leadership to raise the needed funds, it is wise for the Earle's Court Water Tower Education Center to investigate the potential for private philanthropic support through a comprehensive *Feasibility & Planning Study*. In addition, it will be important to establish a program and methodology to maximize sources of funding potential. Daniel Barry, CFRE, *President of Daniel R. Barry & Associates* will not only identify if there are sources of potential funding but also create strategic recommendations to maximize support.

We believe fundraising is a process that develops through specific steps: identification, stewardship, organization, planning, marketing, public relations, cultivation, solicitation and donor relations. We also believe that philanthropic relationships should be a positive and dignified experience for a community. It should offer an opportunity for supporters to see the merits of proposed projects and to participate as champions and donors. The goal is to help design and implement a Fundraising Campaign for Earle's Court Water Tower Education Center with these same principles.

Thank you again for this opportunity to present the following proposal. We look forward to answering any questions you may have concerning this proposal and to providing you with any additional information you need to help confirm your decision regarding professional counsel.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dan Barry', is written over the word 'Sincerely,'.

Daniel R. Barry, CFRE

President

## DRB & ASSOCIATES PROFESSIONAL SERVICES

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### ***Feasibility and Planning Studies***

A Study is the first step to meeting your fundraising goal. A feasibility study will give your capital campaign a working plan and timetable for reaching campaign goals.

### ***General Fundraising Guidance***

**DRB & Associates** provides two options for fundraising advice and counsel that allow small charities access to consulting services they might otherwise be unable to afford. **DRB & Associates** offers both Resident Counsel as well as Periodic Onsite Services.

### ***On Site Capital Campaign Direction***

**DRB & Associates** specializes in the planning and resident direction of capital campaigns. **DRB & Associates** will provide you with a full-time campaign director on-site who will organize and monitor all aspects of the campaign process and ensure that all details of the program are run successfully.

### ***Capital Campaign Consulting***

**DRB & Associates** also offers campaign-consulting services for organizations that already have established development operations. **DRB & Associates** consultants provide fundraising expertise and help to ensure that your organization reaches its fundraising goals.

### ***Development Audits***

A development audit will help your organization improve the effectiveness of its current development efforts and can help to: produce more contributed income, produce long-term growth in contributed income, and cultivate stronger relationships with current supporters.

### ***Consultative Services After the Campaign***

At the conclusion of the active period of the campaign, **DRB & Associates** will prepare a program for post-campaign follow-up and development, including a review of the pledge redemption report and on-the-scene consultation visits, when necessary.

### ***Additional Services***

**DRB & Associates** also offers many auxiliary services such as creating brochures, prospective donor research, executive search, training and much more.

# PROPOSAL FOR PROFESSIONAL SERVICES

## Summary:

- This proposal is born from Narragansett resident's choice to explore, with specificity and detail, the feasibility of renovating and rebuilding the Earle's Court Water Tower and its fundraising capabilities to create an Educational Center.
- The Goals of this project are to:
  - ☞ Gauge the community's interest in the program,
  - ☞ Identify and test the level of philanthropic support for Rhode Island Legal Services,
  - ☞ Develop a comprehensive plan for a Fundraising Campaign.
- Based on the results of testing, potential donors solicitation strategies will be designed to maximize potential support.
- Earle's Court Water Tower Education Center must aggressively approach potential income streams using traditional business models, philanthropic opportunities, and in most cases a compilation of both.

## Staff:

Daniel R. Barry, President, will serve as Lead Consultant, in the research and strategic planning. The *Daniel R. Barry & Associate* team will work with an ad hoc committee to guide the Earle's Court Water Tower Education Center through the steps necessary to complete a *Feasibility & Planning Study*.

## Study Process:

On behalf of the Griffins-R-Us, we will conduct a series of 15 - 25 interviews with members of its constituency and local community leaders. The interviews will be used to determine the feasibility and validity of the financial needs and to assess the potential for meeting the capital fundraising goal. A detailed report will be presented to Earle's Court Water Tower Education Center Leadership providing information and recommendations regarding the establishment of a Fundraising Campaign designed specifically to create philanthropic support from the Narragansett as well as the surrounding philanthropic community and business leaders.

