



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, December 15, 2025
5:00 P.M.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

THIS MEETING WILL BE LIVE STREAMED: To view the meeting with no interaction:
[Live Stream](#)

The public is welcome to participate in Town Council meetings in several ways:

- *Citizens are invited to speak on the topic of a Public Hearing which will be listed on the agenda.*
- *Citizens may speak during Open Forum to clarify or comment on an item on the agenda or address items not on the agenda.*
 - *A Citizen may schedule a Request to Address with the Town Council no less than seven day before the meeting in which they would like to appear. Their topic will be listed on the agenda and Town Councilors may respond to their comments.*
 - *Citizens may also simply request to speak in Open Forum at a Council meeting by raising their hands and being recognized by the Town Council President. (See below)*
- *At other times during a Town Council meeting, citizens may speak at the discretion of the Council President or of a majority of Councilors present.*

Anyone wishing to speak should use the microphone at the front of the room and state their name and address for the record. Comments must be addressed to the Council, not the audience. The Town Council hopes that citizens and Councilors alike will be respectful of each other, and mindful of everyone's time. For those speaking on an agenda item, please note that this is the time reserved for councilors to discuss these items and your participation in the discussion is at the discretion of the Council.

Attachments for items on this meeting agenda are available to the public on the Town website calendar:
<https://jamestownri.gov/calendar>

I. TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council will conduct interviews of applicants for the committee vacancies as follows:

TIME	NAME	COMMITTEE
5:00	Bernd Pfeiffer	Planning Commission
5:05	Tim Noble	Quonset Development Board
5:10	Daphne Meredith	Juvenile Hearing Board
5:15	James King	Zoning Board of Review
5:20	Lisa Lepore	Quonset Development Board Zoning Board of Review
5:25	Wendy Mackie	Senior Services, Tree Committee, Zoning
5:30	Anne O'Brien	Library Board of Trustees
5:35	John Shekarchi	Zoning Board of Review
5:40	Ted Baldwin	Library Board of Trustees
5:45	Robert Maccini	Zoning Board of Review
5:50	Andy Wade	Beavertail State Park Advisory

II. ROLL CALL

III. CALL TO ORDER, PLEDGE OF ALLEGIANCE

IV. TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS

- A) Acknowledgements, Announcements, Presentations, Resolutions, and Proclamations: No items at this time.
- B) Open Forum – Water & Sewer Matters
Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibit the Town Council from discussing, considering, or acting on any topic, statement or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.
 - 1) Scheduled request to address - None
 - 2) Non-scheduled request to address
- C) Report of Town Officials: Review, Discussion, and/or Action and/or Vote:
 - 1) Pumping Report
 - 2) Town Project Reports
 - a) Town Wells
 - b) Water Treatment Plant
 - c) Transfer Pumping/Reservoir
 - d) Distribution System
 - e) Wastewater Treatment Facility
- D) Letters and Communication: No items at this time.
- E) Unfinished Business: No items at this time.
- F) New Business: No items at this time.
- G) Consent Agenda
An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to the approval of each item as if it had been acted upon separately for review, discussion, and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council sitting as the Board of Water and Sewer Commissioners for review, discussion, and/or potential action and or vote.
 - 1) 2025-30, Resolution of the Board of Water and Sewer Commissioners to Accept the Donation of a Water Service Line Extension from 38 East Shore Road up to and including 20 Seaview Avenue.
 - 2) Adoption of Minutes:
 - a) November 17, 2025 (regular meeting).

The Town Council Adjourns recesses from sitting as the Board of Water and Sewer Commissioners.

V. OPEN FORUM

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- A) Scheduled request to address: None at this time.
- B) Non-scheduled request to address.

VI. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS

No items at this time.

VII. PUBLIC HEARINGS, LICENSES, AND PERMITS

No items at this time.

VIII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS

Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise:

- A) Town Administrator's Report: Edward A. Mello
 - 1) Building/Zoning/Planning update.
 - 2) Director of Planning and Zoning appointment (Consent Agenda).
 - 3) Building and Code Enforcement Official appointment (Consent Agenda).
 - 4) CMS/JTN Ferry request and recommendation (Unfinished Business).
 - 5) East Ferry Marina Lease recommendation (New Business).

IX. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Approval of the CMS/JTN Ferry Request to locate a temporary ticket booth at East Ferry for the 2026 season, April 15 through December 1, 2026, following the recommendations and conditions set by Town Administrator Mello:
 - CMS to provide COI to meet our insurance requirements
 - The "gate house" booth to be located on the east side of the pump-out building.
 - CMS to reimburse the Town for any electrical work necessary to accommodate the ticket booth.
 - The rate of \$250/ month-total for the season \$1875-payable upon execution of MOU.
 - One sign to be hung or attached to the ticket booth, not to exceed 6 square feet
 - Must obtain a permit.
 - MOU for one season only (2026).

- B) Review, Discussion, and/or Action and/or Vote: At the request of Councilor Ross, scheduling a community forum on the proposed Great Creek project to include stakeholders, bridge experts, climate experts, and environmental experts to discuss priorities like marsh restoration, bike/pedestrian access, and emergency evacuation plans.
- C) Review, Discussion, and/or Action and/or Vote: At the request of Councilor Meagher and the Affordable Housing Committee, permission is sought to use a portion of the current Affordable Housing Trust Fund to hire an architect; to create a schematic floor plan and site plan that includes parking and elevation details for a building that could accommodate up to 12 units of one- and two-bedroom housing, if feasible, along with the offices of the Harbor Division.

X. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Approval of a one-year extension for the East Ferry Marina lease between the Town of Jamestown and TPG Marinas, following the recommendations and conditions set by Town Administrator Mello:
 - 1) Memorandum from Town Administrator Mello regarding conditions of one-year extension of the East Ferry Marina/TPG Lease.
- B) Review, Discussion, and/or Action and/or Vote: At the recommendation of Councilor Meagher to the Planning Commission, proposed amendments to the Zoning Code of Ordinances, Section 82-601 Uses and Districts, to permit/include/enable residential units of affordable housing units in the Public (P) district.

XI. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote, duly advertised in the October 3rd and 10th editions of the Jamestown Press:
 - 1) Juvenile Hearing Board, One (1) full-member vacancy; with a three-year term ending 12/31/2028;
 - a) Letter of resignation/not seeking reappointment received from Agnes Filkins.
 - b) Interested Applicant(s):
 - i) Daphne Meredith, application received October 27, 2025.
 - 2) Senior Services Committee, One (1) member vacancy; with a three-year term ending 12/31/2028:
 - a) Letter of Interest
 - i) Wendy Mackie, application received October 27, 2025.

XII. CONSENT AGENDA

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to the approval of each item as if it had been acted upon separately for review, discussion, and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion, and/or potential action and or vote.

A) Town Council Minutes:

- 1) November 3, 2025.
- 2) November 17, 2025.
- 3) December 1, 2025.

B) Minutes of Boards/Commissions/Committees:

- 1) Board of Canvassers, October 15, 2025.
- 2) Conservation Commission, November 10, 2025.
- 3) Technical Review Committee, November 10, 2025.

C) At the recommendation of Town Administrator Mello, the appointment of Nancy Letendre as the Town of Jamestown Director of Planning and Zoning.

D) At the recommendation of the Town Administrator Mello, the appointment of Alan Gouveia as the Town of Jamestown Building and Code Enforcement Official.

E) Tax Assessor's Abatements and Addenda of Taxes

ABATEMENT/ADDENDA TO THE TAX ROLL			
ACCT	TAX YEAR	ACCOUNT INFORMATION	AMOUNT
01-0005-40	2025	CERT OF OCCUPANCY	\$ 1,005.14
01-0001-57	2025	CERT OF OCCUPANCY	\$ 605.49
01-0005-05	2025	CERT OF OCCUPANCY	\$ 1,199.36
01-0073-00	2025	CERT OF OCCUPANCY	\$ 1,024.17
02-0394-85	2025	CERT OF OCCUPANCY	\$ 1,025.18
TOTAL ABATEMENTS TO TAX ROLL			-\$ 0.00
TOTAL ADDENDA TO TAX ROLL			\$ 5,354.34

F) Approval of Conduit Placement Request by Verizon New England. Respectfully asks permission to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in Petition of said Company dated the 14th day of November, 2025:

- 1) Blueberry Lane ("1A7G3VA Petition Plan).
- 2) Cedar Lane (1A7G3XH Petition Plan).
- 3) North Main Road and Laurel Lane (1A7G3XH Petition Plan).
- 4) West Reach Drive and Fly Jib Court (1A7G3XH Plan).
- 5) Arnold Avenue and North Road (1A7G3WU).
- 6) North Main Road and America Way (1A7G3XH).
- 7) North Main Road and Rosemary Lane (1A7G3XH).
- 8) Westwind Drive (1A7G3WU).

- G) All One-Day Event/ Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
- 1) Applicant: Jamestown Arts Center (ENT-25-72)
 - Event: Short Films by Fishar Stevens
 - Date: December 17, 2025
 - Location: 18 Valley Street

XIII. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS

The Council may acknowledge any of the listed Communications and Proclamations and Resolutions. Should any member wish to have a conversation on any of the matters, the item will be placed on a future agenda for review, discussion, and/or potential action and/or vote.

- A) Communications Received:
- 1) Copy of letter to: Town Council
 - From: Conanicut Island Sailing Foundation (CISF)
 - Dated: December 1, 2025
 - Re: CISF 2025 Annual Report(s)

XIV. OPEN FORUM

- A) Continued (If necessary)

XV. RECOVERING OF THE TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS

- A) Work session to discuss the proposed amendments to the Board of Water and Sewer Commissioners Rules and Regulations:
- 1) Proposed amendments to the Board of Water and Sewer Commissioners Rules and Regulations.
 - a) Memorandum from Public Works Director Michael Gray regarding proposed amendments.
 - b) 17103.04 Jamestown- Rules and Regulations dated November 5, 2025, and original Jamestown – Rules and Regulations comparison.

XVI. ADJOURNMENT

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Philomenian Library. Notice is also posted at the Jamestown Police Station and on the Internet at www.jamestownri.gov.

ALL NOTE: If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to rfagan@jamestownri.net not less than three (3) business days prior to the meeting. *Posted on the RI Secretary of State website on December 11, 2025.*