



## LAND CONSERVANCY TRUST REGULAR MEETING MINUTES

July 20, 2017

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

### **LAND CONSERVANCY TRUST**

#### **Chair**

Thomas Rogers

#### **Vice Chair**

Terence Fleming

#### **Secretary**

Susan Bush

#### **Members**

Jason Colonies

Jerry Brunetto

Pati Sylvia

Brian Wagner

#### **Town Council Members**

Matthew M. Mannix

Jill Lawler

#### **Town Staff Liaisons**

##### **Kinney Bungalow Event Coordinator**

Daisy MacLeod

#### **Community Development**

Mike DeLuca

Jill Sabo

At a Regular Meeting of the Land Conservancy Trust of the Town of Narragansett held on Thursday, July 20, 2017 at 5:30 p.m., at Kinney Bungalow.

Present: Thomas Rogers  
Terence Fleming  
Susan Bush  
Pati Sylvia  
Brian Wagner  
Jill Lawler  
Jason Colonies  
Jerry Brunetto  
Matt Mannix (arrived at 5:33)

Also in Attendance: Michael DeLuca and Jill Sabo, Community Development.

Convene: Tom Rogers convened the meeting, introducing and welcoming Jerry Brunetto for his first meeting, at 5:30.

#### **Consent Agenda**

**1C Minutes** – Minutes of May 18, 2017 (no meeting was held in June). Meeting minutes were presented for approval. Jason Colonies moved, Brian Wagner seconded, and so it was voted to approve the minutes from May 18, 2017. Terence Fleming, aye; Pati Sylvia, aye, Sue Bush, aye; Tom Rogers, aye. (Jerry Brunetto, Jill Lawler and Jason Colonies not present at May meeting, abstained from voting, and Matt Mannix not yet present).

**2C Kinney Bungalow Report** – The Kinney Bungalow report (Attachment A) was presented for approval. Jill Lawler moved, Jason Colonies seconded, and so it was voted to approve the Kinney Bungalow report. Jill Lawler, aye; Jason Colonies, aye; Tom Rogers, aye; Terry Fleming, aye; Jerry Brunetto, aye; Pati Sylvia, aye (Matt Mannix not yet present)

#### **Regular Agenda**

**3R Land Trust Days and RI Foundation Grant for Kinney Bungalow – Discussion**

Steve Wright, Parks and Recreation, applied for and received a \$9,000 grant from the RI Foundation to do irrigation and plant additional shrubs and privet hedge by the entrance of the building. This is to be matched with labor supplied by the town. We also discussed RI Land Trust Days – which is August 11 – October 1. Land trusts in RI have events to highlight the organizations and their benefits.

**4R Recommendation to Town Council:** Extend the existing five-year lease with Matt Eddy on the Middlebridge property for an additional five years, which would extend the contract through March 31, 2023. There was some discussion about the roles and responsibilities. Terry Fleming made a motion, Jason Colonies seconded, and so it was voted to recommend to the Town Council that the lease be renewed for an additional five years. Terry Fleming, aye; Jason Colonies, aye; Tom Rogers, aye; Sue Bush, aye; Matt Mannix, aye; Jill Lawler, aye; Jerry Brunetto, aye; Brian Wagner, aye; Pati Sylvia, aye.

**5R National Registry Plaque for Kinney Bungalow and Anthony-Kinney Farm:** A discussion was held about a plaque for Kinney Bungalow/Anthony-Kinney Farm. It was clarified that the whole farm is being listed, not the bungalow itself. Therefore, it was decided to word the plaque as follows:

**ANTHONY-KINNEY FARM  
& KINNEY BUNGALOW**

**1899 – 1901**

**ARCHITECT -- CLARKE & SPAULDING, PROVIDENCE**

**HAS BEEN PLACED ON THE NATIONAL REGISTER OF HISTORIC PLACES BY THE  
UNITED STATES DEPARTMENT OF THE INTERIOR**

(Changes from draft include addition of the & between Farm and Kinney, to clarify that both are included, and inclusion of the architect's name. It was also suggested by Pati Sylvia that the first letter of each word on the first 2 lines (Anthony-Kinney Farm & Kinney Bungalow) be one point larger than the rest, to make it stand out.