This step is vital in determining the level of support for the projected needs and in determining the realistic Campaign goal. The survey initiates and develops important relationships with prospective sources of support; identifies and begins to condition key leadership; and even "pre-sells" the program (as long as the program emerges as viable and appealing).

***The survey will be designed to determine the following:***

1. Griffins-R-U's readiness to launch a fundraising program,
2. Prospects who will support the process of establishing a Capital Campaign,
3. The validity and appeal of the need for support,
4. The availability of qualified leadership within your constituency,
5. The amount of money that can be raised,
6. The most effective basic plan of action,
7. How long it will take to raise the funds,
8. How much the campaign will cost.

The level of interest and commitment expressed by key individuals will affect the outcome of the proposed initiative. Such a survey gives us reliable indications of the value prospective donors attach to Earle's Court Water Tower Education Center plans. This survey also provides us with the opportunity to determine the questions donors will want answered before they participate in a Fundraising Campaign with complete conviction.

The results of the ***Feasibility & Planning Study*** will be developed taking into account the four key factors necessary for a successful advancement program:

- ***The case for support***
- ***Leadership availability (volunteers and donors)***
- ***Prospects***
- ***Volunteers***

**Study Report:**

Upon completion of the Study process the Earle's Court Water Tower Education Center Leadership will receive a written final report based on the findings developed in the personal interviews. The Study will include the strategic steps necessary in order to create the most efficient and productive Fundraising Campaign. The report is divided into the following sections:

- ***Background and Overview*** to provide a general look at why the Study was conducted, the goals that were tested as well as the structure of Earle's Court Water Tower Education Center Committee at the time of the Study,
- ***Results*** will provide the questions that were asked during the Study process, a statistical review of the responses, and annotated summaries of actual responses,
- ***Conclusion*** will identify the most salable case for support for Earle's Court Water Tower Education Center and a recapitulation of the public's perception of the proposed Fundraising Campaign,
- ***Recommendations (in subsections)***
  - **General Recommendations:** Counsel will provide advice and direction to Earle's Court Water Tower Education Center leadership about how to establish a Fundraising Campaign.
  - **Prospects:** Counsel will list identified prospects.

- Communication needs: One key element of the Study is to assist Earle's Court Water Tower Education Center leadership in clarifying its mission and vision to support a fundraising campaign.
- Collaborative Initiatives: Counsel will identify potential funding sources such as individuals, families or businesses that will work with Earle's Court Water Tower Education Center leadership to seek additional funding streams.
- Solicitations: This section will list identified prospects, rank potential, and outline solicitation strategy for prospects that should be immediately asked for support. COUNSEL WILL PREPARE ALL OF THE NECESSARY MATERIALS FOR THE SOLICITATION.
- Potential Campaign Outline: In this last section Counsel will include a timetable, budget (including campaign consulting costs), a list of necessary operative materials, as well a preliminary campaign organizational chart based on the information gathered in the *Feasibility & Planning Study*.

### *Compensation, Timeline, Expenses and Payment for Services*

Daniel R. Barry & Associates adhere to the code of ethics of the American Association of Fund Raising Counsel in establishing fees for service. This code states that fees are charged at a set and agreed upon rate to the client.

The fees for our proposed services to Earle's Court Water Tower Education Center are as follows:

#### 1. *Feasibility & Planning Study* and Report.

The fee is established based on the scale of the agreement and the scope of tasks to be completed. The total cost of the contract will be \$9,000. This includes completing the previously mentioned tasks over a two to four month period.

#### 2. Associated Expenses

In connection with the present proposal, Counsel will be reimbursed for various expenses if Earle's Court Water Tower Education Center does not provide such expenses directly. Other study-related expenses such as travel (travel within RI is donated, travel outside RI will be charged at 45c per mile), tolls, copies, telephone, brochures, postage, printing, artwork, photography, etc. are not included in the professional fees and will be billed separately as accrued. Secretarial services, when provided, will be billed at a rate of \$12 per hour. Expenses are not expected to exceed \$250.

