

## Town of Narragansett Affordable Housing Trust Collaborative Committee

### **2025 Annual Report**

To: Ms. Sarah Masson, Narragansett Town Clerk

Cc: Honorable Narragansett Town Council

From: Nick Edwards, Chair, Narragansett Affordable Housing Trust Collaborative Committee

Date: January 28, 2025

In accordance with the Narragansett Town Council's Rules and Regulations for Commission, Committee and Board Appointments, Section II, No. 5 which states, "the chairperson of each commission, committee or board shall submit an *Annual Report* including attendance record to the Town Clerk", the following is the Annual Report of the Narragansett Affordable Housing Trust Collaborative Committee for the calendar year 2025.

The members of the Narragansett Affordable Housing Trust Collaborative Committee met in accordance with the Narragansett Town Council's Rules and Regulations for Commissions, Committee and Board appointments, Section II, No. 5 as well as all State of Rhode Island General Laws governing meetings of town Boards, Committees and Commissions. Compliance includes meeting notices, meeting agendas, meeting minutes, annual schedule, annual reporting, and public input.

The monthly meetings are held on the fourth Wednesday of each month from 6:00 -7:30 pm at the Narragansett Town Hall, in the large boardroom and are open to the public.

The Narragansett Affordable Housing Trust Collaborative membership roster is as follows:

Chair- Nick Edwards

Vice Chair - Cliff Tyler

Secretary - Gina Giramma

Member- Susan Cicilinne Buonanno

Member- Kathy Baptista

Member- Marybeth Young

Member - Councilman Jim Durkin

Ad Hoc / Ex- Officio members:

*Cheryl Hartnett- Executive Director of the Housing Authority, Ex-Officio Member*

*Jill Sabo- Director of Community Development, Ex-Officio Member*

*Jim Tierney, Town Manager, Ex- Officio Member*

Agendas for each meeting were prepared in accordance with State of Rhode Island General Laws (RIGL) and Town of Narragansett rules and regulations and ordinances. All meeting agendas, minutes, rules and regulations etc, are posted through and by the Narragansett Town Clerk's office. The Narragansett Town Clerk's office files all agendas with the Secretary of State's office pursuant to RIGL 42-46. All meetings are open to the public and are frequently attended by members of the community.

#### I. Discussion topics and action items in 2025 included:

- The committee worked tirelessly on creating programs to be used in coordination with the affordable housing bond, approved by the voters. Including, the home repair program, lease to locals program, and more.
- Continued to make several policy recommendations to the Town Council. Participated in multiple work sessions with the council.
- Continued to identify town owned and private parcels of land for the potential development of affordable housing. Made several recommendations that are pending action before the Narragansett Town Council.
- Continued the work with the South County Housing Coalition, an ad hoc group consisting of Narragansett AHTC leadership, South Kingstown AHTC leadership, and senior staff at the University of Rhode Island.
- Continued to follow the recommendations of the Crane Housing Study. The committee has adopted several of the recommendations in the report.
- Constant advocates in community for housing - committee members have participated in several community events and panels. Robust community outreach takes place with this committee.

II. **Voting** members of the Committee had strong attendance in 2025, if a voting member was not able to attend, as the Chair I attest that all reasons were credible and were notified to the Chair in advance of the meeting, absences are all considered excused. Ex-Officio members' attendance can be reviewed in the meeting minutes posted by the Town of Narragansett.

January 29, 2025

All present.

February 26, 2025

Present- Nick Edwards, Gina Giramma, Cliff Tyler, Marybeth Young, Kathy Baptista

Absent- Susan Cicilline Buonanno, Jim Durkin

March 20, 2025

Present: Nick Edwards, Cliff Tyler, Susan Cicilline Buonanno, Jim Durkin, Gina Giramma

Absent- Kathy Baptista and Marybeth Young.

April 23, 2025

All present.

May Meeting Cancelled.

June 25, 2025

Present: Nick Edwards, Cliff Tyler, Susan Cicilline Buonanno, Jim Durkin, Gina Giramma

Absent- Kathy Baptista and Marybeth Young

July and August meetings were postponed due to lack of quorum and pending Council action of old business.

September 25, 2025

Present: Nick Edwards, Cliff Tyler, Susan Cicilline Buonanno, Jim Durkin, Kathy Baptista

Absent Gina Giramma and Marybeth Young.

October 22, 2025

All present.

November 19, 2025

Present Nick Edwards, Cliff Tyler, Susan Cicilline Buonanno, Jim Durkin, Marybeth Young, Gina Giramma

Absent - Kathy Baptista

December meeting canceled due to Christmas, committee has work session with Council in January.

We look forward to continuing to serve the residents of Narragansett and are focused on the housing crisis impacting the present and future. Now more than ever, it's imperative to keep families in our beloved town and give them an equitable opportunity at housing. We are focusing on seniors

Respectfully submitted,

Nick Edwards

Chairman, Narragansett Affordable Housing Trust Collaborative Committee

[nedwardsri@gmail.com](mailto:nedwardsri@gmail.com)

## **NARRAGANSETT BOARD OF CANVASSERS 2025 ANNUAL REPORT**

The Narragansett Board of Canvassers operates in accordance with Title 17 of the Rhode Island General Laws and the Narragansett Town Charter. Together with the Clerk's Office, the Board of Canvassers is responsible for the preparation and maintenance of all town voting records and the administration of all national, state, and local elections, as well as any special elections.

### **Membership**

The Board of Canvassers consists of three members, structured to reflect political party balance as required under state law. Each serves a six-year term and is supported by two alternate members, one from each major political party. This structure ensures continuity and support in fulfilling election responsibilities. Members are appointed by the Town Council based on recommendations from the respective political committee chairpersons.

#### **Voting Board Members (6-Year Terms)**

- Katherine Hohman
  - Position: Chair, Democrat Member
  - Term: 2nd Term, March 2, 2024 – March 1, 2030
  - Appointed Date: March 4, 2024
- Nancy DeNuccio – *Resigned June 9, 2025, seat currently vacant*
  - Position: Unaffiliated Member
  - Term: 1st Term, March 2, 2020 – March 1, 2026
  - Appointed Date: April 5, 2021
- Philippe Cote
  - Position: Republican Member
  - Term: 1st Term, March 2, 2022 – March 1, 2028
  - Appointed Date: March 21, 2022

#### **Non-Voting Alternate Members (2-Year Terms)**

- Melissa C. Crawford
  - Position: Democrat Alternate Member
  - Term: 2nd Term, March 2, 2023 – March 1, 2025
  - Appointed Date: April 3, 2023
- David Matrullo
  - Position: Republican Alternate Member
  - Term: 2nd Term, March 2, 2023 – March 1, 2025
  - Appointed Date: April 3, 2023

### **Key Activities in 2025**

2025 was an off-year election cycle in Rhode Island, with no regularly scheduled statewide or federal elections. While local and special elections occurred in other municipalities, Narragansett did not conduct any local or special elections during 2025, resulting in no elections administered by the Board of Canvassers during the year.

**Recall Petition Review and Certification:** In October 2025, the Board of Canvassers met to review and certify recall petition signatures submitted for all five Town Council seats, in accordance with the Town Charter. Following verification, the Board certified that the required signature threshold to proceed with a recall election was not met, concluding the recall process.

**Cybersecurity Training and Preparedness:** Members of the Board of Canvassers attended the 2025 Rhode Island Department of State Cybersecurity Summit hosted by Secretary of State Gregg Amore, where state and local election officials, IT staff, and law enforcement discussed emerging cybersecurity threats, artificial intelligence and disinformation risks, and strategies to safeguard election infrastructure.

**Participation in the Rhode Island Canvassers Collaborative (RICC)** (formerly the Statewide Board of Canvassers Working Group): RICC is an informational forum that convenes election officials from across Rhode Island to exchange updates, discuss best practices, and review election administration issues. In 2025, Chair Hohman joined the RICC Executive Committee.

**Board of Canvassers Meeting and Attendance Report 2025**

| Date         | Present Members   | Absent Members            |
|--------------|---|---------------------------|
| Oct 29, 2025 | Katherine Hohman (Chair, D), David Matrullo (Alt., R), Melissa Crawford (Alt., D) | Philippe Cote (Member, R) |

The Board of Canvassers is grateful for the dedication of the Clerk’s Office, particularly the support provided by Sarah Masson, Jennifer Beck, Kristen Giblin, and Elizabeth DeNuccio.

The Board of Canvassers remains dedicated to conducting fair, accessible, and efficient elections for the residents of Narragansett.

Respectfully submitted,



Katherine H. Hohman  
Chair, Board of Canvassers

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**Mission Statement:**

The Coastal Access Improvement Committee (CAIC) was established January 19, 2021. The CAIC serves as an advisory body to the Town Council on matters concerning both preservation of existing shoreline access and the expansion of physical access by the public. The Committee focuses on the identification of public Rights of Way to the water and works to improve accessibility, create maintenance plans, and upgrade public infrastructure around coastal access sites.

**Duties and Responsibilities:**

1. Advise and make policy recommendations to the Town Council regarding improvements and management of coastal access sites.
2. Maintain a working relationship with the Planning Board regarding developmental impacts within coastal areas and adherence of the Town Comprehensive Plan.
3. Identify, catalog, and develop areas of public access to the shoreline through the investigation of the legal status of existing and potential public access sites and ROWs.
4. Maintain a working knowledge of the jurisdiction of the Rhode Island Coastal Resources Management Council and its authority under the Coastal Zone Management Act.
5. Maintain constant awareness of the importance and value of the coastal regions within the Town and the need for expanded and improved access as a right of Town residents and visitors to the Town.
6. Communicate and work with the Rhode Island Coastal Resources Management Council and the Department of Environmental Management to maintain existing facilities, physical conditions, safety, and aesthetic qualities of public access sites in Narragansett.
7. Work with State Agencies to ensure that public access sites are protected from environmental degradation, overdevelopment, and privatization.
8. Seek funding assistance for the improvement and expansion of public access sites and surrounding areas.

**Regular Business Meeting Time and Location:**

All Regular Business Meetings of the CAIC were held on the third Wednesday of the month at 6:15 pm in the Large Boardroom at Narragansett Town Hall except for the February, June, and October Meetings which were held in the Small Boardroom.