Also, we discussed as an option placing the plaque on a granite structure that would be placed near the entrance to the Bungalow, rather than mounting on the building. Mike said he would look into these options, prices with the two different sized plaques (15 x 12 and 18 x 14)

**6R Recommendation to Town Council: Kinney Bungalow HVAC System**

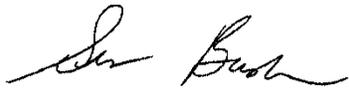
Tom Rogers gave a thorough presentation of results of a screening analysis (Attachment B) of Kinney Bungalow financials assuming purchase of an HVAC system and various levels of activity. The screening analysis focused on net revenues and payback periods for a range of HVAC cost, occupancy and rental fee scenarios. Two options for next steps were presented. After examining the analyses and their anticipated financial results, Brian Wagner made a motion for the first option and Jason Colonies seconded, and so it is voted to recommend to the Town Council to proceed with the \$30,000 engineer's report to develop the final design plans and specification for an HVAC system for Kinney Bungalow. Brian Wagner, aye; Jason Colonies, aye; Terry Fleming, aye; Jill Lawler, aye; Jerry Brunetto, aye; Pati Sylvia, aye; Sue Bush, aye; Tom Rogers, aye; Matt Mannix, aye.

**7R Establishment of an Ad Hoc Communications Subcommittee**

Tom Rogers presented ideas for an ad hoc communications subcommittee (Attachment C). The subcommittee would develop an overall communications strategy for the land trust, develop the content and site map for a website, and develop other means to keep the goals of the NLCT fresh in the minds of the community. Jill Lawler has agreed to help with the website, and Jason Colonies agreed to participate, along with Tom Rogers. Jill Lawler made a motion, Terry Fleming seconded, and so it is voted to establish the communications subcommittee. Jill Lawler, aye; Terry Fleming, aye; Tom Rogers, aye; Sue Bush, aye; Jason Colonies, aye; Matt Mannix, aye; Pati Sylvia, aye; Jerry Brunetto, aye; Brian Wagner, aye/

**Adjournment:** Terry Fleming moved, Matt Mannix seconded, and so it is voted to adjourn at 6:50. Terry Fleming, aye; Matt Mannix, aye; Brian Wagner, aye; Tom Rogers, aye; Sue Bush, aye; Pati Sylvia aye; Jason Colonies, aye; Jill Lawler, aye; Jerry Brunetto, aye.

Respectfully submitted



Susan Bush, Secretary

MINUTES ACCEPTED AS  
AMENDED  
8\_17\_17  
ATTESTS



Susan Bush, Secretary

## Attachment A: Kinney Bungalow Report

Events (1)	2015 Actual	2016 Actual	2017 Actual/ booked	2018 Booked	2019 Booked
January					
February					
March					
April	0	1	1	0	
May	9	4	2	1	
June	6	4	5	4	
July	6	3	4	2	
August	6	1	5	0	
September	7	8	10	2	
October	9	9	10	1	
November	0	0	0	0	
December	0	0	0	0	
<b>Total</b>	<b>43</b>	<b>30</b>	<b>37</b>	<b>10</b>	<b>0</b>
Change from last Report			1 more	3 more	
Cancellations	7	2	3	1	
Weddings					
Non-weddings					
Weekend (Fri-Sun)	43	26	34	8	
Weekday	0	4	3	2	

Comments

incl 3 @ no cost

not incl 3 for  
OctoberFest & 1  
for Restauraunt  
Week , 1 day for  
TC President  
Fundraiser)

not incl 3 for  
OctoberFest  
1 for  
Restauraunt

Note 1 - 12.5 weekend days per month

Showings	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
January			19		
February			9		
March			18		
April			17		
May			13		
June			32		
July					
August		5			
September		24			
October		23			
November		11			
December		6			
<b>Total</b>	<b>0</b>	<b>69</b>	<b>108</b>	<b>0</b>	<b>0</b>
Change from last Report			32 showings since May		

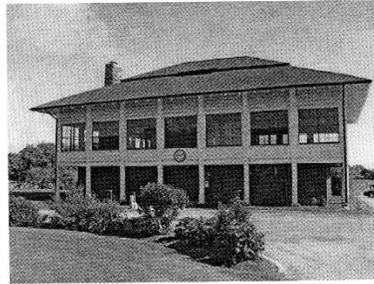
### Kinney Bungalow Calendar of Events

Open House each Tuesday night from June 20 through August 29 from 5 pm to 7 pm; except for July 4th  
 October 7-8: Kinney Bungalow Harvest Fair sponsored by Narragansett Lions Club and Narragansett Parks & Recreation Department  
 October 26: Narragansett Chamber of Commerce Restaurant Week Fundraiser

### Comments

Open House's have been VERY busy! First Tuesday - 19 people, Second Tuesday - 8 people, Third Tuesday - 14 people.