**EFFECTIVE DATE AND TERM**

This agreement shall become effective upon signing. Either party upon four (4) weeks written notice, at which time all fees and expenses incurred will become due and payable, may terminate this agreement.

Upon signing, Earle's Court Water Tower Education Center agrees to pay Daniel R. Barry & Associates a fee of \$4,500. The remaining balance will be billed at the conclusion and presentation of the Study. Expenses will be billed as they are incurred.

Upon successful completion of the terms of this agreement, Earle's Court Water Tower Education Center will have no further obligation to Daniel R. Barry & Associates until such time as the Earle's Court Water Tower Education Center Board accepts a proposal for further service.

Agreed,

  
\_\_\_\_\_  
For Griffins-R-Us (Date) 10/19/16

  
\_\_\_\_\_  
Daniel R. Barry, President (Date) 10-19-16  
For Daniel R. Barry & Associates, Inc.

## *Appendix*

This section has been created in order to provide Earle's Court Water Tower Education Center a sampling of materials that will be provided by Counsel. This information is for demonstration purposes only; the actual materials created as a result of the contract work will be provided throughout the Study process. In addition, this section provides some of counsel's background information and a sampling of recent clients.

### *Appendix Table of Contents:*

- Daniel R. Barry & Associates Background Statement
- Sample Individual Prospect Report
- Sample Foundation report

## ***Daniel R. Barry & Associates Background Statement***

**Daniel R. Barry and Associates, Inc.** (*DRB & Associates*) is a national fundraising firm based in Narragansett, Rhode Island. Daniel R. Barry, President of *DRB & Associates*, has over 30 years of fundraising and public relations experience and has directed campaigns throughout the nation. The Team at *DRB & Associates* consists of regionally based professionals (with satellite offices in Asheboro, North Carolina, Columbus, Ohio, and Venice, Florida.) whose experiences in fundraising, marketing, and research, cross all of the sectors of nonprofit work throughout the United States.

The *DRB & Associates* Team has been involved with campaigns that have raised in excess of \$200 million dollars. The goal of *DRB & Associates* is to specifically tailor our expertise to your needs. The achievements of *DRB & Associates* are exceptional and our clients are pleased with the results that were obtained. **Our partnership with you can make your vision and dreams become a reality.**

**The network of *DRB & Associates* is vast as exhibited by examples of clients listed.** *DRB & Associates* has expertise in numerous fundraising segments to include (but not limited to): capital campaigns, public relations and design, grant writing, research development audits, major gifts, fractional development direction, and strategic planning. When you work with *DRB & Associates*, you will be working with professionals who will help your organization achieve its fundraising goals, produce long-term growth in contributed income, and cultivate stronger relationships with current and anticipated sponsors.

***DRB & Associates fundraising & marketing division included clients such as:***

- Station Fire Memorial Park Campaign, Rhode Island
- Norman Bird Sanctuary
- Odeum Theater, East Greenwich
- UMaine Sigma Chi
- Rhode Island Center Assisting Those in Need (RI CAN)
- Animal Rescue Rhode Island
- Rhode Island Historical Society
- Ocean Tides School, Narragansett & Providence
- Narragansett Community Athletic Complex
- Central Rhode Island Chamber of Commerce, Warwick
- De La Salle Christian Brothers
- WARM Center, Westerly
- Tiverton Public Library Foundation
- St. Patrick's Academy, Providence
- Contemporary Theater Co., Wakefield
- The Prout School, South Kingstown
- No. Kingstown Senior Center Assoc.
- Adult Day Center of Westerly
- So. Kingstown Chamber of Commerce
- The Kent Center, Warwick
- 2011 World Scholar-Athlete Games, CT
- West Virginia Independence Center, Wheeling, WV
- The Cluny School, Newport
- Little Sisters of the Poor, Pawtucket
- Justice Assistance, Providence
- The Hermitage, Venice, FL
- Scandinavian Home, Cranston
- The University of Rhode Island
  - College of Pharmacy
  - College of Nursing
  - The Campaign for Green Hall
- St. Matthew's Church, Wheeling WV
- Providence Children's Museum
- Elizabeth Buffum Chace House, Warwick
- Cornerstone Adult Services, Warwick

