

**PORTSMOUTH TOWN COUNCIL MEETING  
JULY 30, 2016 (Saturday)  
AGENDA**

**11:00 AM UNION CHURCH, PRUDENCE ISLAND**

**PLEDGE OF ALLEGIANCE**

**SITTING AS THE PORTSMOUTH TOWN COUNCIL**

**SITTING AS THE BOARD OF LICENSE COMMISSIONERS**

1. Daily Liquor License Application:
  - a. Portsmouth Firefighters Local 1949 For The Portsmouth Fire Department's 80th Anniversary Dinner At Glen Park On August 20, 2016 From 4:00 PM To 8:00 PM

Documents:

[Firefighters Local 1949.Pdf](#)

**ADJOURN**

**TAX VOUCHERS**

Request Approval for Tax Vouchers #20160730-01 to #20160730-15. / M. Helfand

Documents:

[Tax Vouchers.pdf](#)

**OLD BUSINESS**

1. Update - Prudence Island Roadway Improvement Project. / J. Pisano, VHB & B. Woodhead
2. Update/Discussion - Internet Service Access On Prudence Island. / E. Aldrich & R. Rainer

Documents:

[PI Internet Access.pdf](#)  
[JKS Technologies.pdf](#)

3. Update - Waste Oil Disposal. / B. Woodhead

Documents:

[Waste Oil.pdf](#)

4. Request Approval To Award The Contract To Complete The Leased Pump House

4. Request Approval To Award The Contract To Complete The Leonard Brown House Renovation Project To The Lowest Bidder: The Damon Company Of Newport, RI. / J. Lathrop

Documents:

[Leonard Brown House.pdf](#)  
[Design Package Leonard Brown House.pdf](#)

5. Request Approval To Award Dog Park Contract To Yardworks. / R. Rainer

Documents:

[Dog Park Contract.pdf](#)

### **NEW BUSINESS**

1. Request Approval To Form An Exploratory Committee To Consider Investing In A Ferry Terminal In The Town Of Portsmouth. / R. Masse

Documents:

[Ferry Terminal.pdf](#)

2. Discussion/Action - Request For Proposal (RFP) For Use Of The Lower Glen Farm Complex. / R. Rainer & R. Talipsky

Documents:

[RFP - Lower Glen Farm.pdf](#)

3. Open Forum For Discussion Of Prudence Island Issues. / K. Hamilton

### **FUTURE MEETINGS**

August 22 7:00 PM - Town Council Meeting  
September 12 7:00 PM - Town Council Meeting  
September 26 7:00 PM - Town Council Meeting

### **ADJOURN**

The public is welcome to any meeting of the Town's boards or its committees. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact the Town Clerk's Office at 683-2101 at least (3) business days prior to the meeting.

POSTED 7/26/16

TOWN OF PORTSMOUTH, RHODE ISLAND



DAILY LIQUOR LICENSE APPLICATION

To The Town Council: The applicant, whose signature appears below, respectfully petitions your Honorable Body for a Daily Liquor License.

RECEIVED PORTSMOUTH, R.I. 2016 JUL 14 P 1:56 JOANNE H. HOWER TOWN CLERK DATE: 7-14-2016

CLASS F (BEER & WINE):  \$15 CLASS F1 (FULL BAR): \_\_\_\_\_ \$35

OWNER/CORP/ENTITY: PORTSMOUTH FIREFIGHTERS LOCAL 1949

ADDRESS: 2300 EAST MAIN RD. PORTSMOUTH, RI PHONE: 683-1200

CONTACT PERSON: DAN SMITH DOB: 8/3/1971

PROPERTY OWNED BY: TOWN OF PORTSMOUTH, RI

ADDRESS: 2200 EAST MAIN RD. PHONE: \_\_\_\_\_ PORTSMOUTH, RI 02871

EVENT DATE(S): 8-20-2016 HOURS: 4-8 P.M.

EVENT LOCATION: GLEN PARIL

TYPE OF EVENT: PORTSMOUTH FIRE DEPT. 80TH ANNIVERSARY DINNER

AFFADAVIT OF CORPORATE STATUS

The undersigned, upon oath duly sworn, and under the penalties for perjury as set forth within Title 11, Chapter 33 of the General Laws of Rhode Island, 1956 (as amended), disposes and says the following:

- 1. The undersigned is the Secretary of the above named organization or otherwise a person duly authorized under the bylaws of said organization to apply for this license on behalf of said organization.
2. The undersigned has personal knowledge that said organization is: (Check One)
a. Rhode Island non-business corporation as defined Title 3-7-14 and 3-7-14.1 RIGL
b. qualified religious organization as recognized by Title 3-7-14 and 3-7-14.1 RIGL
c. qualified political organization as recognized by Title 3-7-14 and 3-7-14.1 RIGL and that said organization is in good standing with the Secretary of State of Rhode Island or other lawful federal, state or local Regulatory agency having cognizance over said organization.

AUTHORIZED SIGNATURE: [Signature] TITLE: LT.

Subscribed and sworn before me this 14th day of July, A.D., 20 16

Notary Public: [Signature]

FOR OFFICE USE ONLY: FEE: \$15 INSURANCE: \_\_\_\_\_ DATE PAID: 7/14 rec #52923 APPROVALS: POLICE: \_\_\_\_\_ FIRE: \_\_\_\_\_ INSPECTION: \_\_\_\_\_ COUNCIL MEETING: 7/30 DATE GRANTED: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

*Matthew Helfand 7/20/16*

**TOWN COUNCIL MEETING 07-30-2016**

It is recommended that the Tax Collector be authorized to credit or debit the accounts for the following reasons.

Recommended by Tax Assessor:

Voucher No.	Date	Acct #	Year	Name	Old Assessment	New Assessment	Old Tax	New Tax	Credit	Debit	Explanation
20160730 01	07-19-16	03-3921-41	2016	CONHEENY WILLIAM J	655,200.00	763,700.00	10,483.20	12,219.20		1,736.00	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 02	07-19-16	03-3921-41	2015	CONHEENY WILLIAM J	655,200.00	763,700.00	10,352.16	12,066.46		1,714.30	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 03	07-19-16	03-3921-41	2014	CONHEENY WILLIAM J	655,200.00	763,700.00	10,352.16	12,066.46		1,714.30	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 04	07-19-16	03-3921-41	2013	CONHEENY WILLIAM J	522,100.00	636,500.00	7,584.02	9,245.79		1,661.77	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 05	07-19-16	03-3921-41	2012	CONHEENY WILLIAM J	522,100.00	636,500.00	7,433.66	9,062.49		1,628.83	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 06	07-19-16	03-3921-41	2011	CONHEENY WILLIAM J	522,100.00	636,500.00	7,261.37	8,852.45		1,591.08	MAP 56 LOT 59/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS.
20160730 07	07-19-16	03-2204-83	2015	CHAPPELL CORT B & JAMIE M	704,900.00	843,700.00	11,137.42	13,330.46		2,193.04	MAP 16 LOT 40/ REVALUATION COMPANY DISCOVERY OF IMPROVEMENTS & MODIFICATIONS.
20160730 08	07-19-16	08-2393-34	2016	HEWLETT PACKARD FINANCIAL SERVICES	33,535.00	172,124.00	536.56	2,753.98		2,217.42	HP FILED CORRECTED ANNUAL RETURN ON 6/16/16.
20160730 09	07-19-16	20-0403-80	2016	TAYLOR WILLIAM D & CAROL J	632,800.00	637,800.00	10,124.80	10,204.80		80.00	MAP 49 LOT 71/ CORRECTED FIELD CARD DATA.
20160730 10	07-19-16	03-1744-00	2016	CASSELL JOHN D & LANDRY KARIN J	508,200.00	446,238.00	8,131.20	7,139.81	991.39		MAP 16 LOT 1/ 5-16-16 BUILDING DEMOLISHED. PER RIGL 44-5-13.14 ASSESSMENT NEEDS TO BE ADJUSTED.
20160730 11	07-19-16	00-0097-63	2016	HALLMAN DONNA F TRUSTEE	198,300.00	162,755.00	3,172.80	2,604.08	568.72		MAP 6 LOT 20/(1-20-16) BUILDING DEMOLISHED. PER RIGL 44-5-13.14 ASSESSMENT NEEDS TO BE ADJUSTED.
20160730 12	07-19-16	09-0201-19	2016	INGRAHAM DUNCAN N	86,200.00	71,582.00	1,379.20	1,145.31	233.89		MAP 20 LOT 105/( 5-4-16) BUILDING DEMOLISHED. PER RIGL 44-5-13.14 ASSESSMENT NEEDS TO BE ADJUSTED.
20160730 13	07-19-16	00-0012-66	2016	KEMPENAAR JOHN F II	11,900.00	2,861.00	190.40	45.78	144.62		MAP 23U LOT 2/( 3-28-16) BUILDING DEMOLISHED. PER RIGL 44-5-13.14 ASSESSMENT NEEDS TO BE ADJUSTED.
20160730 14	07-19-16	00-0084-06	2016	SUPPLE JOHN J & AMY E	385,900.00	334,220.00	6,174.40	5,347.52	826.88		MAP 15 LOT 24/ (3-15-16) BUILDING DEMOLISHED. PER RIGL 44-5-13.14 ASSESSMENT NEEDS TO BE ADJUSTED.
20160730 15	07-19-16	00-0106-40	2016	SCHAFFHOUSER JOAR T	8,329.00		187.40			187.40	ACTIVE MILITARY. LEGAL RESIDENT OF KY. SHOULD NOT BE TAXED.

	Old Assess	New Assess	Old Tax	New Tax	Credit	Debit
2016	\$2,520,364.00	\$2,591,280.00	\$40,379.96	\$41,460.48	\$2,952.90	\$4,033.42
2015	\$1,360,100.00	\$1,607,400.00	\$21,489.58	\$25,396.92		\$3,907.34
2014	\$655,200.00	\$763,700.00	\$10,352.16	\$12,066.46		\$1,714.30
2013	\$522,100.00	\$636,500.00	\$7,584.02	\$9,245.79		\$1,661.77
2012	\$522,100.00	\$636,500.00	\$7,433.66	\$9,062.49		\$1,628.83
2011	\$522,100.00	\$636,500.00	\$7,261.37	\$8,852.45		\$1,591.08
2010						
2009						
2008						
2007						
<b>TOTALS</b>	<b>\$6,101,964.00</b>	<b>\$6,871,880.00</b>	<b>\$94,500.75</b>	<b>\$106,084.59</b>	<b>\$2,952.90</b>	<b>\$14,536.74</b>

Downloaded to Collections:



To: Richard Rainer  
Dave Kehew  
Brian Woodhead

Date: July 22, 2016

Memorandum

Project #: 72730.00

From: James Pisano

Re: Prudence Island Roadway Improvement Project

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The Town advertised the Roadway Improvements to Narragansett Avenue, Prudence Island on July 8, 2016.