## Attachment B: Kinney Bungalow HAVAC Screening Analysis



# Kinney Bungalow Screening Analysis

July 2017

*Narragansett Land Conservancy Trust*

1

## Comments & Assumptions

- Based on FY 2017 and FY 2018 Budgets
  - “Budget Case” – budgeted attendant costs – thought to be too high
  - “Best Case” - Adjusted by estimating attendant costs at 2/event + 1 cleaner – likely to be too low
  - “Average Case” - probably closer to fact than the other cases
- Sensitivity Analysis – varied number of events and fees
- Steady state – all transitions have occurred
- No escalation of fees or inflation of expenses
- No recognition of the cost of capital funds
- HVAC costs estimated by J. Ceasrine, October 19, 2015
  - Do not know if estimates are still valid
  - Do not know if the \$300,000 contains an adequate contingency
- Reviewed by Steve Wright & Laura Kenyon

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2

# Current Kinney Bungalow Finances

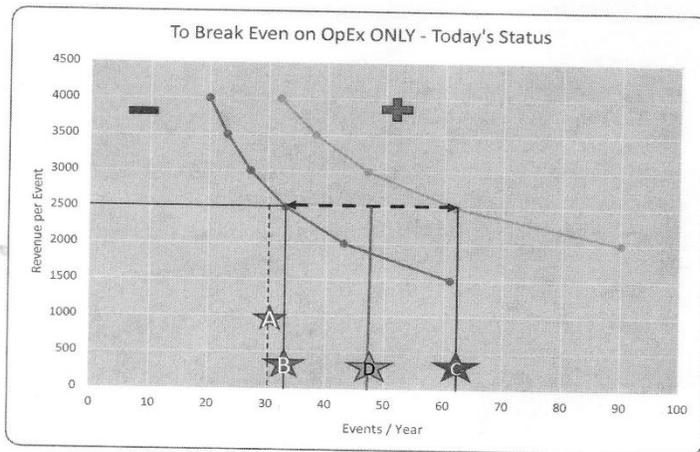
Reference: FY 2018 budget

	'Best Case'	'Budget Case'	'Average Case'
Fixed Costs (maint, etc.)	\$ 44,680	\$ 44,680	\$44,680
Fixed costs if rent (1/2 coord)	\$ 28,036	\$ 28,036	\$28,036
Variable costs - renting (30/year)	\$ 8,720	\$ 27,989	\$18,354
<b>Total – Today's status</b>	<b>\$ 81,436</b>	<b>\$100,705</b>	<b>\$91,071</b>
Revenues (fees & chairs)	\$ 78,000	\$ 78,000	\$78,000
<b>Net Revenues - Today</b>	<b>(\$3,436)</b>	<b>(\$22,705)</b>	<b>(\$13,071)</b>
Additional energy costs with HVAC	\$5,341		
Additional Enterprise Fund costs (PILOT)	\$17,794		
<b>Total Annual Expenses with HVAC</b>	<b>\$104,571</b>	<b>\$123,840</b>	<b>\$114,205</b>

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3

## Break-even – Today's Status



Best Case ———  
 Budget Case - - - -

### Conclusions at Today's fees

- ★ At today's fee KB has negative net revenues at **30** events per year
- ★ Under the "Best Case", KB needs to hold **32** events per year to break even
- ★ Under the "Budget Case," KB needs to hold **62** events per year to break even
- ★ Under the "Average Case." KB needs to hold **47** events per year to break even

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4

# Proposed HVAC Cost & Scope of Work

(ref: J. Ceasrine, October 19, 2015)

Insulation (ceiling & walls)	\$ 42,000	
HVAC	\$225,000	
1 <sup>st</sup> floor variable refrigerant flow heat pump		
2 <sup>nd</sup> floor gas-fired split system		
(Note: about same cost to run duct above or below ceiling)		
Final Design (final plans and bid specs)	<u>\$ 30,000</u>	<i>(the next step)</i>
<b>Total (rounded up)</b>	<b>\$300,000</b>	

- Per Keith Lescarbeau, 4/25/2017
  - Building ok without HVAC – will have maintenance costs in future
  - Building ok with HVAC – as long as done in a manner which is consistent with existing interior design of the building

(He referenced the interior details of a plan he performed several years ago)

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5

## Seasonal Impacts of HVAC

- With HVAC**
- Peak months are April – November
  - Off Peak months are December - March