## *Sample Individual Prospect Report*

### **James P. [REDACTED] Biography**

#### **Personal Profile**

James [REDACTED], an employee with [REDACTED] of America, Inc. ([REDACTED]) since 1964, was named Chief Executive Officer and Chairman of the Board in August of 1996. He began as a package car driver for the company and worked his way up through the ranks during his twenty-two years there. Today, he oversees a company of 320,000 employees with annual sales totaling \$19,575,690.000.

Mr. [REDACTED], born in Jersey City, NJ in April of 1942, attended night school during his earlier years with UPS and earned a Bachelor of Science degree from Rutgers University. In addition, Mr. [REDACTED] has served on the Board of Directors of AT&T Capital Corporation since June 1993.

Mr. and Mrs. [REDACTED] (Jean) reside in Alpharetta.

#### **Contact Information:**

Home: 9310 [REDACTED] Pass  
Alpharetta, GA 30202  
Ph: [REDACTED]

Office: [REDACTED], Inc.  
[REDACTED] Parkway NE  
Atlanta, GA 30328  
Ph: [REDACTED]

#### **Financial Information:**

[REDACTED] \*  
**Salary: \$455,000**  
**Bonus: \$115,384**  
**Shares: 157,141**

\*These figures are taken from a 1995 statement, and do not reflect Mr. [REDACTED] current position compensation as CEO/CHB.

#### **AT&T Capital Corp.\***

**Board Compensation: \$18,500**  
**Shares: 3,382**

\*These figures are taken from a 1995 proxy statement.

**James P. [REDACTED]**  
**Biography (page 2)**

**St. Andrew Support**

**Total Contributions:**  
**1997 YTD Contributions:**  
**1996 Contributions: \$7450**

**Suggested Method of Approach**

Archbishop Donoghue should invite Mr. Kelly to a function. Fr. Reynolds along with Msgr. Dillon should also be in attendance. It would be advisable for the gift request to come from Archbishop. Fr. Reynolds' role would be to promote the benefits St. Andrew would receive from the gift. Fr. Reynolds presence would also afford Mr. [REDACTED] the opportunity to have any of his questions about the St. Andrew campaign answered.

**Potential Gift Request**

\$1.0 Million dollars

## Sample Foundation Report

### **Mathile Family Center**

P.O. Box 13615  
Dayton, OH 45413-0615  
Telephone: (937) 264-4600  
Contact: Brenda Carnal, Asst. to the Exec. Dir.  
FAX: (937) 264-4805  
E-mail: [brenda.carnal@cymi.com](mailto:brenda.carnal@cymi.com)

**Donor(s):** Clayton Lee Mathile; MaryAnn Mathile.

**Type of grant maker:** Independent Center.

**Background:** Established in 1987 in OH.

**Purpose and activities:** To reach out and implement through others, ways to help men, women, and children reach their full potential. Focus placed on three main areas: children, education, and meeting basic human needs.

**Fields of interest:** Children/youth, services; Education; Food services; Homeless, human services.

**Geographic focus:** Ohio

**Types of support:** Building/renovation, Capital campaigns, Equipment, General/operating support, Matching/challenge support, Program development, Program-related investments/loans, Seed money.

**Limitations:** Giving primarily in the Dayton and Montgomery County, OH, areas. No grants to individuals, or for endowment funds.