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**Membership:**

The Coastal Access Improvement Committee (CAIC) is comprised of nine (9) Members, including one (1) Member of the Town Council, one (1) Representative from the Planning Board, one (1) Representative from the Conservation Commission and six (6) Members of the public, appointed in three-year staggered terms. All Members are voting Members. The Members of the Committee are as follows:

Chairman – Cynthia Zerquera-Martin

Vice Chairmen – JA Macfarlan (termed out March 2025), Kallie Longval (elected June 2025)

Secretary – Kallie Longval (Jan – May 2025, elected Vice Chairman June 2025), Jerry Rao (elected June 2025)

Rachel Weisz-Smith – termed out March 2025

Town Council Representative – Alexander Menzies

Planning Board Representative – Mark Brady (Jan – Oct 2025), Rupert Friday (Nov – Dec 2025)

Conservation Commission Representative – Brian Grieve (Jan – July 2025), Larry Vranka (Nov – Dec 2025)

Members – Anthony Colombo, Jesse Pugh, and Richard Reich

**Attendance:**

Eleven (11) Regular Business Meetings were held from January 2025 to December 2025. No Meeting was held in July 2025 due to lack of Quorum. Minutes to all Meetings were posted within 48 hours to Town and State websites. Meeting attendance is listed below:

|  |   |
|--|---|
| Cynthia Zerquera-Martin – Chairman       | Present at 9 Meetings, Absent at 2                  |
| JA Macfarlan – Vice Chairman             | Present at 2 Meetings                               |
| Kallie Longval – Secretary/Vice Chairman | Present at 10 Meetings, Absent at 1                 |
| Jerry Rao – Secretary                    | Present at 6 Meetings, Absent at 2                  |
| Mark Brady – Planning                    | Present at 6 Meetings, Absent at 3 (nonconsecutive) |
| Rupert Friday – Planning                 | Present at 2 Meetings                               |
| Brian Grieve – Conservation              | Present at 6 Meetings                               |
| Larry Vranka – Conservation              | Present at 2 Meetings                               |
| Alex Menzies – Town Council              | Present at 8 Meetings, Absent at 3 (nonconsecutive) |
| Jesse Pugh                               | Present at 7 Meetings, Absent at 4 (nonconsecutive) |
| Richard Reich                            | Present at 7 Meetings, Absent at 1                  |
| Anthony Colombo                          | Present at 7 Meetings, Absent at 4 (nonconsecutive) |
| Rachel Weisz-Smith                       | Present at 1 Meeting, Absent at 1                   |

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**Highlights and Accomplishments:**

**Comprehensive Plan 2027**

**May 25** – CAIC submits its input regarding Comprehensive Plan 2027 to Community Development.

**CRMC ROWs Stewardship**

**Aug 25** – CRMC C3 Calef @ Louise previously adopted by CAIC remains clear, free of trash and obstructions, Public Access signage is still in place. Public parking is available from 5 am to 9 pm.

**Nov 25** – Town Council votes to accept and place on file the Adopt An Access documents from CRMC for CAIC to adopt CRMC C12 Foddering Farm Road Extension.

**Dec 25** – CAIC requests Town Council to direct Town Manager to have DPW coordinate with CRMC to obtain the signage materials and install pole in concrete and affix Public Access signage. Repeated requests for one (1) public parking space to be created at this CRMC ROW have been denied by Town Manager, citing that there is no on street public parking on all of Harbour Island due to narrow roads.

**Narragansett ROW Database Development**

**Sep 25** – Narragansett Bay Estuary Program presents ‘Public Access – A Site Survey Guide’ to the Committee. Populating this guide with the ROWs in Narragansett is ongoing.

**Town Beach Parking for Narragansett Indian Tribe of RI**

**Oct 25** – CAIC sends proposal to Town Council to reserve seventy-five (75) parking spaces in the Town Beach Resident parking lots for citizens of the NITRI at no cost.

**Fishermen Parking Permit**

**Nov 25** – CAIC sends proposal to Town Council to offer a Fishermen Parking Permit modeled after Newport’s existing program to allow fishermen to park in otherwise prohibited areas.

**CAIC Recognition**

**Apr 25** – CRMC-created Community Leader Advisory Group for Equitable Shoreline Access met to discuss progress with the State’s first PSAMP (Public Shoreline Access Management Plan) with Chairman Cynthia Zerquera-Martin representing Narragansett on this statewide twelve (12) member team.

**May 25** – Director of CRMC Jeff Willis submits Chairman Cynthia Zerquera-Martin’s resume to Governor Dan McKee to be appointed to the CRMC Council representing Narragansett.

**Shoreline Access Legislation**

**Jul 25** – Although not a CAIC Accomplishment directly, many Committee Members followed the various Shoreline Access Legislation Bills in this year’s General Assembly and wrote letters of support and offered testimony. Three successful bills passed this year and were signed into law by Governor Dan McKee – S0626 (requires coastal municipalities to publicly list the CRMC Rights of Way in their municipality), S0716 (requires coastal municipalities to obtain permits from CRMC for any addition, removal, or maintenance of public parking spaces adjacent to any CRMC Right of Way) and S0998 (reduces the membership of the CRMC Council to seven (7) and increases the education and qualifications required to hold a seat on the Council).

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**Ongoing Projects:**

**Dunes Club Seawall Repair**

**Nov 25** – Dunes Club presents their plan to be submitted to CRMC for stabilization of their seawall, offering a public access route from Town Beach to mouth of Narrow River during construction period. CAIC will continue to monitor.

**Mouth of the Narrow River Dredging**

**Dec 25** – Foth Engineering is securing the necessary permits for work to begin Winter 2026/7. Funding options continue to be explored. CAIC will continue to monitor.

**William C O’Neill Bike Path Extension to Town Beach**

**Dec 25** – Town Council selects Kingstown Road to old Library location across from the Town Beach as the final route to submit to DiPrete Engineering for plan to be submitted to RIDOT. CAIC will continue to monitor.

**Jerusalem Coastal Access**

**2022 to present** – Resident concerns about the condition and accessibility of the ROW continue. Residents are directed to the appropriate State agencies for resolution. The application for designation of Ocean Avenue as a CRMC ROW has been ‘under review’ by the CRMC ROW Subcommittee in excess of 25 years. CAIC will continue to monitor.

**Mumford Road ROW Application for CRMC ROW Designation**

**2022 to present** – Application to CRMC for ROW Designation response still pending with CRMC, Plat ROW still blocked by abutting resident former Town Councilor Rick Lema. This application has not appeared on CRMC’s Annual Report as of June ’25. CAIC will continue to monitor.

**Rose Nulman Park**

**2022 to present** – Rose Nulman Park closed by private owner. DEM/CRMC to explore options. CAIC will continue to monitor.

**Camp Cronin**

**2022 to present** – City of Providence continues to explore options to sell this property. CAIC will continue to monitor.

**State Pier #5 Monahan’s Dock**

**2022 to present** – DEM State Pier #5 Monahan’s Dock still in disrepair, DEM has sent out an RFP for repair to jetty and ramp. CAIC will continue to monitor.

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**CRMC RIGHTS-OF-WAYS STEWARDSHIP AND PARKING AS OF DECEMBER 2025:**

CRMC C1 – Knowlesway Extension

- CRMC Adopt An Access – Narragansett Conservation Commission
- Conservation Commission Adopt A Spot – Manny Andrews
- Limited parking

CRMC C2 – Pilgrim Avenue

- CRMC Adopt An Access – RI Surfriders Foundation
- Conservation Commission Adopt A Spot – RI Surfriders Foundation
- Parking available 5 am to 9 pm

CRMC C3 – Calef at Louise Avenue

- CRMC Adopt An Access – Narragansett Coastal Access Improvement Committee
- Conservation Commission Adopt A Spot – Vetted unsuitable for program
- Parking available 5 am to 9 pm

CRMC C5 – Black Point

- CRMC Adopt An Access/Conservation Adopt A Spot – Not considered for program, DEM owned
- DEM/DOT Collaboration with Friends of Black Point/Narragansett Surfcasters
- Parking available 24 hours a day

CRMC C6 – Bass Rock Road

- CRMC Adopt An Access – Coastal Society, URI
- Conservation Commission Adopt A Spot – Coastal Society, URI
- Parking available 24 hours a day

CRMC C7 – Conant Avenue

- CRMC Adopt An Access – Narragansett Surfcasters
- Conservation Commission Adopt A Spot – Narragansett Surfcasters
- Parking Available 5 am to 9 pm

CRMC C8 – South Ferry Road

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Two Brothers Quality Painting
- Parking available 24 hours a day

CRMC C9 – Hazard Avenue

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Middlebridge School
- Parking available 24 hours a day

CRMC C10 – Pettaquamscutt Avenue

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Vetted unsuitable for program
- Limited parking

CRMC C11 – Conanicus Road

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Teresa Guido
- Limited parking

CRMC C12 – Foddering Farm Road Extension

- CRMC Adopt An Access – Narragansett Coastal Access Improvement Committee
- Conservation Commission Adopt A Spot – Vetted unsuitable for program
- Requested parking but was denied by Town Manager

CRMC C13 – Newton Avenue

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Two Brothers Quality Painting
- Parking available 24 hours a day

CRMC C14 – Wandsworth Street

- CRMC Adopt An Access – Not currently adopted
- Conservation Commission Adopt A Spot – Vetted unsuitable for program
- Limited parking

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**OPEN APPLICATIONS FOR CRMC DESIGNATION ON FILE WITH CRMC AS OF DECEMBER 2025:**

There are nine (9) open Applications for CRMC ROW Designation Under Review by CRMC:

- Glenwood Avenue
- Succotash Road
- Mollusk Road
- Island Road
- Ocean Avenue
- East Shore Road #1
- East Shore Road #2
- East Shore Road #3
- Mumford Road (Application sent to CRMC, received by CRMC, but not yet recognized by CRMC)

There are an additional seven (8) open Applications for CRMC ROW Designation Under Review by CRMC for which more information is necessary to process:

- Cedar Island Road
- Sand Hill Cove – southerly side
- Ocean Road
- Boston Neck Road
- Josephs Ramble
- Anawan Drive
- North Cliff Drive Extension
- CRMC C4 – unidentified

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025**

**COASTAL ACCESS IMPROVEMENT COMMITTEE  
REGULAR BUSINESS MEETING SCHEDULE FOR 2026**

**ALL MEETINGS HELD IN LARGE BOARDROOM  
NARRAGANSETT TOWN HALL EXCEPT AS NOTED**

Wednesday January 21, 2026 at 6:15 pm \* Small Boardroom  
Wednesday February 18, 2026 at 6:15 pm \* Small Boardroom  
Wednesday March 18, 2026 at 6:15 pm  
Wednesday April 15, 2026 at 6:15 pm  
Wednesday May 20, 2026 at 6:15 pm  
Wednesday June 17, 2026 at 6:15 pm \* Small Boardroom  
Wednesday July 15, 2026 at 6:15 pm  
Wednesday August 19, 2026 at 6:15 pm  
Wednesday September 16, 2026 at 6:15 pm  
Wednesday October 21, 2026 at 6:15 pm  
Wednesday November 18, 2026 at 6:15 pm  
Wednesday December 16, 2026 at 6:15 pm

Respectfully submitted,

Cynthia Zerquera-Martin  
Chairman  
Coastal Access Improvement Committee  
Town of Narragansett  
January 21, 2026

**Town of Narragansett  
Conservation Commission/Tree Board  
2025 Annual Report  
Submitted by Larry Vranka, Chair**

**OVERVIEW**

The Narragansett Conservation Commission/Tree Board (CC/TB) is a Town advisory body providing conservation recommendations to the Town Council and the Planning Board for the promotion and conservation of natural resources, protection of watershed resources, and preservation of natural aesthetic areas. The Conservation Commission also serves as the Town’s Tree Board and oversees the Town of Narragansett’s Adopt-A-Spot Program. The CC/TB is a member of the Rhode Island Association of Conservation Commissions (RIACC), a municipal organization devoted to fostering cooperation and coordination among municipal and non-profit conservation commissions on a regional and statewide basis.