The Town held a mandatory Pre-Bid meeting on July 15, 2016. Eight roadway contractors/prospective bidders attended this Pre-Bid Meeting. Various questions posed by the contractors/prospective bidders. The Town issued Addendum No. 1 addressing these questions on Monday July 18, 2016. The question period closed at 11:59 am on July 21, 2016.

The bids are due on July 29, 2016 at 2:00 pm to the Town Finance Office.

The following activities are anticipated:

- The Town and VHB will review the bids and recommend a lowest qualified bidder to the Town's DPW by August 9, 2016.
- The Town will continue to coordinate with abutters to receive executed temporary easement agreements allowing the Town and its contractor to access their private property to complete the proposed improvements of this project.
- The Town DPW will present this recommendation to the Town Council on August 22, 2016 and request authorization to award this contract.
- The Town will award the contract to the lowest qualified bidder.
- The successful bidder shall begin the contract on September 6, 2016
- In September we anticipate the contractor should:
  - Install erosion control
  - Remove drainage pipes and structures
  - Install new drainage pipes and structures
  - Install Best Management Practices (stormwater management improvements)
- In October we anticipate the contractor should:
  - Remove the roadway structure
  - Place new gravel borrow subbase course
  - Pave the base course
  - Pave the surface course
  - Place loam and seed

1 Cedar Street  
Suite 400  
Providence, RI 02903-1023  
P 401.272.8100

Ref: 72730.00

July 22, 2016

Page 2

- In November we anticipate the contractor should:
  - Install new signs
  - Install guardrail
  - Remove erosion control

The project completion date is November 15, 2016.

# PRUDENCE ISLAND INTERNET

22 JULY 2016

**Author:** Ed Aldrich; 0306 Narragansett Ave; Prudence Island, RI 02872

## BACKGROUND

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The purpose of this document is to provide the Town Council with briefing material on this upcoming agenda topic in advance of the 30 July 2016 meeting on Prudence island.

Current internet service is provided by Verizon via their legacy copper phone lines on an underwater cable to the island. This is the same technology originally used via the old telephone “dial-up” modem system (e.g. the original AOL internet provider). Over time, this technology was changed to provide a “direct” internet connection using extremely slow “ADSL” technology and use of a “cable modem”. This technology has a limitation that requires the end point (consumer home) to be no more than 5 miles from the Verizon office (East Main Rd at Sprague Street). Many island homes are well beyond this limitation. For those that are not, the demand far exceeds Verizon’s capacity to service, so much so that on occasion Verizon placed a moratorium on accepting new customers/connections to their (bundled) phone/internet service. Consequently, many homes have poor (slow) Verizon performance, rely upon a limited and expensive cellular data access device, satellite access, or have no (landline) phone/internet access at all.

This issue was raised in the open Q&A session at the Town Council’s meeting on Prudence Island last year as a point of information (not an agenda topic). Subsequent to that meeting the author, together with support and assistance of Council President Hamilton and the RIPUC Assistant Administrator (Cable TV) and CIO (Tom Kogut), began a technical investigation into potential alternatives. Separately, the Portsmouth Town Administrator also began making inquiries into alternatives suitable for the Island.

## FINDINGS TO DATE

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### AXIOM TECHNOLOGIES

This author identified a viable and experienced vendor in this space in Axiom Technologies. This Maine-based vendor has extensive experience working with island communities in the State of Maine. A notable example of their work may be seen at <http://chebeague.net/>. Chebeague Island sits 8 miles off the coast of Portland, Maine and had many issues similar to those seen on Prudence Island. Axiom has the capability of providing anything desired, from the bare minimum infrastructure design and installation all the way through to a total ISP service, including billing, operations, maintenance and support for a total turnkey solution.

### JKS

This vendor is the incumbent serving as the IT support organization for the Town of Portsmouth. They were asked to provide a high level conceptual overview at the initiative of the Town Administrator, presenting same to the Town and this author on 5 July.

### VERIZON

This author has engaged the Vice President of Government Affairs (Peter Bowman) in several thus far fruitless conversations on their interest in improving the status quo. The most recent discussion was to inform Verizon that there

was the real possibility of a 3<sup>rd</sup> party service provider coming into the service provider role, at the expense of the loss of current Verizon customer base. This encouraged Verizon to make a serious enquiry to their Verizon Wireless counterparts to investigate the potential for a cost effective cellular data solution. As of this writing nothing further has been heard.

## COX COMMUNICATIONS

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This author, and the RIPUC representative Tom Kogut, met with Cox 's VP of Business Services (Ross Nelson) and members of his team in their West Warwick office on 3 Feb. While the meeting was cordial and informative, all further follow-up with Cox went unanswered. There is clearly no interest there.

## RELATED LEGISLATION

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House Bill No. [7161](#)

**BY** Filippi, Canario, Gallison

**ENTITLED**, AN ACT RELATING TO INSURANCE (Requires insurance policies to provide coverage for the use of telecommunication services rendered to subscribers who reside on islands located within the state that are not connected to the mainland by any bridge or other structure.)

{LC3417/1}

01/14/2016 Introduced, referred to House Corporations

01/29/2016 [Scheduled for hearing and/or consideration](#) (02/03/2016)

02/03/2016 Committee recommended measure be **held for further study**

The above proposed legislation is likely now dead; however, actions like this – while well intentioned – are clearly dependent upon subscribers actually *having* telecommunications services (i.e. internet access).

## CONCLUSION

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1. It is clear that there is no interest on the part of any of the major internet service providers in the State of Rhode Island in helping alleviate the current untenable situation, including the incumbent Verizon.
2. It is also clear that there are at least two vendors with technically viable alternatives available to island residents
3. The ultimate request to the Town Council is to enter into a committed and supportive role, working with residents and the leadership of the Town Administrator, to find a suitable alternative internet technology and related business processes in order to significantly expand the reach and performance of internet access to all residents of Prudence Island using whatever means are deemed financially feasible, and technically appropriate.

# Prudence Island Internet For All

The initiative to bring reliable, high speed broadband internet to  
Prudence Island using advanced wireless technology



# PROBLEM

Prudence Island's Current Internet Access



# SOLUTION

## Prudence Island's Future Internet Access

### Wireless Internet Proposal

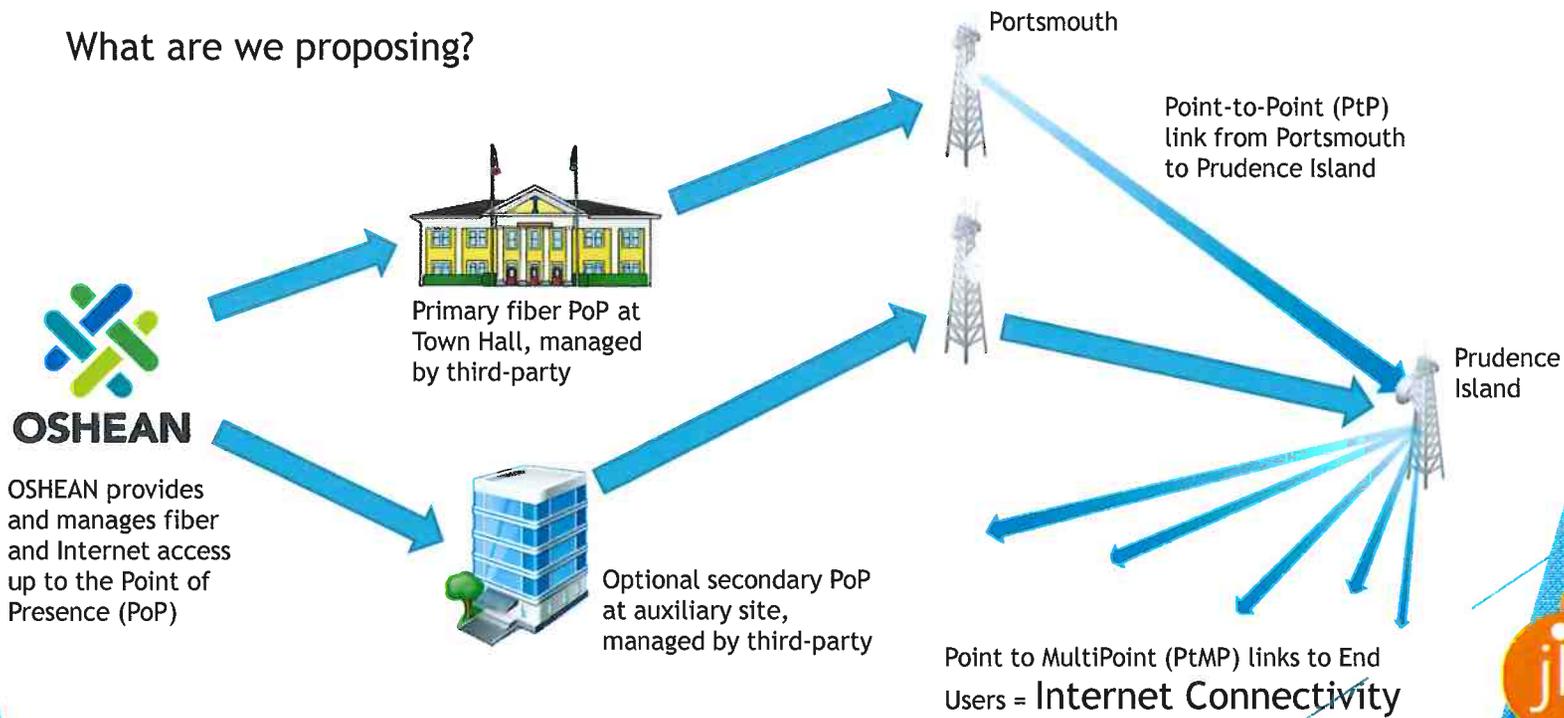
- ▶ The proposal involves a deployment of wireless technologies to saturate the area of Prudence Island with accessible wireless broadband internet
- ▶ Propose a solution that has as few moving parts as possible to mitigate unnecessary service failures or downtime.
- ▶ The Town of Portsmouth would build and own the installed infrastructure
- ▶ A third-party company, contracted by the Town of Portsmouth, would act as a call center to manage and ensure quality of the Internet service being provided
- ▶ A third-party company, contracted by the Town of Portsmouth, would provide maintenance services for the deployed hardware



# SOLUTION

## Prudence Island's Future Internet Access

What are we proposing?