**Publications:** Annual report (including application guidelines).

**Application information:** Mass mailings not accepted. Application form not required.

Initial approach: Letter, proposal, or telephone

Copies of proposal: 1

Board meeting date(s): Jan. 10, Apr. 10, July 10, and Oct. 10

Deadline(s): Feb. 1, May 1, Aug. 1, and Nov. 1

Final notification: 70 days after the deadline

**Officers and Trustees:** \* MaryAnn Mathile, \* Chair and C.E.O.; Clayton Lee Mathile, \* Pres.; Leslie S. Banwart, \* V.P.; Richard J. Chernesky, \* Secy.; C. Jeanine Hufford, Exec. Dir.

**Number of staff:** 5 full-time professional; 2 full-time support.

**Financial data:** (yr. ended 11/30/02): Assets, \$247,177,843 (M); gifts received, \$1,675,100; expenditures, \$22,723,716; total giving, \$19,475,624; qualifying distributions, \$21,105,512; giving activities include \$19,475,624 for 171 grants (high: \$2,540,000; low: \$250; average: \$100-\$50,000).

**EIN:** 311257219

**Most Recent IRS filings:** [PDF](#)

**Selected grants:** The following grants were reported in 2002.

\$1,260,000 to Catholic Social Services, Dayton, OH, For capital campaign.

\$500,000 to Ronald McDonald House of Dayton, Dayton, OH, For operating support. For grant made through Mathile Community Fund.

\$500,000 to YMCA of Metropolitan Dayton, Dayton, OH, For operating support. For grant made through Mathile Community Fund.

\$327,000 to International Maize and Wheat Improvement Center, Houston, TX, For operating support.

\$291,386 to Chaminade Julianne High School, Dayton, OH, For capital campaign.

\$288,500 to Hospice of Dayton, Dayton, OH, For operating support.

\$200,000 to Catholic Campaign Office, Dayton, OH, For capital campaign.

\$200,000 to Founders Family Center, Dayton, OH, For operating support.

\$196,000 to Dayton Catholic Elementary School, Dayton, OH, For operating support.

\$145,000 to Urban League of Dayton, Dayton, OH, For operating support.

**Horace A. Kimball and S. Ella Kimball Center**

c/o The Washington Trust Co.

23 Broad St.

Westerly, RI 02891

Telephone: (401) 364-3565

Contact: Thomas F. Black III, Pres.

FAX: (401) 364-7799

URL: <http://www.hkimballCenter.org>

**Donor(s):** H. Earle Kimball +.

**Type of grant maker:** Independent Center.

**Background:** Incorporated in 1956 in DE.

**Fields of interest:** Aging; Aging, centers/services; Animal welfare; Arts; Children/youth, services; Disabled; Economically disadvantaged; Education; Environment; Environment, natural resources; General charitable giving; Health care; Health organizations; Homeless; Homeless, human services; Human services; Secondary school/education.

**Geographic focus:** Rhode Island

**Types of support:** Building/renovation, Capital campaigns, Emergency funds, General/operating support, Matching/challenge support, and Seed money.

**Limitations:** Giving limited to RI, with emphasis on South County. No grants to individuals, or for feasibility studies.

**Application information:** Submit application through website only. Application form required.

Copies of proposal: 3

Board meeting date(s): Varies

Deadline(s): None

**Officers and Trustees:** \* Thomas F. Black III, \* Pres.; Norman D. Baker, Jr., \* Secy.-Treas.; F. Thomas Lineman.

**Number of staff:** 1 part-time support.

**Financial data:** (yr. ended 10/31/02): Assets, \$6,637,970 (M); expenditures, \$423,751; total giving, \$341,619; qualifying distributions, \$349,278; giving activities include \$341,619 for 36 grants (high: \$26,500; low: \$100).

**EIN:** 056006130

**Most Recent IRS filings:** [PDF](#)

**The KBK Center**

(formerly The Kavas Center)  
c/o Judson W. Detrick  
1700 Lincoln St., Ste. 4100  
Denver, CO 80203-4541  
Telephone: (303) 861-7000

**Donor(s):** Kathryn B. Kavadas.

**Type of grant maker:** Independent Center.

**Background:** Established in 1991 in CO.

**Purpose and activities:** Giving primarily for arts and culture, the environment, education, health care, and human services.