**MEMBERSHIP**

Larry Vranka – Chair

Polly Pedersen - Secretary

Jeanne Ehmann

Brian Wagner – Vice Chair

Jason Barnes

Patricia Federico

The CC/TB is comprised of 7 members (there is currently a vacancy) and has an annual budget of \$500.00. Larry Vranka was elected Chairman in January 2025. Brian Wagner and Polly Pedersen were re-elected to their roles as Vice Chair and Secretary, respectively, from 2024. John DiPanni termed out in 2025 and Dyann Boudreau declined re appointment when her term expired, they were replaced by Jeanne Ehmann and Jason Barnes. Brian Grieve moved out of the Town of Narragansett in 2025 and his seat remains vacant.

**HIGHLIGHTS**

- 2027 Comprehensive Plan: The CC/TB reviewed and updated its responsibilities and objectives in preparation for the creation of the 2027 Town Comprehensive Plan. This process is expected to continue into 2026 in conjunction with the Planning Board and other Town Boards and Commissions.
- Idling Resolution: The CC/TB finalized a draft resolution for submission to the Town Council encouraging Town residents to reduce pollution and emissions of idling vehicles. There are a variety of ordinances, resolutions and guidelines regarding idling vehicles in other towns and states in New England, including resolutions in South Kingstown and Jamestown. This resolution would serve to raise awareness of the deleterious effects of idling internal combustion engines in public areas.
- Review of Street Tree Ordinance: The CC/TB reviewed its responsibilities under the Town’s Street Tree Ordinance in conjunction with the Town Tree Warden.
- Advisory Review of Proposed Development on Congdon/Frank Low Streets: The CC/TB provided an advisory review of a proposal to alter buffers of freshwater wetlands in conjunction with a residential development. The CC/TB submitted a memorandum to RIDEM suggesting ways in which further encroachment on the limit of disturbance can be mitigated. This memorandum was also sent to the Town Council.
- Advisory Review of Wetland Development Project on Marble Road: The CC/TB provided an advisory review concerning the potential environmental impacts of a proposed development on Marble Road.

Following a review of the written public record and extensive public testimony from neighbors, their attorney, and the Narrow River Protective Association, the CC/TB submitted a letter of opposition to CRMC referencing inaccurate information contained in the plans and the significant negative environmental ramifications of the project. including wetland and habitat destruction. These concerns were brought to the attention of the Town Council who unanimously sent its objection to CRMC.

- Arbor Day Proclamation: The CC/TB recommended the adoption of the 2025 Arbor Day Proclamation declaring that the Town recognize Arbor Day and maintain their status as a Tree City USA.
- Urban Forestry Management Plan. The CC/TB discussed finalizing a draft of this plan in furtherance of its responsibilities under the Town's Tree Ordinance. This work will continue in 2026.
- Advisory Review of Proposed Multi-Family Development at 500 Old Boston Neck Road. At a Special Meeting in July, the CC/TB reviewed this project and identified numerous issues, including density, Onsite Wastewater Treatment and the potential for contamination, storm water run off, impermeable surfaces, and vegetation. The CC/TB sent a memorandum to the Planning Board regarding these issues for consideration during the course of their review.
- RIDEM Urban and Community Forestry Program. The CC/TB was joined by representatives of RIDEM who provided information on a volunteer municipal tree inventory program. The CC/TB intends to pursue this opportunity and related grant funding in 2026.
- Narragansett Recycling Coordinator. The CC/TB was introduced to the Recycling Coordinator for Narragansett and South Kingstown and received information on local and statewide composting initiatives.
- Town Tree Planting Program. The CC/TB discussed ways to raise awareness of and increase participation in the Town's Tree Planting Program, including through social media and the creation of a simple informational flyer.
- Advisory Review of Dunes Club Seawall Project. The CC/TB reviewed and drafted a memorandum to CRMC and the Town Council identifying certain environmental concerns associated with this project.
- Adopt-A-Spots: Potential Adopt-A-Spot sites and adoptees were discussed.
- Cross-Committee Representation: Brian Wagner continued his role as the CC/TB representative on the Land Conservancy Trust. Larry Vranka was appointed in place of Brian Grieve as the CC/TB representative on the Coastal Access Improvement Committee. These appointments keep the CC/TB informed of the work of boards and commissions with overlapping public conservation objectives.

## **ATTENDANCE**

**1/7/2025**: Brian Grieve, Brian Wagner, Polly Pedersen, Dyann Boudreau, Patricia Federico, Larry Vranka, John DiPanni

**2/4/2025**: Brian Grieve, Polly Pedersen, Dyann Boudreau, Patricia Federico, Larry Vranka, John DiPanni, Brian Wagner

**3/4/2025**: Brian Grieve, Brian Wagner, Polly Pedersen, Dyann Boudreau, John DiPanni, Larry Vranka, Patricia Federico

**4/1/2025**: Brian Grieve, Brian Wagner, Polly Pedersen, John DiPanni, Patricia Federico, Larry Vranka (Absent with cause: Dyann Boudreau)

**5/6/2025**: Brian Grieve, Brian Wagner, Polly Pedersen, John DiPanni, Larry Vranka (Absent with cause: Patricia Federico)

**6/3/2025:** Brian Grieve, Brian Wagner, Polly Pedersen, Larry Vranka (Absent: with cause Patricia Federico)

**No Regular July Meeting**

**7/10/2025 (Special Meeting):** Brian Wagner, Larry Vranka, Jeanne Ehmann, Patricia Federico (Absent with cause: Polly Pedersen)

**No Regular August Meeting**

**9/2/2025:** Brian Wagner, Jason Barnes, Jeanne Ehmann, Patricia Federico, Polly Pedersen, Larry Vranka

**10/7/2025:** Brian Wagner, Polly Pedersen, Larry Vranka. Jason Barnes, Jeanne Ehmann, Patricia Federico

**11/4/2025:** Polly Pedersen, Patricia Federico, Larry Vranka, Jason Barnes (Absent with cause: Jeanne Ehmann, Brian Wagner)

**No Regular December Meeting (due to lack of quorum)**

Respectfully Submitted,



Larry Vranka  
Chair, Conservation Commission/Tree Board

**Town of Narragansett Economic Development Committee**  
**2025 Annual Report**  
**Submitted by Douglas Guilbert, Chair, EDC**

**OVERVIEW**

The Narragansett Economic Development Committee (EDC) is an advisory body providing strategic recommendations to the Town Council regarding economic growth, business attraction, municipal asset utilization, and collaborative development opportunities. In 2025, the EDC focused on strengthening partnerships, modernizing town-owned properties, planning a regional economic summit, and supporting long-term economic visioning for Narragansett.

**MEMBERSHIP**

Douglas Guilbert – Chair  
Ralph Balsamo – Vice Chair  
Nicholas DeSousa – Secretary  
Melissa Jenkins – Member  
Jim Durkin – Member  
Jeff Cianciolo – Member  
Paul Zonfrillo – Member

The CC/TB is comprised of 7 members and has an annual budget of \$0.00.

**HIGHLIGHTS**

**Committee Elections:**

The committee elected new officers for 2025. Douglas Guilbert was elected Chair, Ralph Balsamo as Vice Chair, and Nicholas DeSousa as Secretary.

**Whiteboard / Strategic Planning Sessions:**

A comprehensive brainstorming and strategic planning initiative was conducted to develop short-, mid-, and long-term goals addressing economic growth, business support, and municipal asset development.

**Former Library Building Review:**

The committee reviewed the RFP for the former library building and discussed additional marketing strategies including engaging a commercial real estate broker. Recommendations were drafted for Town Council.

**Chamber of Commerce Collaboration:**

The committee met with Chamber President Peg Fredette to explore partnership opportunities, grant alignment, support for local businesses, and shared priorities.

**EDC Summit Planning:**

The EDC began planning a regional Economic Development Summit involving surrounding communities and state organizations. Outreach and scheduling considerations continued throughout the year.

**Town-Owned Property Analysis:**

Committee members reviewed ways to utilize GIS data to identify underutilized commercial and municipal properties for future development opportunities.

**Clark Recreation Center:**

Discussions included opportunities to enhance the Clark Center for expanded economic and community activities including winter markets or special events.

**Business Onboarding Tool (BOT):**

The committee discussed developing a BOT to make starting and operating a business in Narragansett easier.

**ATTENDANCE**

April 8, 2025: Jenkins, Zonfrillo, Guilbert, Cianciolo, DeSousa, Balsamo, Durkin

May 13, 2025: Durkin, Cianciolo, Balsamo, Jenkins, Guilbert, Zonfrillo (DeSousa absent)

July 15, 2025: Durkin, Balsamo, Jenkins, Guilbert, DeSousa (Cianciolo, Zonfrillo absent)

August 12, 2025: Durkin, Jenkins, Guilbert, DeSousa, Zonfrillo, Cianciolo (Balsamo absent)

September 9, 2025: Durkin, Jenkins, Guilbert, DeSousa, Zonfrillo, Balsamo (Cianciolo absent)

October 14, 2025: Cianciolo, Durkin, DeSousa, Guilbert

November 18, 2025: Balsamo, Cianciolo, Durkin, Jenkins, Guilbert, Zonfrillo

December 2025 – No Meeting

Respectfully Submitted,

Douglas Guilbert  
Chair, Narragansett Economic Development Committee

TOWN OF NARRAGANSETT CITIZENS FINANCE COMMITTEE  
ANNUAL REPORT – CALENDAR YEAR 2025

The Finance Committee members are:

Mark D. Abrahams - Chair  
James P. Plattner – Vice Chair  
Ronald R. Catanzaro – Secretary  
Richard Vangermeersch - Member  
Robert Mueller- Member  
Rick McQuarrie- Member  
James Durkin - Town Council Representative  
Christine Wilson - Finance Director

The finance committee met six (6) times during the 2025 calendar year.