# SOLUTION

## Prudence Island's Future Internet Access

From the Portsmouth Town Planner, below is the current growth rate for Prudence Island, according to census data, based on a 7:1 ratio of Peak Seasonal residents versus Full-Time residents with a +3.7% growth rate:

	Full-Time Residents	Peak Seasonal (7x)
Current	<b>218</b>	<b>1540</b>
5 years out	<b>238</b>	<b>1666</b>
10 years out	<b>258</b>	<b>1806</b>
15 years out	<b>278</b>	<b>1946</b>
20 years out	<b>298 (+3.7%)</b>	<b>2086</b>

With the incorporation of improved broadband internet access, it is expected that the growth rates of the island's GDP and residential population will increase. Further investigation is necessary to determine more specific data projections.

# CONNECTION

## Connecting to the Household

- ▶ Each subscribed residence would connect to the larger wireless network through a device installed as part of their subscription.
- ▶ This device not only connects to the larger wireless network, but also acts as a router for the home's devices to connect into.

# CONNECTION

## Connecting to the Household

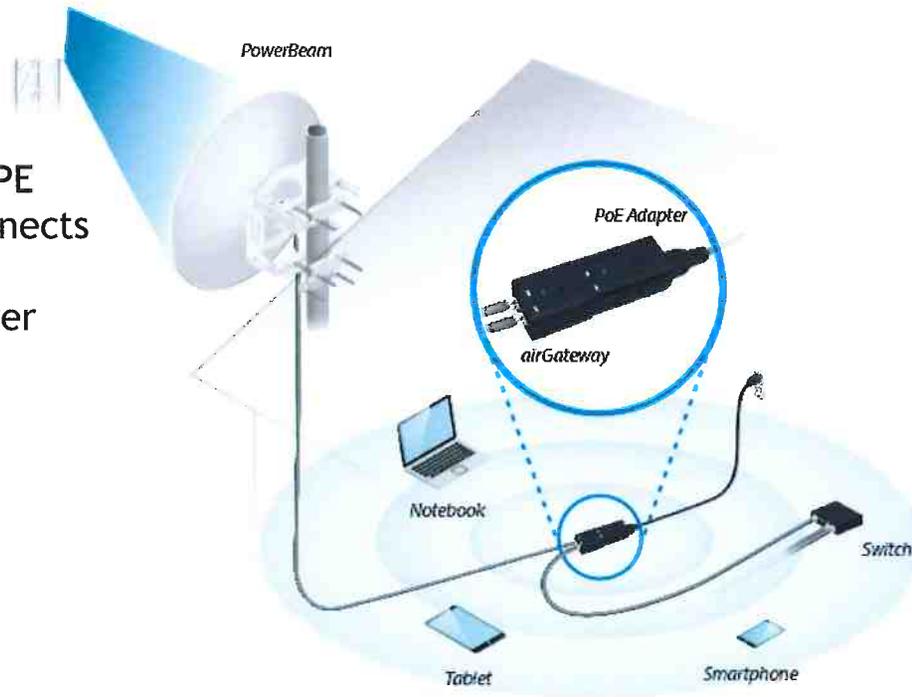
Allows a user's devices to connect to the Internet



# CONNECTION

## Connecting to the Household

This small CPE antenna connects back to the wireless tower

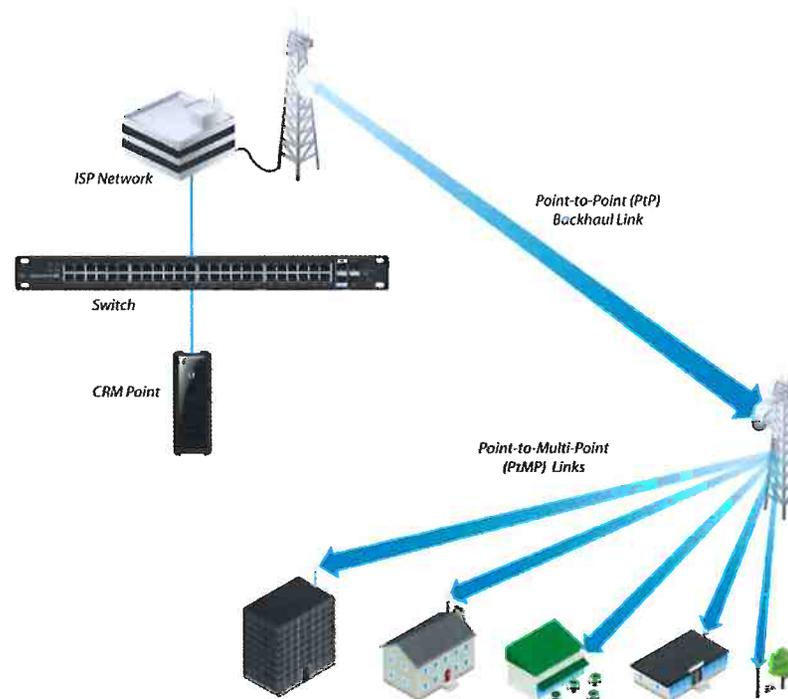


*The airGateway is deployed indoors to connect client devices.*

# MANAGEMENT

## Service, Maintenance and Billing

The management and billing information for all of the wireless equipment, including the management of the equipment installed at the subscriber's residence, is all performed by one server hosted by the Town.



*Example of CRM Point Deployment*

*Install the CRM Point anywhere in the network to discover and manage all your network devices.*

**Town of Portsmouth**  
Public Works Department

143 Hedly Street / Portsmouth, Rhode Island 02871

Brian Woodhead  
*Deputy Director*

Phone: (401) 683-0362  
Fax: (401) 682-1390

**MEMO TO: Richard Rainer**

**FROM: Brian Woodhead**

**DATE: July 21, 2016**

**RE: Update on Waste Oil Prudence Island**

Richard

David Kehew has spoken to Christopher Shafer Senior Environmental Scientist from DEM about adding a waste oil drop off at the Town's facility on Prudence Island. I have included a list of changes that will need to update the May 2015 facility operating plan for the Prudence Island Transfer Station for DEM review along with the cost associated for the waste oil container.

1. The addition of waste oil drop off and storage at the facility.
2. A discussion of the size of the storage tank and the design features of this waste oil storage area.
3. A schedule for the removal of the waste oil from the facility
4. The name of the waste oil vendor that will transport this waste oil off-site and where the waste oil will be transported to for proper disposal.
5. The site plan that shows the location of the waste oil storage tank.

**Estimated cost:**

**Used motor oil pick up**

Ferry cost \$496 round trip New Ferry Cost (6/1/2016)  
Oil company time 4hrs at an estimated cost \$90 per hour (\$360)  
Oil free if not contaminated if contaminated estimated \$1 per gallon (\$400)  
Cost per each pick up is at the high end \$1,256  
Cost at the low end not contaminated \$856  
Estimated twice per year for oil removal:  
Estimated yearly cost for removal: **\$2,512.00 High end**

**Cost for building a lean-to (DPW)**

Two 4"x4"x8' Pressure treated post \$13.20ea	total \$26.40
Two 4"x4"x10' Pressure Treated post \$16.10ea	Total 32.20
Two sheet of 3/4" CDX ply wood \$29.69ea	total 59.38
Sixteen 2"x6"x8' \$5.87ea	total \$93.92
64 square feet of shingles	total \$61.18
Four 10' white drip edge strips \$4.94ea	total \$19.76
Trim Board 1'X6"	Total \$87.30
Misc. Nails and Hardware	Total \$80.00
Concrete Pad 8'x8'x6"	Total \$304.64
	<b>Grand Total \$764.78</b>

**Quote from FIBREX (2015)**

One 400 gallon used oil container	\$2,925.65
One Containment spill pan	\$427.34
10ft absorbent spill sock	\$73.21
Freight	\$560.00
	<b>Total: \$3,986.20</b>

**Grand total for the 1<sup>st</sup> year \$7,262.98 (included 2 oil pickups)**

**Yearly cost \$2,512.00 (twice per year oil removal)**

Respectfully Submitted,

Brian Woodhead



# Memo

To: Rich Rainer, Town Administrator

From: Jim Lathrop, Finance Director

Subject: Leonard Brown House /Recreation Project

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Ten (10) contractors expressed interest in the Leonard Brown House Renovation project. Four of these contractors submitted bids. They were:

- Coletta Contracting of Pawtucket RI: \$1,409,800
- JG Edwards Construction of Portsmouth RI: \$1,118,000
- Martone Service Company of Narragansett RI: \$1,098,000
- The Damon Company of Newport, RI: \$1,022,635

All proposals were more than budget for this project. Working with the architect (Union Design Studio) and low bidder we looked for opportunities for value engineering and scope modifications.

These efforts resulted in \$200,330 of savings for a total proposal of \$822,305. Changes included such items as elimination of full rear deck, reductions in landscaping, elimination of wainscoting and crown molding, and various mechanical modifications to HVAC, plumbing & electrical. Revised plans are attached.

Funding for this project will be amounts directly allocated to this project and funds from completed projects currently still being carried on the Town's books.

The breakdown of funding is as follows.