June 2017 KB report

Events	2015 Actual	2016 Actual	2017 Actual/ booked	Using 2015- 2017 averages	Using 2016- 2017 averages	Assumptions	Discount	Revenue / Month
January				4.4	3.2	3	0.3	5,250
February				4.4	3.2	3	0.3	5,250
March				4.4	3.2	3	0.3	5,250
April			1	7.7	7.8	5	0	12,500
May	9	4	2	7.7	7.8	7	0	17,500
June	6	4	5	7.7	7.8	7	0	17,500
July	6	3	4	7.7	7.8	7	0	17,500
August	6	1	5	7.7	7.8	7	0	17,500
September	7	8	10	7.7	7.8	8	0	20,000
October	9	10	10	7.7	7.8	8	0	20,000
November				7.7	7.8	5	0	12,500
December				4.4	3.2	3	0.3	5,250
<b>Total</b>	<b>43</b>	<b>30</b>	<b>37</b>	<b>79.1</b>	<b>75.3</b>	<b>66</b>		<b>156,000</b>

Base Revenue 2,500

	2015-2017	2016-2017
Average Peak	7.7	7.8
Average Non-Peak	4.4	3.2

Base Case

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6

# Options Analyzed

- Five Options
  - Option 1 – Base Case – 66 events
  - Option 2 – Fewer events – 48 events
  - Option 3 – More events – 77 events
  - Option 4 – Base Case with 20% higher CapEx – 66 events
  - Option 5 – Option 3 (more events) with 20% higher CapEx – 77 events
- For each Option, tested:
  - \$2,500 vs \$3,000 per event
  - Budget cost, Best cost and Average costs of attendants
- Interested in
  - Net Revenues
  - Years to pay back HVAC investment

*30 Cases were analyzed*

# Net Revenues & Years to Pay Back HVAC Investment

- Assuming \$2,500 per event
- Assuming Average attendant costs

	Option 1 - Base	Option 2 - Fewer Events	Option 3 - More Events	Option 4 - Base +20% CapEx	Option 5 - More +20% CapEx
January	3	1	4	3	4
February	3	1	4	3	4
March	3	1	4	3	4
April	5	1	7	5	7
May	7	7	8	7	8
June	7	7	8	7	8
July	7	7	8	7	8
August	7	7	8	7	8
September	8	7	8	8	8
October	8	7	7	8	7
November	5	1	7	5	7
December	3	1	4	3	4
<b>Total Events per year</b>	<b>66</b>	<b>48</b>	<b>77</b>	<b>66</b>	<b>77</b>
Net Revenues	19,770	(8,218)	37,540	19,770	37,540
Year to Pay Back Investment	15.2	Never Pays Back	8.0	18.2	9.6

# Details of all Cases

**Years to Pay-Back the HVAC Investment**

Option	Base Fee (\$2,500)			Higher Fee (\$3000)		
	Budget Costs	Best Costs	Average Costs	Budget Costs	Best Costs	Average Costs
1 - Base (60)	Never Pays Back	7.3	15.2	10.1	4.2	5.9
2- Fewer Events (48)	Never Pays Back	41.7	Never Pays Back	Never Pays Back	9.8	19.8
3 - More Events (72)	23.4	4.8	8.0	6.1	3.0	4.1
4- Base w/ +20% CapEx	Never Pays Back	8.8	18.2	12.1	5.0	7.1
5-Option 3 w/20% CapEx (72)	28.1	5.8	9.6	7.4	3.7	4.9

Cases from previous slide

Cases near 5-year payback

**Net Revenues with HVAC Investment**

Option	Base Fee (\$2,500)			Higher Fee (\$3000)		
	Budget Costs	Best Costs	Average Costs	Budget Costs	Best Costs	Average Costs
1 - Base (60)	(1,427)	40,966	19,770	29,773	72,166	50,970
2- Fewer Events (48)	(23,633)	7,198	(8,218)	(233)	30,598	15,182
3 - More Events (72)	12,811	62,269	37,540	48,911	98,369	73,640
4- Base w/ +20% CapEx	(1,427)	40,966	19,770	29,773	72,166	50,970
5-Option 3 w/20% CapEx (72)	12,811	62,269	37,540	48,911	98,369	73,640

## Recommendations to the Town Council

- Budgeted Amounts
  - Carry over from FY 2017 \$ 55,000
  - Additional amount in FY 2018 \$250,000
  - Total Budget Availability \$305,000
- Option 1 – Spend \$30k (or more) for the Final Design plan and bid specifications and then go out to bid
  - Note that the Final Design may cost more than \$30k; and the project cost may exceed \$300k
- Option 2 – Do not spend the \$30k for the Final Design, as an HVAC system is not a prudent investment

# Additional Possible Recommendations to Increase Occupancy

- Option 3 – Add plantings along the driveway, at entrance to Kinney Bungalow, and around outdoor wedding lawn to shield it from Route 108.