Jan 27  
March 21  
May 12  
June 16  
September 8  
October 6

See attached attendance schedule.

The Committee addressed the following during the calendar year:

- Reviewed Investment returns and plans.
- Reviewed pension plans and funding and developed recommendations.
- Reviewed water and wastewater finances and rate development.
- Established an enterprise fund policy.
- Reviewed the budgeted town expenses vs the actual expenditures incurred on a periodic basis.
- Discussed several other financial matters.

Submitted by: Mark Abrahams, Committee Chair  
December 2025

| Meeting Date | Mark Abrahams | Richard Vangermeersch | Ron Catanzaro | Jim Plattner | Robert Muller | Christine Wilson | Rick McQuarrie | Jim Durkin |
|--------------|---------------|-----------------------|---------------|--------------|---------------|------------------|----------------|------------|
| 1/27/2025    |               |                       |               | No Quorum    |               |                  |                |            |
| 3/31/2025    | NP            | P                     | P             | NP           | P             | P                | P              | NP         |
| 5/12/2025    | P             | P                     | P             | P            | P             | P                | NP             | NP         |
| 6/16/2025    | P             | P                     | NP            | P            | P             | P                | P              | P          |
| 8/6/2025     | P             | P                     | P             | P            | P             | P                | NP             | P          |
| 10/6/2025    | P             | P                     | P             | NP           | P             | NP               | NP             | NP         |

Galilee Advisory Committee  
2025 Annual Report

In 2025, the Galilee Advisory Committee (GAC) convened ten formal meetings at Narragansett Town Hall. These meetings included participation from the Town Manager, the Director of the Narragansett Chamber of Commerce, and local port business owners.

During the year, two information sessions took place at the Port of Galilee, on April 22 and October 30. During these sessions members of the GAC, town council, and the community met with Daniel Costa, the Port Manager. During these sessions, Mr. Costa outlined the Port's diverse mix of commercial and public activities and led tours highlighting the significant, ongoing improvements to port infrastructure and public-use areas.

In coordination with the town's purchasing agent, the GAC contracted an outside vendor to provide planting and maintenance for sidewalk barrels and hanging planters throughout the Port. The Narragansett Department of Public Works supported the effort by handling the transportation and installation of both the barrels and planters.

Discussions with the Port Manager included consideration of additional port enhancements, such as the installation of additional bicycle racks, replacement of existing trash receptacles, and other potential beautification improvements

Committee members participated in Open Meeting Laws Training and Coastal Resilience Training

Discussions are ongoing regarding pedestrian safety at the Port, short-term parking solutions, and overall traffic flow concerns.

## **2025 Attendance List – Galilee Advisory Committee**

**January** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta, Mellisa Kollitides, Ryan Torrealday. *Absent:* Harvey Cataldo, Douglas McLaughlin, William Osborne

**February** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta, Melissa Kollitides, Ryan Torrealday. *Absent:* Douglas McLaughlin, Harvey Cataldo

**March** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta, Melissa Kollitides, Douglas McLaughlin. *Absent:* Harvey Cataldo, Ryan Torrealday

**April** – *Present:* Steven Marasco, Roger Jadosz, Gerald Aubin, Jan Kaseta, Melissa Kollitides, Douglas McLaughlin, Ryan Torrealday. *Absent:* Harvey Cataldo, Linda McArthur

**May** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta, Melissa Kollitides. *Non-members present:* Peg Fradette and Matthew Tsimikas. *Absent:* Douglas McLaughlin and Harvey Cataldo.

**June** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta. *Absent:* Melissa Kollitides and Harvey Cataldo.

**July** – No meeting

**August** – No meeting

**September** – *Present:* Steven Marasco, Linda McArthur, Roger Jadosz, Gerald Aubin, Jan Kaseta, Melissa Kollitides, Ryan Torrealday. *Non-members present:* Jim Tierney

**October** – *Present:* Steven Marasco, Dyann Boudreau, Phil Harnois, Jan Kaseta, Melissa Kollitides. *Absent:* Roger Jadosz

**November** – *Present:* Steven Marasco, Dyann Boudreau, Phil Harnois, Melissa Kollitides, Gerry, Roger Jadosz. *Absent:* Jan Kaseta

**December** – *Present:* Steven Marasco, Dyann Boudreau, Phil Harnois, Jan Kaseta, Melissa Kollitides, Gerry, Jennifer Gibson, Margaret Benz. *Absent:*



# Town of Narragansett Historic District Commission 2025 Annual Report

---

## OVERVIEW

The following report provides a description of the key activities and accomplishments of the Narragansett Historic District Commission (HDC), through the past calendar year.

## MISSION

The Historic District Commission's primary goal is to maintain the historic architecture located within the seven historic districts of Narragansett. The Commission strives to preserve the seaside character of Narragansett by use of a review and approval process subject to specific guidelines tailored to the needs and requirements of Narragansett. The Commission is an assistive resource to the community and aids citizens in the process of preservation and restoration of its architecture.

## GUIDELINES

The Standards & Guidelines adopted and put into immediate usage in 2010 are the foundation of all decisions by the Commission as they relate to requests to alter, construct, or demolish structures in the Town's seven (7) local Historic Districts. These seventy-eight (78) guidelines, which parallel performance manuals throughout the State along with the Department of Interior Standards, were tailored to fit specific needs and environmental concerns of the Narragansett locality.

## HEARINGS

During the 2025 calendar year, the Commission held ten (10) public hearings and Staff completed thirty-three (33) Administrative Reviews. See details on the attached lists.

## ASSISTIVE RESOURCES

***Pre-application Process:*** Applicants may informally present their intended renovations to the Commission in a round table format to achieve an insight as to the appropriateness of their project.

***Liaison Staff Guidance:*** Community Development is always available during business hours to guide homeowners and answer their questions.

***Website:*** The HDC page is maintained by Community Development and is linked to the Town of Narragansett website. All the available requirements and resources can be found there.

***Guidelines:*** The list of seventy-eight (78) guidelines can be viewed on our website. Also provided are descriptions of specific "do's and don'ts" to assist in preserving someone's property, along with photos and drawings.

***Property Owner's Guide:*** The HDC provides a brief step-by-step guide that describes the entire process. The guide is also available on our website.

***Narragansett Historic District Commission "House Doctor" Consultant:*** The HDC "House Doctor" provides direct consultation for any problem that a homeowner may have with their property. This includes free site visits and analysis when necessary.

***Advisory Assistance:*** The HDC will provide comment on any project or program that the Town Council or other board may request and on specific issues of rare impact will consider commenting on situations in non-historic districts.

## FUTURE PROJECTS

**Grants:** As a Certified Local Government (CLG), the Narragansett Historic District Commission is preparing to submit a 2026 CLG Grant application in an attempt to secure funding to update the Standards and Guidelines.

## HISTORIC DISTRICT COMMISSION 2025 STATISTICS

Of the 12 regularly scheduled HDC meetings, 5 were cancelled for a lack of public hearings, for a total of 7 HDC meetings in 2025.

## 2025 LIST OF COMMISSION MEMBERS/ATTENDANCE

- Keith Lescarbeau/Chairman: 0 Absences
- Nanci Adams/Vice Chairman: 0 Absences
- Francis Figueroa/Secretary: 0 Absences
- John Tyburski: 2 Absences - 3/11/2025, 11/12/2025
- Sydney Brouillard: 1 Absence - 5/13/2025 *Appointed January 6, 2025*
- Erin Sheridan: 1 Absence - 11/12/2025 *Appointed January 6, 2025*
- Johanna Schiffer: 0 Absences *Appointed January 21, 2025*
- Eilleen Gilroy: 0 Absences *Appointed September 1, 2025*

## TASKS UNDERTAKEN

- 7 Meetings
- 4 Pre-Application Reviews
- 10 Public Hearings – see attached list.
- 33 Administrative Approvals – see attached list.

## HISTORIC DISTRICT COMMISSION 2025 PUBLIC HEARINGS

| OWNER      | LOCATION                | VOTE     | PROJECT  |
|------------|-------------------------|----------|--|
| BEDOYA     | 35 CASWELL STREET       | APPROVED | WINDOWS & DOORS  |
| TURNBERRY  | 366 OCEAN ROAD          | APPROVED | POOL, PATIO, PERGOLA, AND FIRE PIT                     |
| KMENT      | 92 NARRAGANSETT AVENUE  | APPROVED | WINDOWS, DOORS, SHUTTERS, SIDING, MINOR ADDITION, ROOF |
| CGH        | 40 OCEAN ROAD           | APPROVED | EGRESS DOOR  |
| BARBER     | 8 FIFTH AVENUE          | APPROVED | SMALL ADDITION   |
| CONTARDO   | 125 NARRAGANSETT AVENUE | APPROVED | WINDOWS  |
| SWANLUND   | 15 ROCKLAND STREET      | APPROVED | SOLAR  |
| ONEIL      | 112 CASWELL STREET      | APPROVED | HOT TUB  |
| DEWARDENER | 25 BROWN STREET         | APPROVED | WINDOWS  |
| DECOF      | 390 OCEAN ROAD          | APPROVED | DEMO REBUILD   |