Funding of this project is as follows:

\$ 350,000 FY 17 Budget  
\$ 35,000 Contingency Allocation FY 17 budget  
\$ 160,000 Remaining funds from FY 16 budget  
\$ 67,000 Contribution from WED

**Old & Completed Capital Items**

\$ 24,600 Fire station study FY 13  
\$ 40,000 Fire Station Light FY 13  
\$ 352 Roof Project FY 13  
\$ 20,000 Kitchen Upgrades FY 14  
\$ 842 Truck Purchase FY 14  
\$ 7,000 Transfer Station Engineering FY 14  
\$ 11,382 Truck Purchases FY 15  
\$ 87,000 Police Station Study FY 15 & 16  
\$ 803,176 Sub Total  
\$ 19,129 Misc Operational Savings  
\$ 822,305

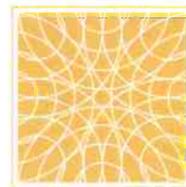
**It is the request that this proposal be accepted and we move forward with this project.**

# BROWN HOUSE RENOVATION

DESIGN PACKAGE

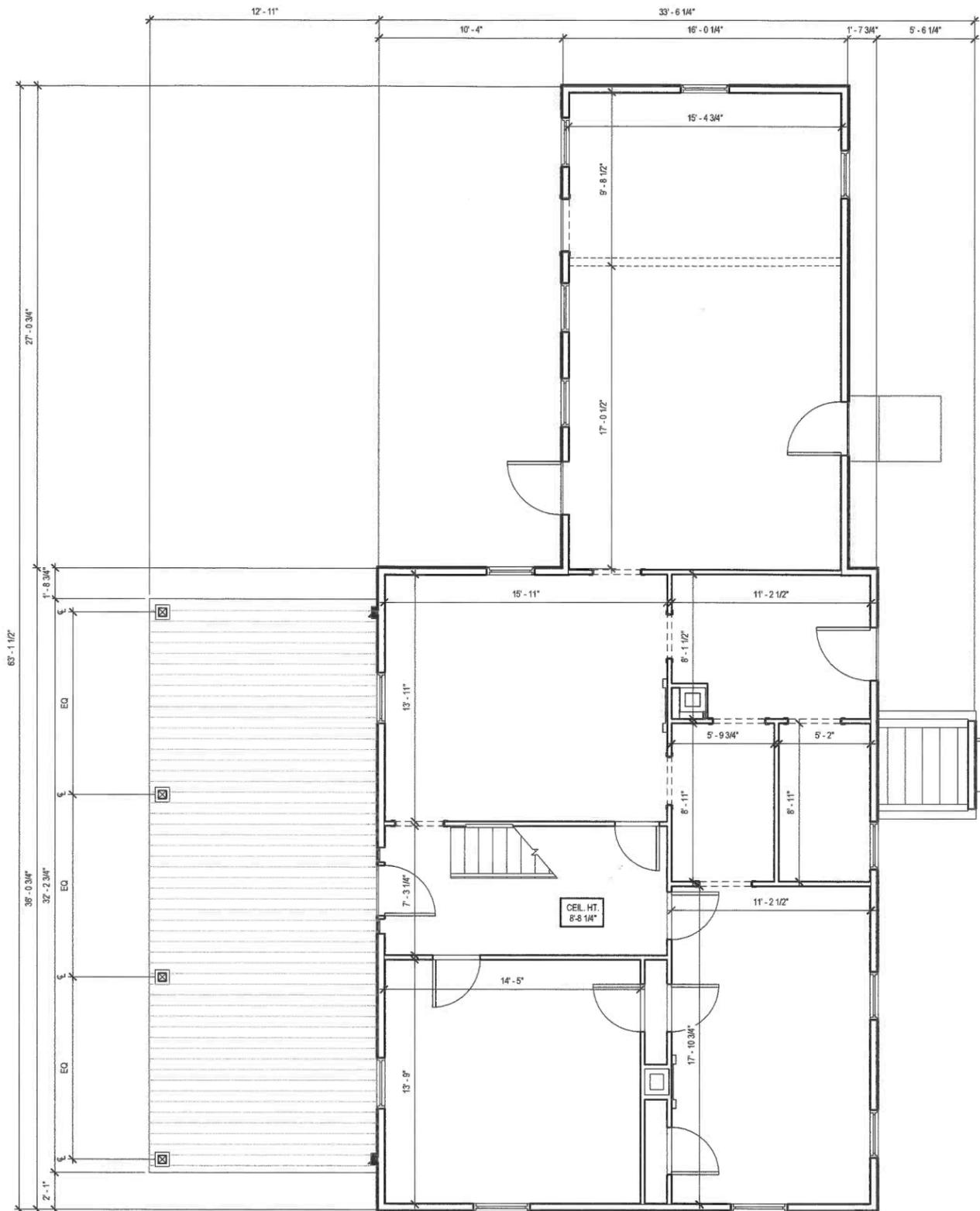
PORTSMOUTH, RI

JULY 20, 2016

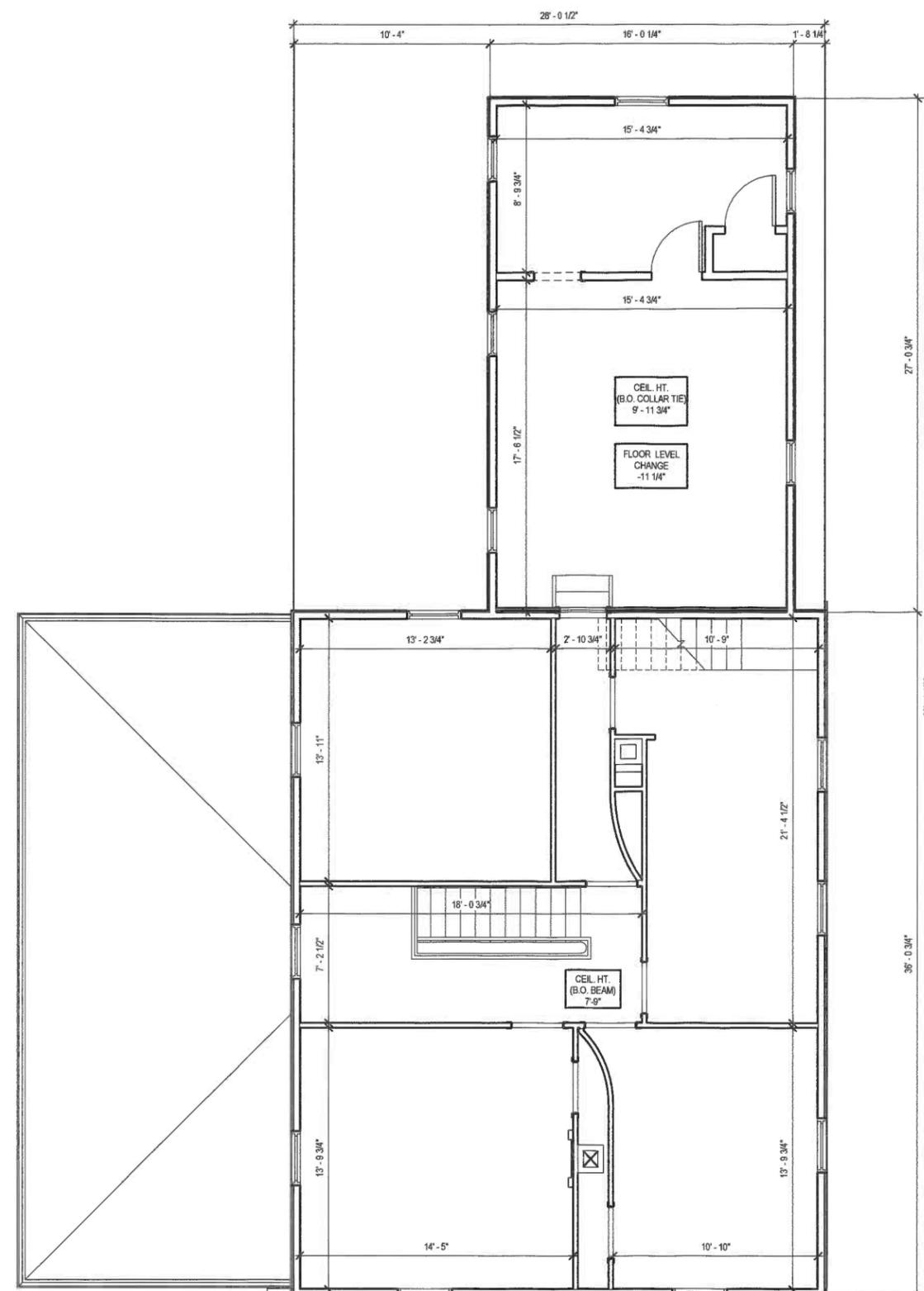


UNION STUDIO

ARCHITECTURE & COMMUNITY DESIGN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

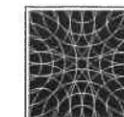
AREA TOTALS	
BASEMENT:	911 SF
FIRST FLOOR:	1,386 SF
SECOND FLOOR:	1,386 SF

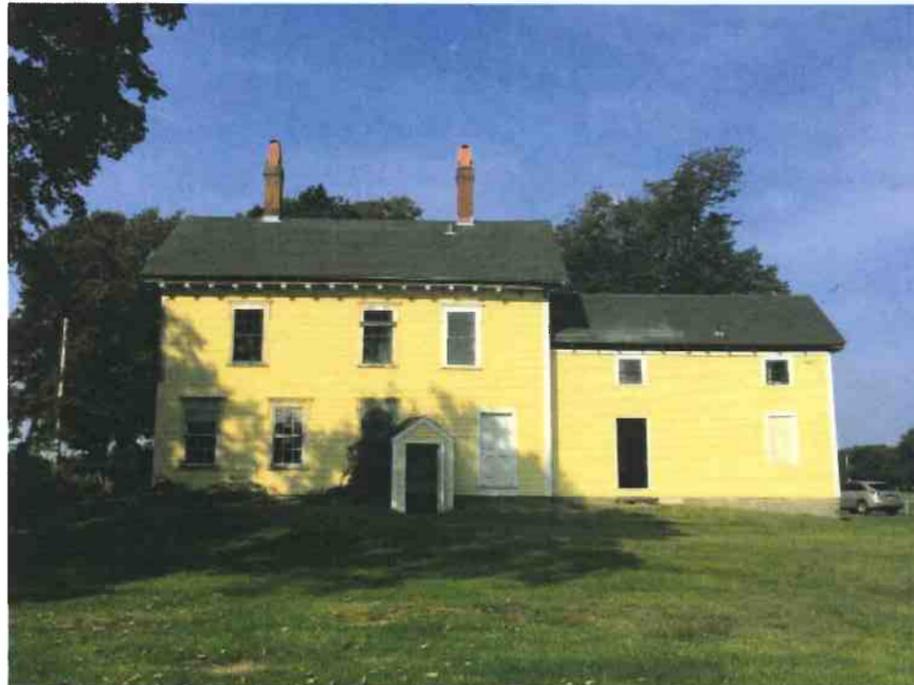
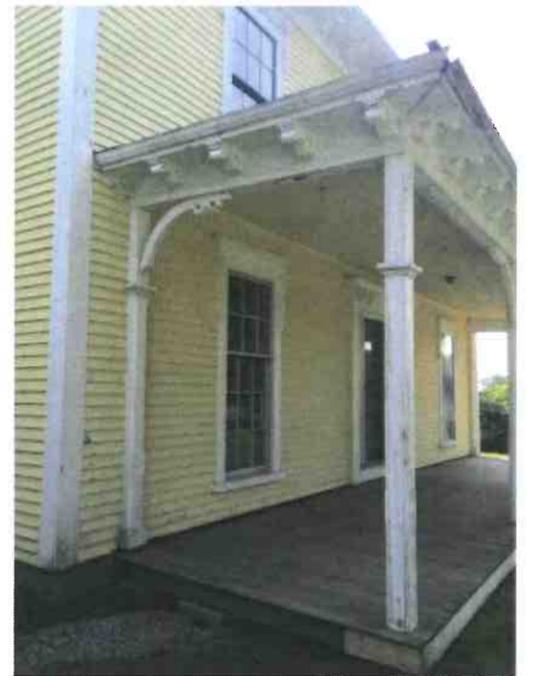
# BROWN HOUSE RENOVATION