Note: Steve Wright acquired \$9k grant from RI Foundation

- Option 4 – Add a larger sign at the entrance
  - Kinney Bungalow
  - Sunset Farm
  - “Owned by the People of Narragansett” (or words to that effect)

## Supplemental Information - Fee Comparisons

Occupancy	Kinney Bungalow		The Towers	
	150 Max	70 for weddings	200 max	150 for weddings
	Comments		Comments	
Facility Base User Fee	Peak	June, Sept, Oct	April - November	
		2,500.00 Saturdays - Non Res.		3,150.00
		1,900.00 Saturdays - Resident		2,500.00
		1,850.00 Fri & Sunday - Non Res		2,300.00
		1,450.00 Fri & Sunday - Res		1,850.00
		950.00 Monday - Thursday - Non Res		840.00
		550.00 Monday - Thursday - Res		725.00
	Non-Peak	May, July, August	December - March (40% discount)	
		2,000.00 Saturdays - Non Res.		1,890.00
		1,400.00 Saturdays - Resident		1,500.00
		1,350.00 Fri & Sunday - Non Res		1,380.00
		950.00 Fri & Sunday - Res		1,110.00
		650.00 Monday - Thursday - Non Res		504.00
		550.00 Monday - Thursday - Res		435.00

**Attachment C: Draft Ad Hoc Communications Committee Plan**

## **Narragansett Land Conservancy Trust**

### **Communications Ad Hoc Committee**

#### *Outcomes & Expectations*

The following are draft outcomes and expectations of a communications ad hoc committee of the Narragansett Land Conservancy Trust

#### **The Communications Ad Hoc Committee has three goals:**

- a) Develop an overall communication strategy for the NLCT
- b) Develop the content and site map for a web-site
- c) Develop other means to keep the goals of the NLCT fresh in the minds of the community

The Communications Ad Hoc Committee will present its preliminary findings to the NLCT for discussion during its **October 19, 2017** meeting. These preliminary findings will include the following:

- a) Draft communications strategy
- b) Draft web-site map with descriptions of content to be included
- c) Draft description of the other communications means
- d) Draft plan & schedule to development and implement the web-site

The following sections are included only as suggestions for the Communications Ad Hoc committee's consideration.

#### **Overall Strategy**

This strategy should increase the visibility of the Trust and its mission, specifically so people will know what has been accomplished over the years, how to better enjoy protected properties and how to donate or request conservation easements for future properties.

The strategy should consider the messages, audiences and media appropriate for the Land Trust.

#### **Web Site**

The NLCT web site should be the 'go-to' place for the community for all things associated with the Land Trust and conserved properties in Narragansett. The NLCT web-site will be part of the Town of Narragansett's web-site.

The ad hoc committee will assume that Town IT resources will build the web-site based on the site map and content to be provided by the ad hoc committee and the NLCT.

It is assumed that Jill Sabo will be the point of contact for the web-site.

The following items of content should be considered

- a) Review other land trust web-sites for ideas, e.g. West Greenwich
- b) Mission of the Land Trust

Page 1 of 2

**NLCT Communications Ad Hoc committee - draft 7-6-17**

- c) Land Trust properties
  - a. List of properties
  - b. Links to Google Maps or other applications
- d) Other Narragansett protected properties
  - a. Conserved town lands
  - b. Conserved state lands
  - c. Conserved lands under other entities such as The Nature Conservancy
  - d. Links to these properties either using Google Maps, other applications or links to other entities
- e) Descriptions of Sunset Farm, Kinney Bungalow and Middlebridge
  - a. History
  - b. Things to do
  - c. Links to Kinney's page
- f) Links to other sites such as Explore RI, to give people information about how to enjoy Narragansett's outdoors
  - a. Link to Parks & Rec's web-page
- g) How to....
  - a. Donate
  - b. Bequeath
  - c. Acquire conservation easements
  - d. Other
- h) News worthy events or actions
- i) Calendar of events specific to NLCT properties – or refer to town-wide calendar if more appropriate
- j) List of Trustees with contact information

**Other means**

"Other means" may include some of the following:

- a) Signage at properties – as suggested by Pati Sylvia
- b) Newsletters or emails letting people know of any news
- c) Events to highlight properties
- d) Others to be determined by the ad hoc committee

**Web Site development plan & schedule**

The plan and schedule should include all of the steps needed to develop the content for the web-site. The plan should include the assigned roles & responsibilities of the trustees and town employees. The schedule should include time for the necessary reviews and approvals by the Trust and town management.

Lastly, the ad hoc committee should consider the appropriate amount of visibility for the 'roll-out' and 'go live' of the website.