

PORTSMOUTH TOWN COUNCIL MEETING
OCTOBER 23, 2023
MINUTES

7:00 PM – Portsmouth High School Auditorium, 120 Education Lane

MEMBERS PRESENT: Kevin M. Aguiar, Daniela T. Abbott, David M. Gleason, Keith E. Hamilton, Leonard B. Katzman, and Charles J. Levesque,

MEMBERS ABSENT: J. Mark Ryan

Time: 7:00 PM

EMERGENCY EVACUATION PLAN

PLEDGE OF ALLEGIANCE

SITTING AS THE PORTSMOUTH TOWN COUNCIL

1. Roll Call

PRESIDENT’S EXECUTIVE SUMMARY – There was no Executive Session held.

CONSENT AGENDA – Motion to approve as presented made by Mr. Levesque, seconded by Mr. Hamilton. Motion passed unanimously,

Directions to view licensing applications: 1) Click on [Viewpoint](#), 2) Click Records and then type in the record number which is listed on the agenda, 3) Click on the highlighted record to view the application

1. Bills

SITTING AS THE BOARD OF LICENSE COMMISSIONERS

Directions to view licensing applications: 1) Click on [Viewpoint](#), 2) Click Records and then type in the record number which is listed on the agenda, 3) Click on the highlighted record to view the application

1. Peddler License – Mobile Food Establishment (MFE), New:

Anna’s Vesuviano LLC, 226 Rochambeau Ave, Providence – Motion to approve made Mr. Hamilton, seconded by Mr. Katzman. Motion unanimously.

ADJOURN – Motion to adjourn made by Mr. Hamilton, seconded by Mr. Levesque. Motion passed unanimously.

MINUTES – Motion to approve as amended with the correction of the date of the E-waste event from December 14th to December 9th, made by Mr. Hamilton, seconded by Mr. Gleason. Motion passed unanimously.

10/10/23

TAX VOUCHERS – Motion to approve as presented made by Mr. Levesque, seconded by Mr. Katzman. Motion passed unanimously,

Request approval for Tax Vouchers #20231023-01 to #20231023-04. / M. Helfand

TOWN ADMINISTRATOR'S REPORT

1. Harbormaster update – During the budget proceedings earlier this year, we discussed the hiring of a Civilian Harbormaster in lieu of assigning a Patrol Officer to that duty. We held a meeting with members of the Harbor Management Commission on Friday the 13th and discussed ways this initiative could be implemented in Portsmouth. I believe we developed a plan and will work out the details over the next few months before bringing this forward for Council discussion and approval during the budget meetings in April.
2. Old Mill Lane update – With respect to the Old Mill Lane natural gas site, the fall season maintenance conducted by Algonquin should now be completed. Equipment will remain onsite for the upcoming RI Energy Winter Operations Season, which starts December 1st. In preparation for the upcoming winter season, a site visit was held with Portsmouth and Middletown Fire Depts. and RI DEM officials. Additional meetings will be held between RI Energy and our first responders as we draw closer to the start of the season.
3. Zoning legislation update – The RI Legislature passed a significant suite of bills in the last legislative session related to land use, zoning, and housing production. These bills represent a significant set of changes to our land use structure. Virtually all of these enactments will require corresponding amendments to the Town's Zoning Ordinance and Land Use Regulations. Most of these new laws become effective on January 1, 2024. Over the last few months, the Planning Staff has been working closely with the RI American Planning Association, RI Housing, and their Municipal Planning counterparts to determine how to best implement the required changes at the local level. Of note, the Planning Department will take advantage of the General Assembly's Housing Production Fund, of which \$4 million has been made available for municipal technical assistance administered by RI Housing to assist with the implementation of the required changes to zoning and land use laws. Additionally, RI Housing has created a series of guidance documents and template materials to guide the Planning Department as we move forward to update the local land use laws. Furthermore, the Planning Staff has already held a Planning Board workshop on October 11th to discuss the pending changes and the Zoning Board of Review will hold a similar workshop on November 16th. These 13 bills the General Assembly passed are separate from the Town's goal of overhauling our existing Zoning Ordinance. Planning staff will be approaching this project using a "tiered" method, meaning undertaking the required changes associated with the Zoning Enabling Act first, followed by those amendments to the Land Use regulations with a later effective date of March 1, 2024. There will be several opportunities during the update process where we can concurrently update the statutory changes and outdated elements of our ordinance at the same time. For the remaining zoning updates, the Planning Department will engage a consultant using funding previously approved by the Town Council.
4. US Congressional District 1 Special Election – November 7 – The Special Election will be held November 7th. Early voting began October 18th at Town Hall during normal business hours and will be available through 4:00 PM on November 6th. Polls for November 7th have been combined for this election and I encourage voters to check the Canvassing Office webpage for a list of appropriate polling sites.
5. Town Administrator vacation – I will be out of the office starting tomorrow and will return during the day on November 7th. My access to phone and email will be limited and Police Chief Brian Peters will be acting in my absence.
6. Veterans' Day Town Hall closure – Town Hall will be closed in observance of Veterans' Day on Friday, November 10th.

OLD BUSINESS (Discussion/Action)

1. Monthly Finance Report. – Motion to approve as presented made by Mr. Levesque, seconded by Mr. Hamilton. Motion passed unanimously.

2. Request for clarification on Request for Proposal (RFP) pertaining to the operation of the Transfer Station for bulky waste drop-off and diversion items. – Motion to approve option 2, made by Mr. Hamilton, seconded by Mr. Levesque. Motion passed unanimously.

NEW BUSINESS (Discussion/Action) – Motion to table New Business 1, 2, and 3 made by Mr. Levesque, seconded by Mr. Katzman. Motion passed unanimously.

1. Direct Town Administration to draft an ordinance prohibiting Transfer Station sticker sharing.
2. Direct Town Administration to ensure all soft costs (i.e., Administration, clerical, banking, etc.) associated with town waste management are included in the preparation of waste management sticker fees.
3. Direct Town Administration to establish a capital fund within the Transfer Station enterprise fund.

CORRESPONDENCE – Motion to receive and place on file made by Mr. Hamilton, seconded by Mr. Levesque. Motion passed unanimously.

1. Monthly RIRRC Report. / Rhode Island Resource Recovery Corp.
2. Invitation to the Newport County Branch of the National Association for the Advancement of Colored People (NAACP) 101st Annual Dinner, November 17, 2023. / J. Winters, President

FUTURE MEETINGS

Nov 13 7:00 PM – Town Council Meeting

Nov 27 7:00 PM – Town Council Meeting

Dec 11 7:00 PM – Town Council Meeting

ADJOURN – Motion to adjourn made by Mr. Levesque, seconded by Mr. Hamilton. Motion passed unanimously.

Time: 10:26 PM

Jennifer M. West, CMC, Town Clerk