EXISTING FIRST & SECOND FLOOR PLANS

JULY 20, 2016

SCALE: 1/8"=1'-0"

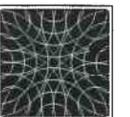


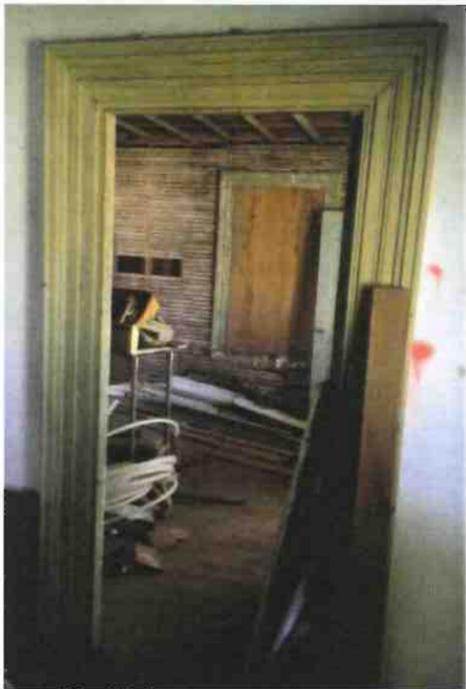
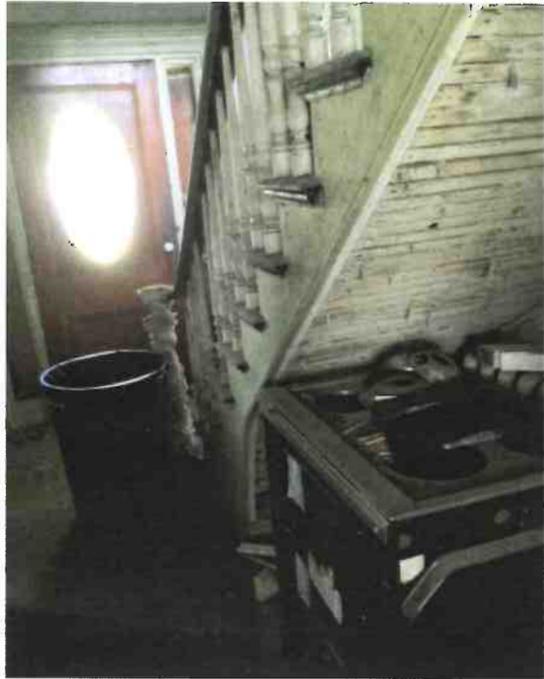
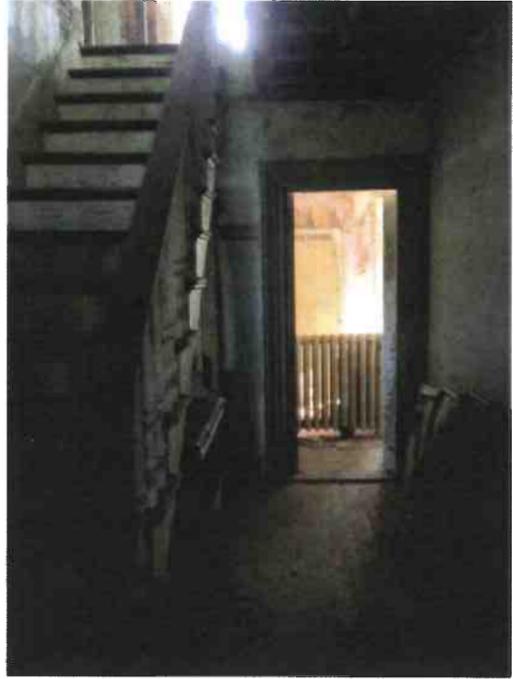