**Fields of interest:** Aging; American Red Cross; Elementary/secondary education; Environment; Higher education; Media, television; Museums; Reproductive health, family planning; Residential/custodial care, senior continuing care.

**Geographic focus:** Massachusetts

**Types of support:** Continuing support, General/operating support, and Matching/challenge support.

**Limitations:** Applications not accepted. Giving primarily in the greater Boston, MA, area. No grants to individuals.

**Application information:** Contributes only to pre-selected organizations.

**Officer and Trustees:** \* Kathryn B. Kavadas, \* Mgr.; Judson W. Detrick; Lynn P. Hendrix; Thomas A. Richardson.

**Number of staff:** None.

**Financial data:** (yr. ended 12/31/02): Assets, \$1,105,522 (M); gifts received, \$1,129; expenditures, \$447,406; total giving, \$439,000; qualifying distributions, \$429,864; giving activities include \$439,000 for 22 grants (high: \$100,000; low: \$3,000; average: \$3,000-\$100,000).

**EIN:** 841186316

**Most Recent IRS filings:** [PDF](#)

**Selected grants:** The following grants were reported in 2002.

\$100,000 to Spencer Theater for the Performing Arts, Alto, NM, For general support.

\$89,000 to Heart River Center, New York, NY, For general support.

\$30,000 to Massachusetts Youth Soccer Association, Newton Youth Soccer, Lancaster, MA, For general support.

\$25,000 to W G B H Educational Center, Boston, MA, For general support.

\$20,000 to New England Aquarium, Boston, MA, For Navigators Society.

\$10,000 to Isabella Stewart Gardner Museum, Boston, MA, For general support.

\$10,000 to Newton Schools Center, Newtonville, MA, For general support.

\$10,000 to United Way of Massachusetts Bay, Boston, MA, For general support.

\$7,000 to Revels, Inc., Watertown, MA, For general support.

\$5,000 to Massachusetts Public Interest Research Group, Boston, MA, For general support.

**The George R. Wallace Center**

c/o Proctor, Goodwin & Hoar  
1 Exchange Pl.  
Boston, MA 02109-2881  
Contact: Nancy Keller-Go

**Donor(s):** George R. Wallace +.

**Type of grant maker:** Independent Center.

**Background:** Trust established in 1963 in MA.

**Purpose and activities:** Giving primarily for education, particularly an international student exchange; funding also for historical preservation, social services, and Christian agencies and churches.

**Fields of interest:** Aging, centers/services; Arts; Christian agencies & churches; Education; Environment, natural resources; Higher education; Human services; International exchange, students; Media, television; Reproductive health, family planning.

**Geographic focus:** Florida; Massachusetts

**Types of support:** Annual campaigns, Building/renovation, Capital campaigns, Endowments, Equipment, General/operating support, Land acquisition, Matching/challenge support, Seed money.

**Limitations:** Giving primarily in FL and MA. No grants to individuals, or for scholarships or fellowships; no loans.

**Application information:** Application form not required.

Initial approach: Letter

Copies of proposal: 1

Board meeting date(s): Semiannually

Deadline(s): None

Final notification: 6 months

**Officer and Trustees:** \* George R. Wallace III, \* Chair. John Grado, Jr.; Henry B. Shepard, Jr.

**Number of staff:** None.

**Financial data:** (yr. ended 12/31/02): Assets, \$7,766,775 (M); expenditures, \$728,984; total giving, \$611,000; qualifying distributions, \$650,932; giving activities include \$611,000 for 27 grants (high: \$25,000; low: \$5,000).

**EIN:** 046130518

**Most Recent IRS filings:** [PDF](#)

**Selected grants:** The following grants were reported in 2000.

\$100,000 to Chewonki Center, Wiscasset, ME.

\$60,000 to Virginia Polytechnic Institute and State University, Blacksburg, VA.