**2025 HDC ADMINISTRATIVE APPROVALS**

| <b>OWNER NAME</b>     | <b>STREET #</b> | <b>STREET NAME</b>  | <b>COMPLETION DATE</b> |
|-----------------------|-----------------|---------------------|------------------------|
| ATLANTIC HOUSE        | 85              | OCEAN ROAD          | 1/8/2025 13:56         |
| HORAN                 | 16              | ROCKLAND STREET     | 1/8/2025 14:06         |
| HORAN                 | 16              | ROCKLAND STREET     | 1/17/2025 16:22        |
| DIPRETE               | 40              | NEWTON AVENUE       | 1/17/2025 18:28        |
| MATULEWICZ            | 45              | NARRAGANSETT AVENUE | 2/3/2025 14:11         |
| CHARREN               | 68              | CASWELL STREET      | 2/3/2025 14:16         |
| BROOKS                | 49              | NARRAGANSETT AVENUE | 2/20/2025 21:00        |
| ATLANTIC HOUSE        | 85              | OCEAN ROAD          | 3/17/2025 13:05        |
| MONTEMAGNI            | 47              | KINGSTOWN ROAD      | 3/21/2025 12:55        |
| HAGOPIAN              | 65              | CENTRAL STREET      | 3/24/2025 12:50        |
| MEDEIROS              | 93              | CENTRAL STREET      | 3/26/2025 12:51        |
| DONOVAN               | 59              | NEWTON AVENUE       | 3/26/2025 20:54        |
| LEE                   | 320             | OCEAN ROAD          | 3/28/2025 15:41        |
| GOURGEY               | 380             | OCEAN ROAD          | 4/28/2025 19:20        |
| SHAW                  | 123             | CENTRAL STREET      | 5/5/2025 15:13         |
| NOVINS & DONALDSON    | 97              | KINGSTOWN ROAD      | 5/14/2025 13:06        |
| 9 ROBINSON STREET LLC | 9               | ROBINSON STREET     | 6/24/2025 14:06        |
| WILBUR                | 40              | CENTRAL STREET      | 6/30/2025 15:39        |
| 9 ROBINSON STREET LLC | 9               | ROBINSON STREET     | 7/8/2025 19:28         |
| PARKER                | 45              | CENTRAL STREET      | 7/29/2025 18:29        |
| CAVALLARO             | 105             | CASWELL STREET      | 8/20/2025 13:02        |
| BROOKS                | 49              | NARRAGANSETT AVENUE | 8/20/2025 13:44        |
| FARRELL               | 364             | OCEAN ROAD          | 8/20/2025 13:47        |
| CAVALLARO             | 105             | CASWELL STREET      | 8/26/2025 19:15        |
| TOWN OF NARRAGANSETT  | 505             | POINT JUDITH ROAD   | 10/8/2025 20:03        |
| SERPA                 | 55              | RODMAN STREET       | 10/14/2025 18:36       |
| CHARREN               | 68              | CASWELL STREET      | 10/20/2025 14:44       |
| TEVEROW               | 38              | NEWTON AVENUE       | 10/20/2025 17:16       |
| SIRAVO                | 61              | OCEAN ROAD          | 11/4/2025 18:05        |
| SIRAVO                | 61              | OCEAN ROAD          | 11/4/2025 18:07        |
| ODOWD                 | 31              | MATHEWSON STREET    | 11/4/2025 18:09        |
| BARBER                | 8               | FIFTH AVENUE        | 12/16/2025 19:03       |
| DIPRETE               | 40              | NEWTON AVENUE       | 12/30/2025 13:42       |

Narragansett Historical Cemetery Commission

2025 Annual Report

As I am the only current board member on this commission, there has not been a single meeting during 2025.

Submitted by,

Tony Jones

Member, Historical Cemetery Commission

From: John Hughes, Chair, Narragansett Harbor Management Commission

To: President, Narragansett Town Council

Date: 2026-Jan-06

Subject: Annual Report to Town Council

Honorable Town Council,

Reporting on behalf of NHMC, it is a pleasure to be working towards the preservation of our town's coastal waters and ponds which add so much to the quality of life we enjoy here. All the members of this Commission are highly committed to preservation of town waters and personally engaged in its enjoyment, maintenance, and improvement. The number of members at meetings has hovered at bare quorum level recently (refer to attendance document attached), but indication of 3 newly appointed members as of Nov-2025 promises to alleviate this.

The Commission has met 10 times in 2025. Components of its regular business comprise the following:

- Dock construction, other shoreline and tidal margin modifications, and aquaculture projects proposed in Point Judith Pond, Narrow River, Narragansett Bay West Passage and Rhode Island Sound. Total of 11 projects reviewed.
- The update to Narragansett's Harbor Management Plan has received preliminary examination by knowledgeable CRMC experts and has been passed to RI-DEM for review. DEM is said to be engaged in such plans from other towns along with ours. We will continue monitoring this and expect subsequent passage onto Town Council when appropriate.
- Ongoing efforts at protecting water quality is a major concern. Pollution-based shell-fishing closures by DEM in areas in Point Judith Pond have caused us to initiate water sampling and testing for potentially hazardous microorganisms. Funds budgeted by the Town have been well utilized as follows:
  - A test site in Bluff Hill Cove (one of the shell-fishing shut-down zones) is being sampled and tested by arrangement with Salt Ponds Coalition.
  - Multiple fresh-water test sites in or adjacent to the Sunset Farm have been selected for animal species-specific pathogens. This effort benefits from funding assistance through Narragansett Conservancy Land Trust, the supervisory body for Sunset Farm operations. NHMC has designated a sub-committee for performing tests when circumstances permit.
  - Results to date at the Sunset Farm sites have shown a high correlation of contamination with rainy-weather runoff.
  - It is hoped that with continued funding we can arrive at recommendations for measures to mitigate these pollution sources and re-open shell-fishing in affected areas.
- We have reviewed the hereto-unimplemented best-management-practice (BMP) stormwater handling project on Indian Trail as had been previously designed and presented in 2019. Recommendations have called for the Town to engage outside funding sources to restart this, hopefully with state cooperation. A preliminary discussion with the Town's Engineering and Department of Public Works staff has been held.
- The members of the Commission have gained knowledge from presentations from area environmental advocacy groups. These have included Narrow River Preservation Association, Salt Ponds Coalition, and So. Kingstown's Director of Public Services.
- Commission members have been invited and attended meetings of the South Kingstown Waterfront Advisory Board. There is benefit to continued cooperation with them.
- By invitation, the Commission sends a delegate to join those updating the Town Comprehensive Plan. Those topics in which we could best contribute have been outlined. A subcommittee-level team is poised to participate upon readiness to proceed.

- Ongoing deterioration of the Point Judith Harbor of Refuge center breakwater has called us to bring this to the attention of RI's Congressional Delegations. The advocacy of the state port manager at Galilee is thought to be instrumental in escalating this status for federal maintenance consideration.

The Commission appreciates the assistance provided from the following Town professional staff:

- Liaison Staff Ryan DiPanni is always present and engaged to insure efficient and productive meetings. Ryan's availability as full-time staff is key to execution necessary action and communication follow-up.
- Harbormaster Kevin Connors keeps us well-informed on the activities and status of the town waters. Kevin is always helpful and comprehensive in his reports. The Commission commends his performance in all aspects.

If any questions result from this transmittal, please let us know.

Respectfully submitted,



John Hughes

Chair, Narragansett Harbor Management Commission



## **Inclusion, Diversity, Equity and Awareness Committee**

### **2025 Annual Report**

The board members are Alicia Vignali - Chair, Ryan Torrealday - Town Council Representative, Yemi Adenegan – Multicultural Unity Student Involvement Council Representative, Adrienne Hazard, Michael Monroe, and Carolyn Plante.

There was one meeting held on January 8, 2025.

## **2025 Juvenile Hearing Board Meetings**

| <b><u>Case Number(s)</u></b> | <b><u>Date</u></b> | <b><u>Board Members in Attendance</u></b>             |
|------------------------------|--------------------|---|
| 25-275-AR                    | July 24, 2025      | Victoria Hathaway<br>David Chronley<br>Carolyn Plante |
| 25-275-AR                    | August 21, 2025    | Victoria Hathaway<br>David Chronley<br>Carolyn Plante |

# Narragansett Land Conservancy Trust

Annual Report – 2025

## Overview / Support

The Land Conservancy Trust (“Trust”) is organized under the provisions of Division 3 of the Town Charter

Section 2-101. – Established; purpose

1. Acquiring land, development rights and easements within the town, affording priority to environmentally sensitive lands;
2. Preserving open spaces, farmlands, scenic vistas, wetlands, estuaries, adjoining uplands and critical habitats;
3. Preserving land providing access to coastal waters; and
4. Preserving land for future public recreational and educational use

In addition, Section 2-105 (5) gives the Trust the responsibility to “Administer and manage land and interests in land held by it in a manner which allows public use and/or enjoyment consistent with the natural, historic and scenic resources of such land.” Under this provision, the Trust is responsible for the Middlebridge property and the Sunset Farm / Kinney Bungalow properties.

The Trust is supported by the Community Development department. The Parks & Recreation department oversees the day-to-day operation of the Kinney Bungalow and Middlebridge properties.

## 2025 Meetings, Membership and Attendance

| Trustee                     | Name            |
|-----------------------------|-----------------|
| #1                          | Thomas Hoagland |
| #2                          | Deborah Ryan    |
| #3                          | Terence Fleming |
| #4                          | Dave Avedisian  |
| #5                          | Eric Menke      |
|                             |                 |
|                             |                 |
| Conservation Commission Rep | Brian Wagner    |
| Planning Board Rep          | Steve DiSimone  |
| Town Councilor              | Ryan Torrealday |
| Town Councilor              | Jason Colonies  |
|                             |                 |

- Trustee attendance is shown in the following table:

Attendance 2025 – The Land Conservancy Trust held XXX meetings in 2025. Below is the attendance record for the year.

- Terence Fleming: attended 12 meetings; absent 0 meeting

- Jerry Brunetto Planning Board Representative: attended 2 meetings; not reappointed to Planning Board
- Brian Wagner: attended 9 meetings; absent 3 meetings
- Eric Menke: attended 9 meetings; absent 2 meetings
- Deborah Ryan: attended 10 meetings; absent 2 meetings
- Tom Hoagland: attended 11 meetings; absent 1 meeting
- Dave Avedesian: attended 10 meetings; absent 2 meetings
- Steve DiSimone: attended 8 meetings; absent 1 meeting;
- Jason Colonies: attended 6 meetings; absent 6 meetings
- Ryan Torrealday: attended 9 meetings; absent 3 meetings

### Land Acquisition

- A Transfer Tax proposal was presented in conjunction with the Affordable Housing Trust Collaborative, which would generate revenue for the purchase and development of open space and affordable housing properties. This initiative was not acted upon by the General Assembly.
- Discussion and negotiation with the Town Council has begun relative to a potential acquisition of a specific open space property. This matter will carry over into 2026.

### Protection of Conserved Properties

- An easement was approved by the Town Council to Preserve RI to protect the interior and exterior of Kinney Bungalow.