# BROWN HOUSE RENOVATION

EXISTING CONDITIONS PHOTOS

JULY 20, 2016

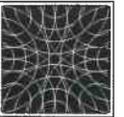




# BROWN HOUSE RENOVATION

FIRST FLOOR PHOTOS

JULY 20, 2016

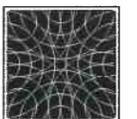


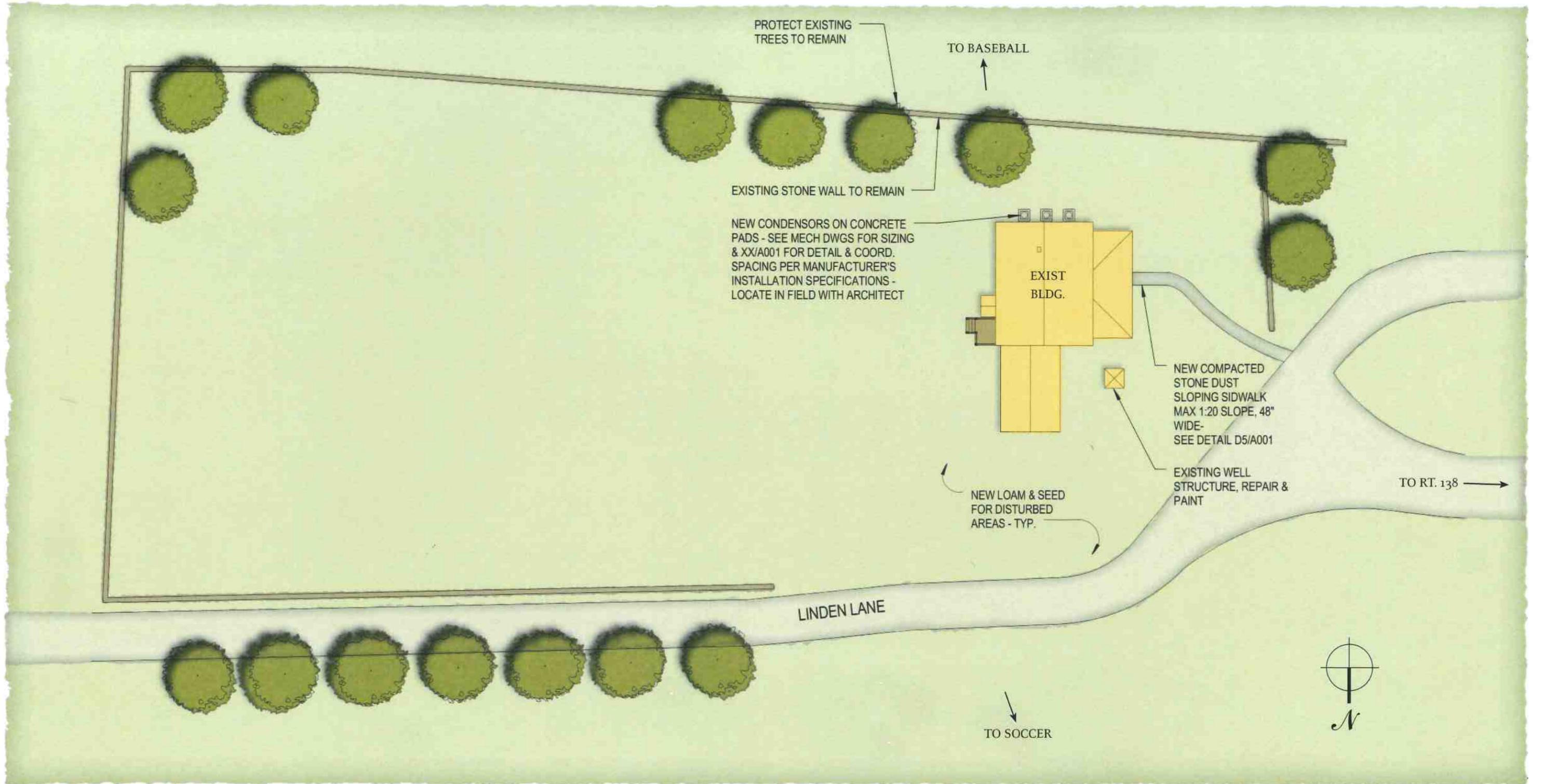


# BROWN HOUSE RENOVATION

SECOND FLOOR PHOTOS

JULY 20, 2016



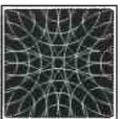


# BROWN HOUSE RENOVATION

SITE PLAN

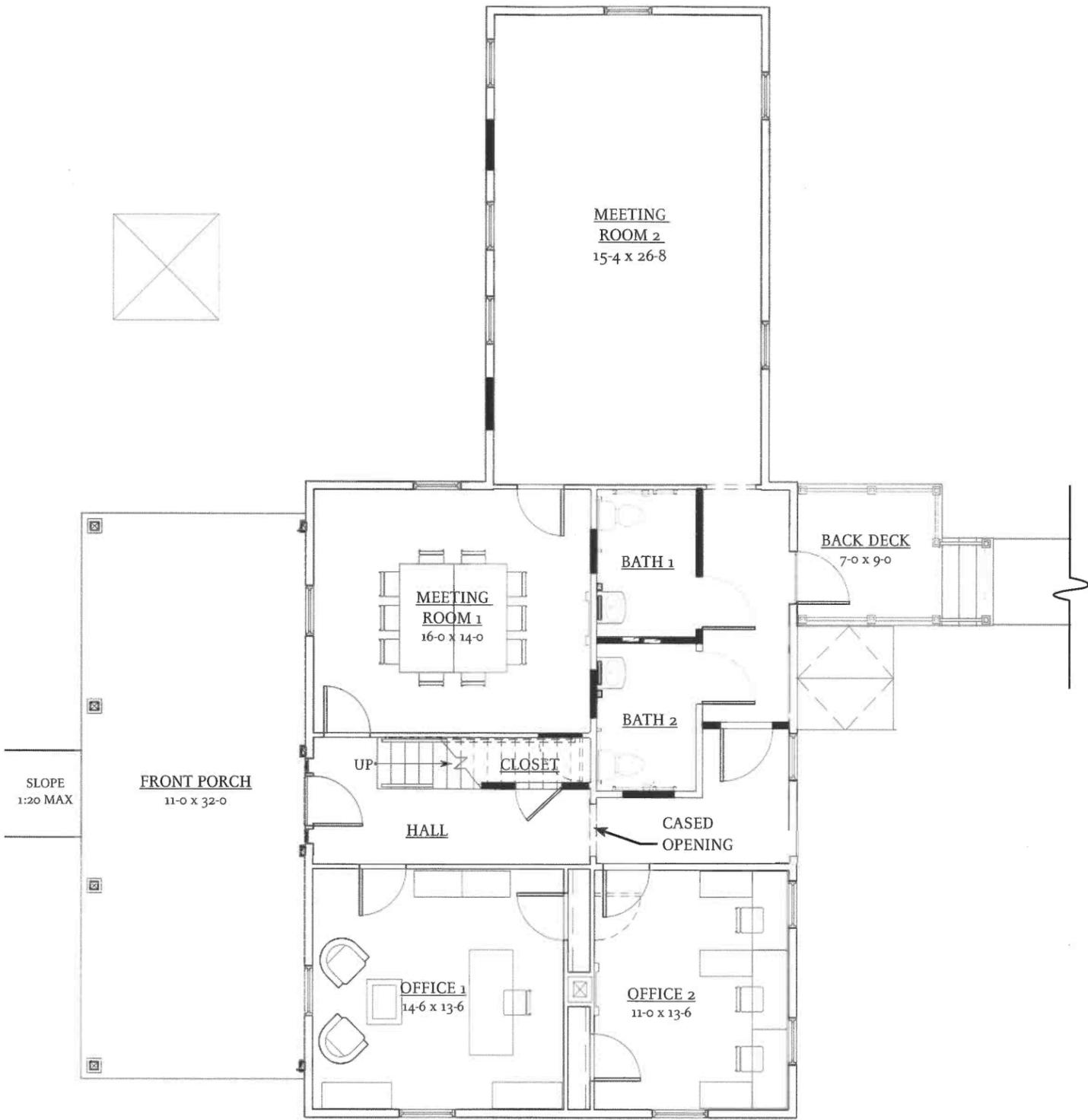
JULY 20, 2016

SCALE: 1"=30'-0"

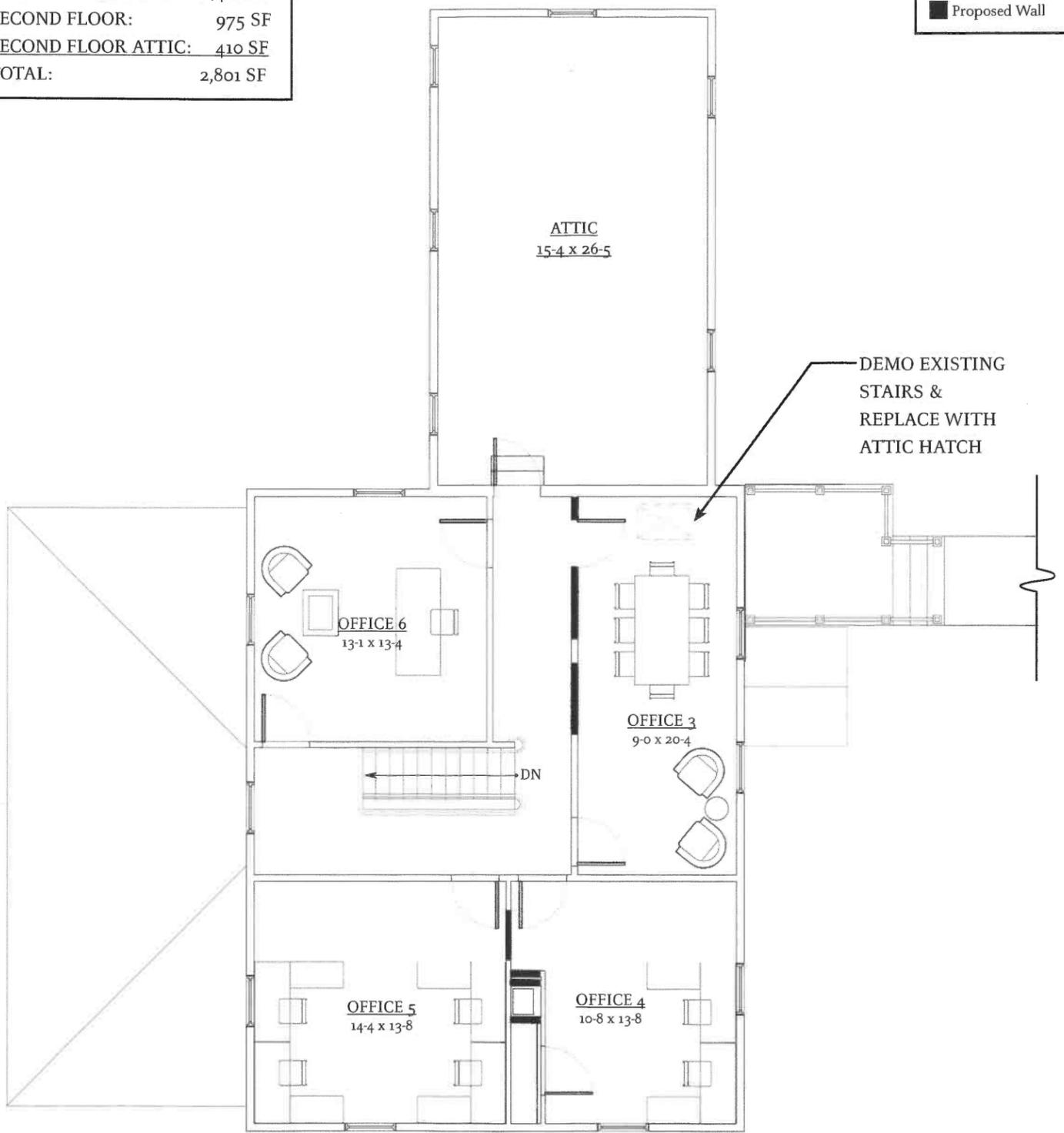


AREA TOTALS	
FIRST FLOOR TOTAL:	1,416 SF
SECOND FLOOR:	975 SF
SECOND FLOOR ATTIC:	410 SF
TOTAL:	2,801 SF

LEGEND	
	Existing Wall
	Proposed Wall



FIRST FLOOR PLAN



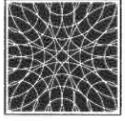
SECOND FLOOR PLAN

# BROWN HOUSE RENOVATION

FLOOR PLANS

JULY 20, 2016

SCALE: 1/8" = 1'-0"





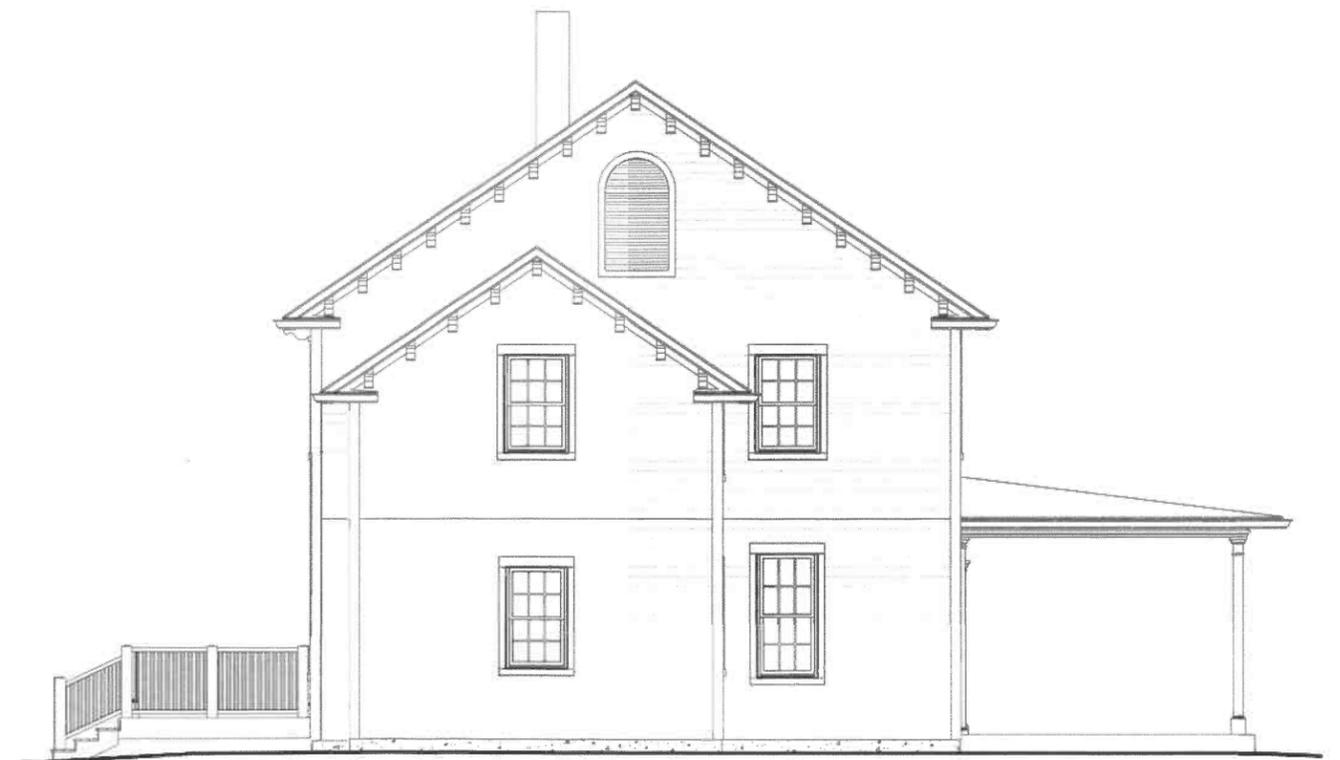
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



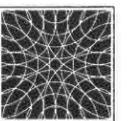
NORTH ELEVATION

# BROWN HOUSE RENOVATION

EXTERIOR ELEVATIONS

JULY 20, 2016

SCALE: 1/8"=1'-0"





June 23, 2016

# Memo

To: Rich Rainer, Town Administrator  
From: Jim Lathrop, Finance Director  
Subject: Dog Park RFP

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We opened the bids for the Dog Park.