\$50,000 to Applewild School, Fitchburg, MA.

\$50,000 to Walnut Hill School, Natick, MA.

\$36,000 to United Way of North Central Massachusetts, Fitchburg, MA.

\$25,000 to Cushing Academy, Ashburnham, MA.

\$25,000 to YMCA, Montachusett Regional, Fitchburg, MA.

\$20,000 to Fitchburg Historical Society, Fitchburg, MA.

\$18,000 to University Christian Movement, Cambridge, MA.

\$10,000 to Conservancy of Southwest Florida, Naples, FL.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 02**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** October 19, 2016  
**Council Meeting Date:** October 24, 2016

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**TO:** James M. Manni, Town Manager  
**FROM:** Michael DeLuca, Community Development Director  
**SUBJECT:** Comprehensive Plan – Town Council approval of ordinance

**RECOMMENDATION:**

That the Town Council ADOPTS “An Ordinance Relating to Comprehensive Planning for the Town of Narragansett”

**SUMMARY:**

This ordinance is proposed in conjunction with the complete re-write of the Narragansett Comprehensive Plan. The Plan has been under review and revision by the Planning Board since September, 2012. This Plan has been the subject of 32 public meetings between September 2012 and the present. It has been amended to address public concerns at the Planning Board level and again to address direction provided recently by the Town Council.

A public hearing was held and closed on the revised Plan on August 9, 2016. A cover memo dated September 8, 2016 describes the final edits incorporated in the Plan for Town Council deliberation. The Town Council officially approved the new Comprehensive Plan on September 19, 2016.

The accompanying ordinance formalizes the Town’s actions to date, describes that the plan shall serve as the governing basis for planning and zoning decision-making and acknowledges the need for approval by the State of Rhode Island. It is understood the Comprehensive Plan must still be forwarded to, and approved by, the Statewide Planning Program before being accepted as a policy document that may also direct and guide State-level decisions.

First Reading held October 17, 2016.

**ATTACHMENTS**

1. Comprehensive Plan ordinance

**TOWN OF NARRAGANSETT**

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

**AN ORDINANCE RELATING TO COMPREHENSIVE PLANNING FOR THE TOWN OF NARRAGANSETT, RHODE ISLAND**

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

**SECTION 1.** The Amendments to the Narragansett Comprehensive Plan submitted for public hearing on August 9, 2016, having been prepared and publicly reviewed pursuant to Rhode Island General Laws, chapter 45-22-2 are hereby adopted and submitted to the State of Rhode Island and Providence Plantations for approval, upon which approval the said plan will become fully effective. For purposes of conforming municipal land use decisions, this plan shall become effective immediately. For the purposes of guiding state agency actions said plan shall not become effective until it is approved by the State of Rhode Island. The Comprehensive Plan, approved by the Town Council on September 19, 2016 and incorporated herein by reference shall also be kept on file in the Town Clerk's Office.

**SECTION 2.** The Town Council hereby adopts the Narragansett Comprehensive Plan as a governing statement of town policy in the interim period between Town and State approval, and shall employ the Comprehensive Plan as a basis for compliance with requirements and mandates of the Rhode Island Zoning Enabling Act of 1991, as amended, the Land Development and Subdivision Enabling Act of 1992, as amended, and other State laws, rules and regulations which require the application or compliance with the Town Comprehensive Plan.

That the following documents make up the approved Narragansett Comprehensive Plan:

- 1) **The Baseline Report**, dated February 25, 2016
- 2) **The Roadmap**, dated September 6, 2016
- 3) **The Action Plan**, dated September 6, 2016

**SECTION 3.** This Ordinance shall take effect upon its passage, and all other ordinances or parts of ordinances inconsistent herewith repealed. If any section, clause, provision or portion of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other portion of the ordinance.

First reading read and passed in Town Council meeting legally assembled the 17<sup>th</sup> day of October, 2016.

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

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Anne M. Irons, CMC, Town Clerk