### Existing Properties

#### Middlebridge Conservation Land

- The 2017 Middlebridge Management Plan was updated for 2024 and presented to the Town Council for acceptance.
- Coordinated with State agencies to institute controls on invasive species on the Middlebridge property.
- Advised the Town on the contracts relative to the caretaker, the URI Women’s Crew team, the Kayak operation, and the marina slips.
- Forwarded a proposal to the Town Council for approval for the renovation of the “Little Red Shack” by Keith Lescarbeau. Also, discussion regarding other volunteer opportunities to refurbish the exterior of buildings at Middlebridge.
- Entered into a lease agreement with the Narrow River Preservation Association for a portion of the marina building for the group to store program supplies.
- Discussions during the year regarding a potential proposal from the University of Rhode Island to construct a permanent boat house for the women’s crew team. It is expected this will be addressed in 2026.
- Consideration was given to a proposal to provide a mobile sauna facility at Middlebridge.

#### Sunset Farm & Trail

- Trail reconnaissance from Foddering Farm Road to the north intersection of the Sunset Farm trail was conducted on several days by trustees. Work on identifying the trail route will continue during

2026. A subcommittee was established to identify potential alternative/alternate routes through the farm.

- A consultant was retained to update the Sunset Farm Management Plan. A draft has been presented to the Land Trust and further work will be conducted in 2026.
- The Sunset Farm trail was highlighted as part of Gansett Days and received a number of visitors.
- Discussion and action regarding an addition started to the barn by the tenant farmer without approval from the Town. The status will be decided in 2026.

#### Kinney Bungalow

- After approval by the voters of Narragansett, the Town implemented an easement with Preserve RI to protect the interior and exterior of Kinney Bungalow. This will ensure the historical and architectural standards for this property are maintained.
- An RFP for a Scope of Work for an HVAC system in Kinney Bungalow has been awarded by the Town, and work will continue into 2026.
- The NLCT approved a request to restore a windmill that was on the premises next to Kinney Bungalow. The application needs to be vetted in 2026 by the Narragansett Historic District Commission, the State, and the Town Council.

#### The Crooked Brook Trail

- The trail map has been uploaded to both ExploreRI and AllTrails

#### Harbour Island Trail

- The trail map has been uploaded to ExploreRI and AllTrails

#### Gansett Trails

- The “Gansett Loop Trail” was highlighted during Gansett Days, and the Land Trust sponsored a walk for a number of visitors. The Gansett Loop Trail comprises Crooked Brook Trail, Canonchet Farm Trail, the school complex bike path, the Town beach and seawall into a 5.25-mile loop trail. This is expected to be an annual event
- The Gansett Trails comprises the Loop Trail, Sunset Farm Trail, Harbour Island Trail and a future Foddering Farm trail. It will be able to walk from Harbour Island on Long Cove to the Town Beach on trails and scenic roads.
- The map has been uploaded onto ExploreRI.com

#### 2025 Administrative

- The Trust received \$50,000 in accordance with the Charter.
- Attendance by Land Trust members at an Ethics Training course conducted by the State.
- A memorial service, including a tree planting, was conducted at Kinney Bungalow to honor the contributions of former NLCT Chair and Town Solicitor Matthew Callaghan.

# Maury Loontjens Memorial Library

## TOWN OF NARRAGANSETT

### ANNUAL REPORT 2025

**Mission Statement:** The Maury Loontjens Memorial Library is a public pathway that enriches our community culturally, intellectually, technologically, recreationally, and socially.

#### **Duties and Responsibilities:**

The board of trustees are the legal guardians and custodians of the library including providing suitable rooms for the library, arranging for the proper care of the rooms, choosing one or more competent persons as librarians, and making all needful rules and regulations for the government of the library.( excerpt from Narragansett Town Charter - Sec. 42-22. Powers and duties.)

1. Maintain a working knowledge of requirements from OLIS.
2. In conjunction with the Library Director: Communicate with various departments of the Town of Narragansett (i.e., Town Manager, Town Human Resources, Finance Department, Parks and Recreation etc.) as necessary.
3. Work with relevant state agencies when necessary.
4. Seek funding assistance for the improvement and expansion of public services.

#### **Regular and Special Meetings including time and location:**

The required meetings schedule is for five meetings per year and has been established on the third Monday and may include special meetings as necessary. In 2025, there were 16 meetings including 11 scheduled meetings and 5 special meetings for various reasons. All meetings were properly posted, and all were held in the Second Floor Conference Room in the Library.

In 2025 meetings dates were:

1. January 27, 2025
2. February 4, 2025 (special meeting)
3. March 3, 2025
4. April 21, 2025
5. May 19, 2025
6. June 23, 2025
7. July 7, 2025 (special meeting)
8. July 21, 2025
9. August 7, 2025 (special meeting)
10. August 25, 2025
11. September 4, 2025
12. October 20, 2025
13. November 3, 2025 (special meeting)
14. November 21, 2025 (no quorum)
15. December 1, 2025 (special meeting)
16. December 15, 2025

#### **Board of Trustees:**

The Maury Loontjens Memorial Library Board of Trustees is comprised of seven (7) members of the public, appointed in three-year staggered terms the Narragansett Town Council. All members are voting members.

The Members of the Committee that were appointed by the Narragansett Town Council include: Suzan Amoruso, Chair through December 1, 2025, Patricia Cole, Vice Chair, Shannon Oberheu, Secretary, Deborah Kopech, present Chair beginning December 1, 2025, Terri Stafford, Laurie Sutherland, Doug McLaughlin (through April 2025), and Steve Bucci (Beginning July 2025).

# Maury Loontjens Memorial Library

## TOWN OF NARRAGANSETT

### ANNUAL REPORT 2025

Nominations and Elections of Chairperson and Secretary were held during the December 1, 2025, meeting.

#### **Attendance:**

Sixteen (16) Meetings were held from January 2025 through December 2025 including 5 special meetings. Minutes to all Meetings are posted to Town and State websites. Meeting attendance is listed below:

- Suzan Amoruso (Chair through November 30, 2025)– present at all meetings
- Terri Stafford - present at all meetings
- Patricia Cole (Vice Chair) – present at 15 meetings, absent at 1.
- Laurie Sutherland– present at 15 meetings, absent at 1.
- Deborah Kopech (Chair beginning December 1, 2025) – present at 13 meetings, absent for 3 non-consecutive meetings.
- Shannon Oberheu – present at 10 meetings, absent for 6 meetings– 2 consecutive, 2 nonconsecutive.
- Doug McLaughlin – (Resigned effective April 2025), present at 2 of 3 meetings.
- Steve Bucci – (Appointed beginning July 2025) - present at 7 meetings, absent 2 consecutive, 1 non-consecutive.

#### **Highlights and Accomplishments:**

- **Retirement of Patti Arkwright:** a 35-year employee including 18 years as Library Director. We thank Patti for her incomparable work especially during the period of ensuring that Narragansett would have a state-of-the-art library and for her incredible leadership during the first 18 months in our new home.
- **New Library Director:** In September, the Board of Trustees hired our new Library Director, Jared Jacavone, who has been working to continue on the path of ensuring that ours is a modern, exciting place for community engagement.
- **Library Statistics**
  - Collection: 62,410  
(includes books, DVDs, CDs, Audio books, etc.)
  - eBooks borrowed: 4,447
  - Wi-Fi connections: 1,684
  - New Members: 114
  - Card Renewals, 59
  - Current Resident Card Holders: 8,014
  - Library Programs/Attendance 794/10,993
  - Outside Programs/Attendance 36/2,980
  - External Room Reservations/attendance 906/4,730

#### **Ongoing Projects:**

- **Solar Project:** After struggling to get this project started, and after a significant work with the contractor, the town's engineering staff and or owner's representative, Amanda Pfeiffer from **kcmgroupri**, we are looking forward to having the project finished in early March.
- **Sub-Committees:** The board has created several sub-committees to support the library by finding grants, updating policies, and submitting our Strategic Plan to the Office of Library and Information Services as is required, periodically.

Maury Loontjens Memorial Library  
TOWN OF NARRAGANSETT  
ANNUAL REPORT 2025

- **Special Events:** The Friends of the Library, as they do every year, brought both joy and community spirit to a number of events supporting our patrons and supporting community non-profits when possible including just a few of the biggest events:
- Stone Soup where patrons support the St Peter's by the Sea Community Market, and are rewarded by a variety of soups, bread and dessert from local restaurants and vendors, and the Fire Chief reads the story of Stone Soup to the children. ,
  - Used Book Sale, where patrons donate books which are sold at very reasonable prices to the community.
  - Halloween at the Library including a parade to the beach for "Trunk or Treat" crafting including pumpkin decorating.

Respectfully submitted,

Deborah Kopech

Chairperson

Maury Loontjens Memorial Library Board of Trustees

January 26, 2025

Attachment: Meeting Information for 2026

Maury Loontjens Memorial Library  
**TOWN OF NARRAGANSETT**  
**ANNUAL REPORT 2025**

**Maury Loontjens Memorial Library Board of Trustees**  
**Meeting Schedule for 2026**  
**All Meetings Held in the Library**  
**Second Floor Conference Room**

Monday January 12, 2026, at 10:00am

Monday January 24, 2026, at 10:00am (Special Meeting)

Monday February 23, 2026, at 10:00am

Monday March 16, 2026, at 10:00am

Monday April 20, 2026, at 10:00am

Monday May 18, 2026, at 10:00am

Monday June 15, 2026, at 10:00am

Monday July 20, 2026, at 10:00am

Monday August 17, 2026, at 10:00am

Monday September 21, 2026, at 10:00am

Monday October 19, 2026, at 10:00am

Monday November 16, 2026, at 10:00am

Monday December 21, 2026, at 10:00am



**NARRAGANSETT HOUSING AUTHORITY**  
*Town Hall, 25 Fifth Avenue, Narragansett, RI 02882*  
*Telephone (401) 789-9489 \*TDD (401) 782-0610*

November 6, 2025

Ms. Sarah Masson, Town Clerk  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, Rhode Island 02882

Re: Annual Report and Attendance Record

Dear Sarah:

I am pleased to report that monthly meetings were held for the Calendar year of 2025 for the Narragansett Housing Authority. There was not severe absenteeism to report by any of our Members of our Board of Commissioners.

Also, Attached is the Narragansett Housing Authority's audit for the Fiscal Year Ending June 30, 2024.

If you should have any questions, feel free to reach me via e-mail at [Cheryl@nha-housing.com](mailto:Cheryl@nha-housing.com) or via telephone at 401-789-9489. Thank you.