All the bids are beyond the current funds for the project.

- JAM Construction           \$166,060
- Yardworks                   \$94,300
- Key Corporation           \$134,839
- East Coast Construction   \$156,120
- BB, Inc.                     \$136,540
- BlueSkies Construction   \$135,000

The current available funds are approximately \$85,000 (which includes all grants)

The recommended action plan is:

1. Have Yardworks come in to discuss bid. They are substantially lower than all bids and need to verify that bid covers all aspects of job.



# Estimate

Date	Estimate #
7/8/2016	64622C

Name / Address
TOWN OF PORTSMOUTH 2200 EAST MAIN RD PORTSMOUTH, RI. 02871

Project
PORTSMOUTH DOG PARK

Customer Phone	Alt. Phone	Rep
		CHRIS

Description	Qty	U/M	Rate	Total
SILT FENCE 70LF AND TREE PROTECTION (12)	1	LS	1,900.00	1,900.00T
TREE CLEARING AND CHIPPING	1	LS	4,000.00	4,000.00T
F&I CONDUIT ( deleted )	1	LS	0.00	0.00T
CONSTRUCTION ENTRANCE	1	LS	800.00	800.00T
GRUBBING AND GRADING	1	LS	5,000.00	5,000.00T
REMOVE STUMPS AND GRADE , INSTALL 2" of Loam and hydroseed 60,000 SF ( wood chips and fabric deleted )	1	LS	19,000.00	19,000.00T
FENCING ( deducted post and rail fence and gates at small dog park that created walkway ) Change 6'ht black vinyl chain link to 5'ht )	1	LS	38,100.00	38,100.00T
PARKING AREA GRAVEL AND FABRIC	1	LS	5,000.00	5,000.00T
PRECAST CURBING FOR PARKING AREA	1	LS	2,800.00	2,800.00T
GRAVEL PATHS AND PATIO AREA	1	LS	4,800.00	4,800.00T
REMOVALS ( CONCRETE AND BOULDERS ) AND CAP OLD WATER LINES	1	LS	2,500.00	2,500.00T
If you have any questions regarding this proposal please contact Chris Seger at 401-490-3803			<b>Subtotal</b>	\$83,900.00
			<b>Sales Tax (0.0%)</b>	\$0.00
			<b>Total</b>	\$83,900.00

1309 Warwick Avenue  
Warwick, Rhode Island 02888  
tel 401.463.9133 fax 401.463.3104  
www.yardworksinc.com

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-----Original Message-----

From: RJ Masse [mailto:engine2pfd@cox.net]  
Sent: Wednesday, June 15, 2016 3:25 PM  
To: Joanne Mower <jmower@portsmouthri.com>  
Subject: PI Town Council Meeting

Hello,

My name is Raymond Masse and I own a home on PI as well as many family members.

I was advised to write to you and request an addition to the Town Council meeting on PI.

The town of Bristol has treated the PI taxpayers as second class citizens for many years. Quite frankly, rightfully so, by limiting where you can park in the downtown area, near the ferry. Having many cars left in front of your house, for days, if not weeks at a time, understandably can irritate Bristol residents. It's getting worse.

Recently the Town of Portsmouth, has been working to assist the residents of PI with their needs, PIVFD funding, road paving and working with A&R Marine for Homestead dock to name a few.

The islanders need more.

The Town of Portsmouth has many miles of commercial shoreline and needs to invest in a ferry terminal, commercial wharf, in the town, for residents.

Weaver cove, surrounded by, what I believe is Navy land transferring to the town, could be an ideal location.

I, respectfully request that the formation of an exploratory committee, made up of PI residents, town residents and council members. I request that this be added to the agenda of the Council Meeting on PI.

I can be reached at  
401-639-0163 or this email.

Thank you,

Ray

Request for Proposals (RFP)  
Portsmouth, Rhode Island  
Lower Glen Farm Complex  
RFP # \_\_\_\_\_ - 2016

**Goal of this RFP**

The Town of Portsmouth (the “Town”) desires to develop and operate its Lower Glen Farm complex to provide continued public access, resource maintenance and protection and use of the complex to maximize the recreational opportunities. The town-owned property is currently under lease until May 31, 2017 and the Town desires to consider unique and innovative ways to best use this property when the current lease expires. Although the current use of the complex is for equestrian activities, other, innovative, uses for the property can be proposed so long as they satisfy the objectives specified below.

**Objectives of this RFP**

- Provide funding source for Town operations, primarily recreation activities at Lower Glen Farm Complex.
- Continue to use the Town-owned property as, primarily, a recreational complex (although the current use is for equestrian activities, other uses, including mixed uses, will be considered).
- Ensure adequate staffing to maximize use and protection of facilities
- Ensure the safety and convenience for the users of the complex
- Protect the natural and cultural resources of the complex.
- Establish and maintain a long-term relationship with the Town with continued Town ownership of the property with public access and use.
- Stabilize and improve the conditions of the property.

**Facility Description**

Portsmouth’s Lower Glen Farm consists of a grouping of historic buildings, on 11 acres of property that represents a unique and relatively intact example of early 20<sup>th</sup> century barns, stables and outbuildings (See Appendix A). These handsome buildings reflect an important era in Portsmouth’s recent past, where agriculture was the anchor of its base economy and the practice of maintaining a country estate by figures of the “Gilded Age” was in vogue. The property is adjacent to several other areas that are being maintained by the Town as open recreation space. These include 120 acres of public land that includes the *Gardner Seveney Sports Complex* (that also hosts the *Newport International Polo Enterprise*), the *Glen Park* recreation area and the *Glen Manor House* and its adjacent land that is planned for a public park overlooking the Sakonnet River. These areas include hiking and riding trails and also access to the *Sakonnet Greenway* that is being developed in conjunction with the *Aquidneck Island Land Trust* to provide a contiguous public access hiking and a riding area from south to north on Aquidneck Island.

An adjacent property, the *Phelps House*, is also owned by the Town. The two story colonial home was built in 1915. The Town has a plan, in partnership with the historic preservation organization *Preserve Rhode Island*, to make the home habitable and potentially use it as a Bed

& Breakfast. The Town would consider use of this property in conjunction with the Lower Glen Farm.

The property is in Portsmouth, Rhode Island, which is the northern most part of Aquidneck Island. Other communities on the island are Middletown, RI and Newport, RI. Portsmouth is located 70 miles south of Boston and 210 miles east of New York City.

The property is currently under a lease for operation that is mainly equestrian in nature with stables, an indoor equestrian exhibition ring and grazing pastures. The following buildings comprise the complex (photos in Appendix B):

#### Barns

- Building #4 Frame Cow Barn
- Building #6 Frame Horse Barn
- Building #7 Stone Horse Barn
- Building #8 Stone Cow Barn
- Building #9 Stone Bull Barn
- Building #10 Indoor Riding Arena

#### Ancillary Buildings

- Building #2 Stone Garage
- Buildings #3A and 3B Framed Tool House and Wagon Shed
- Building #11 Stone Pump House

#### BARNNS

##### Building #4: Cow Barn

This building, also called the “Program Barn” is a 40 ft X 100 ft 2.5 story gambrel roof, wood framed building with a floor area of approximately 4000 sq. ft with loft space above. This barn has stalls for 14 horses. It was built circa pre-1902. Aligned on a north-south axis, this wood shingled barn has a heavy cornice molding and sits on a rubblestone foundation. At its south gable end, there is a hay door over a wide barn door, flanked by two dormers, which incorporate hay doors. The roof is capped by two cupola ventilators, similar in design to those found on other barns in the complex.

##### Building #6: Polo Barn.

Built in 1902, this is a 34 X 116 ft. two story wood-frame structure that has a floor area of 3,944 sq. ft. with aloft area above and a partial basement. Its stable area has 18 horse stalls. Similar in form to Building #4, this barn is 13 bays long and has barn doors at either end. At its southern end, the building sits on a high rubblestone foundation because of the sloping grade. It has the same gambrel roof configuration with ventilation cupolas and two gabled dormers on each side of the roof.

### Building #7: Main Barn

This is a 2.5 story building that measures 42 ft. X 124 ft. It has a floor area of 5,208 sq. ft. and accommodates 18 horse stalls. Built in 1911 and one of the three stone barns on the property, its building form is similar in character to the other two barns. Construction is a combination of rough-cut irregularly coursed ashlar and rubblestone. It has a gambrel roof with ATM-2 Type shingles. The roof, with its heavy cornice molding, ventilator cupolas and gable wall dormers with hay doors is similar to the other barns in the complex. The first and second floors have doors flanked by windows. Doors and windows have granite sills and lintels and are trimmed with crenellated brick surround. The south gable end has a hay door at the roof peak, while the north end has a chimney and a dormer. On the building's west façade, there is a door that leads directly from the horse stalls directly into the attached paddock. At the north end of the building, there is a second floor apartment with access gained by a set of exterior wooden stairs. An oil-fired boiler, to heat the apartment, is located on the ground floor and adjacent to the tack room.

### Building #8: The Dairy Barn

Built in 1907, the Dairy Barn is a 2.5 story stone building. Its 5,124 sq. ft. first floor contains an office and storage area, a Tack Room and stalls for 18 horses. The first floor measures 42 X 122 ft. and there is a two-bedroom apartment located on the second floor at the south ends of the building. The remainder of the loft area is used for storage. There is a partial basement with a coffered ceiling of concrete supported steel beams. At the north end of the building, there is a stone silo connected to the barn with a stone passageway. The silo is capped by a band of windows located under the eaves of its conical roof. In addition, there is a wooden feed silo just south of the stone one. Galvanized metal ventilators are used to ventilate the stables below. Masonry walls form the ground floor with brick lining the interiors and rough-cut rubblestone facing the exterior. Windows and door openings are trimmed with brick along with granite lintels and sills.

### Building #9: Co-Op Barn

Also known as the Bull Barn, it is attached at right angles to Building #8 by a porte cochere. Built in 1910, it is a similar style to the other stone barns. A 2.5 story 38 X 92 ft. building, it has a first floor area of 3,496 sq. ft. There are ten horse stalls in the barn. On the exterior, a series of fenced bull paddocks with concrete posts and steel rails are located along the barn's southern face. The barn has a gambrel roof with a pair of cupola ventilators. Entrance to the barn is gained from under the porte cochere on the west side of the building or from the north or south facades, which are defined by gabled walls dormers over segmented arched doorways. At the east end, a hay door is located in the roof peak. On the first and second floors, there is a doorway flanked by windows. On the south façade, a series of doors open directly to the bull pen area.

### Building #10 Riding Arena

This is a single-story, wood-frame building of approximately 17,280 sq. ft.. The building is completely open for riding horses, except for a 1,280 sq. ft. viewing area. The interior finish is wood.

## ANCILLARY BUILDINGS

### Building #2: The Garage

Similar in design to the Pump House (Building #11 below), this building is a one-story, two-bay cobblestone garage with a gable on him roof and a triangular eyebrow clerestory. The windows have segmented arches. The building measures 28 X 33 ft. with a total area of 924 sq. ft and was built in various stages circa 1907 to 1926.

### Building #3A: Tool House

Built circa 1895-1907, this one-story structure is the smaller of two wood-framed out-buildings that form the eastern boundary of the complex and abut Glen Farm road. It measures 18 X 52 ft. for a total area of 936 sq. ft.. It is located perpendicular to Building #3B that parallels Glen Farm Road.

### Building #3: The Wagon Shed

Built circa 1897-1907, this building measures 25 X 138 ft. for a total area of 3,459 sq. ft. the one-story wood-framed shingled building sits on a rubblestone foundations. It has a gable-style roof. It has eight sliding barn doors on its west side.

### Building #11: Pump House

Built and modified in various stages circa 1907-1926, it is a one-story masonry structure that serves as the pump house for the complex. The building originally housed the machinery required to pump the water from the adjacent cistern to supply the farm's water system. It measures 26 X 64 ft. with an area of 1,664 sq. ft.

## Point of Contact

Richard W. Talipsky  
Portsmouth Director of Business Development  
[rtalipsky@portsmouthri.com](mailto:rtalipsky@portsmouthri.com)  
Phone: (401) 643-0382  
FAX (401) 683-6804  
Town Hall  
2200 East Main Road  
PORTSMOUTH RI 02871

## Site Visits

Proposers are encouraged to visit the complex. More detailed information for the property can be made available. Please contact the Point of Contact above to schedule an appointment.

## **Non-mandatory Bidders Meeting**

A non-mandatory meeting will be held at 10:00 AM on Monday August 15, 2016 at the Portsmouth Town Hall (2200 East Main Rd. Portsmouth, RI 02871) for potential respondents to this RFP. Access to the Lower Glen Farm and buildings will be available.

## **Contract**

Descriptions of some provisions that must be included in final contract are as follows. At a minimum, the successful proposer will be required to:

- Prepare and implement an Operations Plan that clearly demonstrates the proposer's plan to provide services and maintain facilities.
- Provide a capital plan that includes the correction of major material issues and recommends major improvements to the complex to enhance the functionality and value of the property.
- Establish an agreement with the Town that clearly delineates the responsibilities of the town and the lessee to maintain the premises, facilities, furnishings and equipment in good condition
- Provide a continuing Performance Bond of \$50,000.
- Pay for all taxes applicable to the operations of any concessions, including but not limited to sales, payroll, and income tax.
- Provide \$5,000,000 commercial general liability, auto and worker's compensation insurance, naming the Town as insured.
- Obtain all necessary licenses, permits and approvals as required and abide by all applicable health, safety and environmental codes and regulations.

## **Term**

A five (5) year initial lease is anticipated, however leases up to ten (10) years with multiple renewals will be considered if they are consistent with the proposer's long-term plans.

## **The RFP Submission and Evaluation Process**

### **Proposal Schedule**

- Publication of the RFP - July 25, 2016.
- Questions – Prospective proposers must submit questions in writing to be received not later than 4:00 PM, August 26, 2016. Questions should be sent to the Point of Contact either by e-mail or mail by traceable means. E-mails should ensure receipt of e-mails via positive response by the Point of Contact. Answers to questions submitted by the date specified above will be posted on the Town Web Site [www.portsmouthri.com](http://www.portsmouthri.com).
- Proposal Submission Due Date – See "Proposal Submission" below.
- Interviews with selected proposers – Final evaluation discussions by mutual agreement between the Town and the proposer (via e-mail, letter or interviews (phone call, video conference or in person)), may be requested with selected proposers, if necessary.

Discussions will be scheduled within fourteen (14) working days after completion of initial evaluation.

## **Proposal Format and Submission**

### **Proposal Content**

- Submit one (1) hard copy original plus four (4) hard copies of the proposal in 8.5” x 11” binders.
- All material should be presented in an 8.5” x 11” portrait format with 1 inch margins and 12 pt font as a minimum. Larger formatted graphic exhibits are acceptable if folded to fit with the 8.5” x 11” binder.
- Submit one electronic copy (on DVD media) and readable by Microsoft Office Products (2007 or better) or Adobe Acrobat Portable Document Files (PDF).
- Each proposal page shall be numbered.
- The name of the proposer with “Lower Glen Farm Proposal” shall be in the top margin of each page.

### **Proposal Packaging**

**Inner Package:** The proposal must be sealed in an inner package that is clearly marked with “Proposal for Lower Glen Farm Complex” and the Name and Address of the proposer.

**Outer Wrapper:** The inner package should be contained in an outer wrapper addressed as follows:

Richard Talipsky  
Director of Business Development  
Town of Portsmouth  
2200 East Main Rd  
PORTSMOUTH RI 02871

### **Proposal Submission**

Proposal shall be hand delivered or sent via traceable means (i.e., FEDEX, UPS, USPS traceable mail, etc.) to arrive at the above address not later than 3 PM, Friday September 9, 2016.

It is the proposer’s responsibility to ensure that the proposal is received as required and retain proof of receipt.

### **Proposer Information**

The proposal must include the following:

- Name, Address, Phone Number(s) (Phone and Fax), and E-mail address of proposer’s Primary Point of Contact
- Sufficient information on each of the criteria under Proposal Evaluation below.

- An operational plan that includes, at least, a five (5) year capital improvement plan, sources of funding, staffing, periods of operations and any other proposed uses.
- Information on each officer, partner, and member of joint venture and holders of 25% or more of the company's stock. At a minimum, this must include a short biography and disclosure of any lawsuits of a financial nature in which they were a defendant.
- At least three (3) financial, client and/or vendor references to confirm information provide by proposers and evaluate the proposer's quality of experience and past performance. Both minimal rent and percentage of income that reflects payment to the Town in, at least, years one (1) through five (5).

Once a determination has been made with notification of "Intent to Award Contract" prior to any contract being signed the proposers must present satisfactory evidence to the Town of Portsmouth demonstrating their ability to operate and maintain the property as proposed. The proposer's statement of financial capability must include the source for funding and detailed information including: ability to finance, business financial statements and any other pertinent financial information.

### **Proposal Evaluation**

A panel selected by the Town will review proposals submitted that meet the minimum standards of this RFP. The panel will score the RFP submittals, determine the highest qualified applicants, conduct additional discussions interviews and site visits as necessary, and make a final recommendation to the Portsmouth Town Council regarding the award.

The following criteria will be used to evaluate the RFP (in order of importance):

- Financial benefit to the Town of Portsmouth: 25 points
- The proposer's long range vision that will best ensure the compatibility with the use of the surrounding property and add to the overall success of the enterprise: (25 points)
- Prior operational experience in a similar enterprise as proposed: (15 points)
- Long-term management and operation plan (including investment in infrastructure and ability to partner with the Town to operate and maintain the property): (15 points)
- Proposed operational and management staff: 10 points
- Services and activities to be offered: 5 points
- Experience in management and business: 5 points

### **Other Information**

The Town reserves the right to reject any or all bids and to waive any informality in the bidding system.

The Town may cancel this Request for Proposals at any time.

No bidder may withdraw their bid within sixty (60) days after the actual date of the opening thereof.

Documents that do not arrive at the location specified above before the date and time specified for submission because they are incorrectly addressed or misdirected to locations other than specified will not be considered. Postmarks or other carrier stamps will not be considered proof of timely submission. Actual receipt by the due date/time is required.

The Point of Contact above will be the final judge of a timely receipt.

The Town of Portsmouth does not discriminate on the basis of age, gender, religion, national origin, color, disability or sexual orientation in accordance with applicable laws and regulations.

Appendix A - Lower Glen Farm Map



**GLEN FARM**  
165 GLEN FARM ROAD  
PORTSMOUTH, RHODE ISLAND

**URBAN DESIGN GROUP**  
180 WOOD STREET  
BRISTOL, R.I. 02809  
TEL: (401) 264-2632  
FAX: (401) 264-2636

**LINE - 26 - 06  
DRAWING  
REVISIONS**

**SCHEMATIC DESIGN**

PROJECT NUMBER: \_\_\_\_\_  
Client: \_\_\_\_\_  
Drawing No: \_\_\_\_\_  
Check No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Scale: 1" = 60'-0"

Revision	Date	Description

Drawing Title: **EXISTING CONDITIONS SITE INFORMATION**  
Scale: 1" = 60'-0"  
Drawing Number: **A-0**

Appendix B – Photographs of the complex



Building #4 - Cow Barn



Building #6 – The Polo Barn



Building #7 – Main Barn



Building#8 - Dairy Barn



Building #8 – Dairy Barn



Building #9 – Co-op Barn



Building #2 – Garage



Building #3 – Tool House



Building #3A – Wagon Shed



Building #11 – Pump House



Phelps House