Sincerely,

Cheryl A. Hartnett  
Executive Director

**NARRAGANSETT HOUSING AUTHORITY**  
**FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDED JUNE 30, 2024**

# NARRAGANSETT HOUSING AUTHORITY

## CONTENTS

---

|   |     |
|---|-----|
| <b>Independent Auditors' Report</b> ..... | 4-7 |
|---|-----|

|   |      |
|---|------|
| <b>Management's Discussion and Analysis</b> ..... | 8-15 |
|---|------|

### **Basic Financial Statements**

|   |       |
|---|-------|
| Statement of Net Position .....                                   | 16-17 |
| Statement of Revenues, Expenses and Changes in Net Position ..... | 18    |
| Statement of Cash Flows .....                                     | 19-20 |
| Notes to Financial Statements.....                                | 21-40 |

### **Required Supplementary Information**

|   |    |
|---|----|
| Schedule of Changes in the Net Pension Asset and Related Ratios ..... | 41 |
| Schedule of Pension Contributions .....                               | 42 |
| Notes to Required Supplementary Information .....                     | 43 |

### **Supplementary Information**

|  |       |
|--|-------|
| Supplementary Financial Data Schedule .....                              | 44-46 |
| Supplementary Schedule of Actual Modernization Costs .....               | 47    |
| Supplementary Schedule of Actual Modernization Costs - Uncompleted ..... | 48    |
| Supplementary Schedule of Actual Grant Costs.....                        | 49    |
| Supplementary Schedule of Actual Grant Costs - Uncompleted.....          | 50    |
| Schedule of Expenditures of Federal Awards.....                          | 51    |
| Notes to Schedule of Expenditures of Federal Awards .....                | 52    |

# NARRAGANSETT HOUSING AUTHORITY

## CONTENTS

---

|  |              |
|--|--------------|
| <b>Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....</b> | <b>53-54</b> |
| <b>Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance .....</b>   | <b>55-57</b> |
| Schedule of Findings and Questioned Costs.....   | 58-60        |
| Corrective Action Plan.....  | 61           |
| <b>Independent Accountants' Report on Applying Agreed-Upon Procedures .....</b>  | <b>62-63</b> |

## INDEPENDENT AUDITORS' REPORT

To The Board of Commissioners  
Narragansett Housing Authority  
Narragansett, Rhode Island

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of the business-type activities of the Narragansett Housing Authority (the "Authority"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority, as of June 30, 2024, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for one year after the date that the financial statements are issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control—related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and the required supplementary information presented on pages 41 through 43, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The supplementary information on pages 44 through 50, as listed in the table of contents and the Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information on pages 44 through 50, as listed in the table of contents, and the Schedule of Expenditures of Federal Awards, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated **[DATE OF REPORT]** on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

**[Signed CBIZ CPAs P.C.]**

**[CITY, STATE]  
[ REPORT DATE]**

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### OVERVIEW OF THE FINANCIAL STATEMENTS

The Narragansett Housing Authority (the Authority) is pleased to present its basic financial statements as of and for the year ended June 30, 2024, which have been prepared in accordance with U.S. generally accepted accounting principles (GAAP). GAAP requires the inclusion of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. In addition, GAAP requires the inclusion of this management's discussion and analysis (MD&A) section as required supplementary information.

The basic financial statements provide both long-term and short-term information about the Authority's overall financial condition. The basic financial statements also include notes that provide additional information.

As provided for under GAAP, the Authority uses the accrual basis of accounting to prepare its basic financial statements. Under this basis of accounting, revenues are recognized in the period in which they are earned and expenses, including depreciation and amortization, are recognized in the period in which they are incurred. All assets and liabilities associated with the operation of the Authority are included in the statement of net position.

This section of the Authority's annual financial report presents our discussion and analysis of the Authority's financial performance during the year ended June 30, 2024, with comparative data for the year ended **June 30, 2023**. Please read this section in conjunction with the Authority's basic financial statements, which immediately follow this section.

### HIGHLIGHTS

- Assets and deferred outflows of resources of the Authority exceeded liabilities and deferred inflows of resources at June 30, 2024 by \$525,054 (net position), representing an increase of \$69,476 from the prior year.
- Total revenues increased by \$241,678 from the prior year, while total expenses increased by \$274,042.
- The Authority's current ratio that measures liquidity increased during the year from 22.23 to 24.69.

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### OVERVIEW OF THE AUTHORITY'S OPERATIONS

The Authority was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. These services are provided through the administration of the following programs:

#### Federal Programs

- Section 8 Housing Choice Voucher Program
- Low Rent Public Housing
- Capital Fund Program
- Family Self Sufficiency Program
- Resident Opportunity and Supportive Services

For additional information on the Authority's programs, see the notes to financial statements.

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### FINANCIAL ANALYSIS

#### Summary of Net Position

Presented below is the Authority's condensed summary of net position at June 30, 2024 compared to June 30, 2023. The statement of net position presents the assets and deferred outflows of resources, liabilities and deferred inflows of resources, and net position of the Authority at the end of the fiscal year. The purpose of the statement of net position is to give the financial statement readers a snapshot of the fiscal condition of the Authority as of a certain point in time. It presents end of year data for assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position (assets and deferred outflows of resources, minus liabilities and deferred inflows of resources).

#### SUMMARY OF NET POSITION June 30, 2024 and 2023

|                                | 2024       | 2023       | Change      | % Change |
|--------------------------------|------------|------------|-------------|----------|
| Current Assets                 | \$ 314,801 | \$ 333,870 | \$ (19,069) | -5.71%   |
| Capital Assets                 | 125,053    | 135,011    | (9,958)     | -7.38%   |
| Other Noncurrent Assets        | 245,678    | 149,342    | 96,336      | 64.51%   |
| Total Assets                   | 685,532    | 618,223    | 67,309      | 10.89%   |
| Deferred Outflows of Resources | 77,547     | 87,578     | (10,031)    | -11.45%  |
| Current Liabilities            | 12,749     | 15,018     | (2,269)     | -15.11%  |
| Noncurrent Liabilities         | 98,348     | 94,237     | 4,111       | 4.36%    |
| Total Liabilities              | 111,097    | 109,255    | 1,842       | 1.69%    |
| Deferred Inflows of Resources  | 126,928    | 140,968    | (14,040)    | -9.96%   |
| Investment in capital assets   | 125,053    | 135,011    | (9,958)     | -7.38%   |
| Restricted                     | 177,833    | 155,870    | 21,963      | 14.09%   |
| Unrestricted                   | 222,168    | 164,697    | 57,471      | 34.89%   |
| Total Net Position             | \$ 525,054 | \$ 455,578 | \$ 69,476   | 15.25%   |

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

Total assets of the Authority at June 30, 2024 and 2023 were \$685,532 and \$618,223, respectively, a change of 10.89%. The significant components of current assets are cash and receivables. The significant components of noncurrent assets are capital assets and net pension assets. Capital assets include land, buildings and building improvements, construction in progress, and equipment. All capital assets except for land and construction in progress are shown net of accumulated depreciation.

Total liabilities of the Authority at June 30, 2024 and 2023 were \$111,097 and \$109,255, respectively, a change of 1.69%. Current liabilities include accounts payable, accrued liabilities and unearned revenue. Noncurrent liabilities are primarily made up of accrued compensated absences balances and restrictions for family self-sufficiency deposits.

Deferred inflows and outflows of resources relate to the Authority pension assets. In 2024, the Authority's deferred outflows decreased by \$10,031 and deferred inflows decreased by \$14,040. These changes are the result of fluctuations in the actuarial valuations of the liabilities and the change in the value of pension assets.

Net position represents the Authority's equity, which is accounted for in three major categories. The first category, investment in capital assets, represents the Authority's equity in land, buildings and building improvements, construction in progress, and equipment. The next net position category is restricted net position; this shows the amounts subject to external restriction. The last category is unrestricted net position; these funds are available to use for any lawful and prudent purpose of the Authority. Unrestricted net position increased by \$57,471, or 34.89%, for the fiscal year.

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### Summary of Revenues, Expenses and Changes in Net Position

Presented below is the condensed summary of revenues, expenses and changes in net position information for fiscal year ended June 30, 2024 compared to the year ended June 30, 2023. The information reflects the results of operations for the Authority and displays the sources of revenue, the nature of expenses for the year and the resulting change in net position. All revenues and expenses are accounted for on an accrual basis. See notes to financial statements.

#### SUMMARY OF REVENUES, EXPENSES AND CHANGES IN NET POSITION For the years ended June 30, 2024 and 2023

|                                  | 2024              | 2023              | Change           | % Change |
|----------------------------------|-------------------|-------------------|------------------|----------|
| <b>Revenue</b>                   |                   |                   |                  |          |
| Operating Revenues               | \$ 2,386,281      | \$ 2,139,335      | \$ 246,946       | 11.54%   |
| Non-operating Revenues           | 25,007            | 30,275            | (5,268)          | -17.40%  |
| Total Revenues                   | <u>2,411,288</u>  | <u>2,169,610</u>  | <u>241,678</u>   | 11.14%   |
| <b>Expenses</b>                  |                   |                   |                  |          |
| Housing assistance payments      | 1,901,540         | 1,679,353         | 222,187          | 13.23%   |
| Administration                   | 320,586           | 298,332           | 22,254           | 7.46%    |
| Repair and maintenance           | 54,480            | 25,115            | 29,365           | 116.92%  |
| Other general expenses           | 36,020            | 37,452            | (1,432)          | -3.82%   |
| Insurance expense                | 12,903            | 11,517            | 1,386            | 12.03%   |
| Depreciation expense             | 9,958             | 10,254            | (296)            | -2.89%   |
| Utilities                        | 6,325             | 5,747             | 578              | 10.06%   |
| Total Expenses                   | <u>2,341,812</u>  | <u>2,067,770</u>  | <u>274,042</u>   | 13.25%   |
| Change in Net Position           | 69,476            | 101,840           | (32,364)         | -31.78%  |
| Net Position - Beginning of Year | <u>455,578</u>    | <u>353,738</u>    | <u>101,840</u>   | 28.79%   |
| Net Position - End of Year       | <u>\$ 525,054</u> | <u>\$ 455,578</u> | <u>\$ 69,476</u> | 15.25%   |

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

Generally, operating revenues are amounts received for providing housing to the Authority's tenants as well as subsidies and grants received from the U.S. Department of Housing and Urban Development (HUD) that provide significant funding for the operations of the Authority's housing programs. Operating expenses are those incurred to operate, maintain, and repair the housing units and to provide supportive services to the tenants of the Authority. Nonoperating revenues are revenues earned for which goods and services are not provided, for example, interest income. Capital grants represent revenues earned for public housing capital repairs.

Significant changes in revenues and expenses from the fiscal year ended June 30, 2023 to June 30, 2024 include the following:

- Operating revenues increased by \$246,946, or 11.54%, due to an increase in funding for housing assistance payments.
- Nonoperating revenues decreased by \$5,268, or 17.40%, due to a decrease in budgeting and needs for capital expenditures compared to the prior fiscal year.
- Housing assistance payments increased by \$222,187, or 13.23%, due to an increase in vouchers leased as well as an increase in average contract rents.
- Repair and maintenance expenses increased by \$29,365, or 116.92%, due to an increase in unit turnovers compared to the prior fiscal year.
- Administrative expenses increased by \$22,254, or 7.46%, due to fluctuations in benefits expense caused by changes in the pension plan.

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### Capital Assets

At June 30, 2024, capital assets, net of accumulated depreciation was \$125,053 which includes land, buildings and building improvements, construction in progress, and equipment. The schedule below reflects the changes in capital assets, net of depreciation, from June 30, 2023 to June 30, 2024:

#### CAPITAL ASSET ANALYSIS June 30, 2024 and 2023

|   | 2024              | 2023              | Change            | % Change |
|---|-------------------|-------------------|-------------------|----------|
| Land  | \$ 63,741         | \$ 63,741         | \$ --             | 0.00%    |
| Buildings                                       | 863,552           | 863,552           | --                | 0.00%    |
| Furniture and equipment                         | 43,565            | 43,565            | --                | 0.00%    |
| Total capital assets                            | 970,858           | 970,858           | --                | 0.00%    |
| Accumulated depreciation                        | (845,805)         | (835,847)         | (9,958)           | 1.19%    |
| Capital assets, net of accumulated depreciation | <u>\$ 125,053</u> | <u>\$ 135,011</u> | <u>\$ (9,958)</u> | -7.38%   |

The majority of the additions were attributable to construction in progress. Additional information on the Authority's capital assets can be found at Note 7 in the notes to financial statements.

# NARRAGANSETT HOUSING AUTHORITY

## MANAGEMENT'S DISCUSSION & ANALYSIS

JUNE 30, 2024

---

### Long-Term Debt

At June 30, 2024, the Authority had no long-term debt.

### ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Significant economic factors affecting the Authority's budget in the next year are as follows:

- The Authority is primarily dependent upon HUD for the funding of its federal programs; therefore, the Authority is affected more by the federal budget than by local economic conditions.
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident incomes and, therefore, the amount of rental income
- Inflationary pressure on utility rates, housing costs, supplies and other costs
- Current trends in the housing market
- Local and national property rental markets that determine Housing Assistance Payments

### REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Authority's finances for all those interested. Questions concerning any of the information presented in this report or requests for additional information should be addressed to Cheryl Hartnett, Acting Executive Director, Narragansett Housing Authority, 25 5th Avenue, Narragansett, RI 02882.

# NARRAGANSETT HOUSING AUTHORITY

## STATEMENT OF NET POSITION

JUNE 30, 2024

---

### ASSETS

#### Current Assets

|   |    |                |
|---|----|----------------|
| Cash and cash equivalents                 | \$ | 239,058        |
| Restricted cash                           |    | 5,775          |
| Accounts receivable, net                  |    | 54,096         |
| Prepaid expenses and other current assets |    | <u>15,872</u>  |
| <b>Total Current Assets</b>               |    | <u>314,801</u> |

#### Noncurrent Assets

|   |  |                |
|---|--|----------------|
| Capital assets, non-depreciable                 |  | 63,741         |
| Capital assets, net of accumulated depreciation |  | 61,312         |
| Pension assets                                  |  | <u>176,686</u> |
| <b>Total Noncurrent Assets</b>                  |  | <u>370,731</u> |

|                     |  |                |
|---------------------|--|----------------|
| <b>TOTAL ASSETS</b> |  | <u>685,532</u> |
|---------------------|--|----------------|

|                                       |  |               |
|---------------------------------------|--|---------------|
| <b>DEFERRED OUTFLOWS OF RESOURCES</b> |  | <u>77,547</u> |
|---------------------------------------|--|---------------|

*The accompanying notes are an integral part of these financial statements.*

# NARRAGANSETT HOUSING AUTHORITY

## STATEMENT OF NET POSITION (CONTINUED)

JUNE 30, 2024

---

### LIABILITIES

#### Current Liabilities

|   |               |
|---|---------------|
| Accounts payable, other government                        | \$ 1,590      |
| Accrued wages and current portion of compensated absences | 5,384         |
| Tenant security deposits                                  | <u>5,775</u>  |
| <b>Total Current Liabilities</b>                          | <u>12,749</u> |

#### Noncurrent Liabilities

|  |               |
|--|---------------|
| Accrued compensated absences, net of current portion | 30,503        |
| Other noncurrent liabilities                         | <u>67,845</u> |
| <b>Total Noncurrent Liabilities</b>                  | <u>98,348</u> |

**TOTAL LIABILITIES** 111,097

**DEFERRED INFLOWS OF RESOURCES** 126,928

### NET POSITION

|                              |                |
|------------------------------|----------------|
| Investment in capital assets | 125,053        |
| Restricted:                  |                |
| Family self sufficiency      | 1,147          |
| Pension assets               | 176,686        |
| Unrestricted                 | <u>222,168</u> |

**TOTAL NET POSITION** \$ 525,054

*The accompanying notes are an integral part of these financial statements.*

# NARRAGANSETT HOUSING AUTHORITY

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE YEAR ENDED JUNE 30, 2024

---

### OPERATING REVENUES

|                                 |                  |
|---------------------------------|------------------|
| HUD grants                      | \$ 2,306,168     |
| Tenant rental income            | 42,186           |
| Other revenue                   | <u>37,927</u>    |
| <b>Total Operating Revenues</b> | <u>2,386,281</u> |

### OPERATING EXPENSES

|                                 |                  |
|---------------------------------|------------------|
| Housing assistance payments     | 1,901,540        |
| Administration                  | 320,586          |
| Repair and maintenance          | 54,480           |
| Other general expenses          | 36,020           |
| Insurance expense               | 12,903           |
| Depreciation expense            | 9,958            |
| Utilities                       | <u>6,325</u>     |
| <b>Total Operating Expenses</b> | <u>2,341,812</u> |

**Operating Income** 44,469

### NONOPERATING REVENUES

|                                    |          |
|------------------------------------|----------|
| Interest and investment revenue    | <u>2</u> |
| <b>Total Nonoperating Revenues</b> | <u>2</u> |

### CAPITAL GRANTS

|                             |               |
|-----------------------------|---------------|
| HUD capital grants          | <u>25,005</u> |
| <b>Total Capital Grants</b> | <u>25,005</u> |

**Change in Net Position** 69,476

Net Position, Beginning of Year 455,578

**Net Position, End of Year** \$ 525,054

*The accompanying notes are an integral part of these financial statements.*

# NARRAGANSETT HOUSING AUTHORITY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2024

---

### CASH FLOWS FROM OPERATING ACTIVITIES

|                                       |                    |
|---------------------------------------|--------------------|
| HUD grants                            | \$ 2,263,321       |
| Receipts from tenants                 | 48,332             |
| Other operating receipts              | 32,107             |
| Payments to employees                 | (304,900)          |
| Payments to suppliers                 | (159,088)          |
| Payments to landlords                 | <u>(1,901,540)</u> |
| Net cash used in operating activities | <u>(21,768)</u>    |

### CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

|   |               |
|---|---------------|
| HUD capital grants  | <u>25,005</u> |
| Net cash provided by capital and related financing activities | <u>25,005</u> |

### CASH FLOWS FROM INVESTING ACTIVITIES

|   |          |
|---|----------|
| Interest and dividends received           | <u>2</u> |
| Net cash provided by investing activities | <u>2</u> |

**Net increase in cash, cash equivalents and restricted cash** 3,239

Cash, cash equivalents and restricted cash, beginning of year 310,586

**Cash, cash equivalents and restricted cash, end of year** \$ 313,825

*The accompanying notes are an integral part of these financial statements.*

# NARRAGANSETT HOUSING AUTHORITY

## STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2024

---

|   |                    |
|---|--------------------|
| <b>Reconciliation of operating income to net cash used in operating activities:</b>   |                    |
| Operating Income  | \$ 44,469          |
| Adjustments:  |                    |
| Depreciation  | 9,958              |
| Change in assets and liabilities:   |                    |
| (Increase) decrease in accounts receivable, tenants                                   | (18)               |
| (Increase) decrease in accounts receivable, HUD                                       | (42,847)           |
| (Increase) decrease in prepaid expenses and other current assets                      | (31,163)           |
| (Decrease) increase in compensated absences and accrued wages                         | (352)              |
| (Decrease) increase in pension liability and deferred inflow/outflows of resources    | (4,009)            |
| (Decrease) increase in accrued expenses and other current liabilities                 | 1,850              |
| (Decrease) increase in tenant security deposits                                       | 346                |
| (Decrease) increase in unearned operating revenue                                     | <u>(2)</u>         |
| Net cash used in operating activities   | <u>\$ (21,768)</u> |
| <br><b>Cash, cash equivalents and restricted cash per Statement of Net Position:</b>  |                    |
| Cash and cash equivalents   | \$ 239,058         |
| Restricted cash - current   | 5,775              |
| Restricted cash - noncurrent  | <u>68,992</u>      |
| <b>Total cash, cash equivalents and restricted cash per Statement of Net Position</b> | <u>\$ 313,825</u>  |

*The accompanying notes are an integral part of these financial statements.*

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 1 – ORGANIZATION

The Narragansett Housing Authority (the Authority) was incorporated under the laws of the State of Rhode Island. The Authority operates under a board of commissioner form of government to provide safe and decent housing to low and moderate-income families and elderly individuals.

The Authority maintains its accounting records by program and operates the following programs:

#### Federal Programs

Section 8 Housing Choice Voucher and the Family Self Sufficiency Program (FSS) – HUD provides grants to the Authority to subsidize rents paid by low income families and individuals who rent dwelling units from private landlords. Under this program, qualified applicants are issued vouchers which may be used by the applicant to obtain housing in the private rental market. The Authority will subsidize the landlord for the difference between the rent requested and the tenant’s share of the rent not to exceed a predetermined payment standard.

FSS helps eligible individuals acquire the skills and experience needed to obtain work that pays a living wage, and also offers them an opportunity to save towards home-ownership. The Authority works with welfare agencies, schools, businesses, and other local partners to help FSS participants access services including but not limited to; child care, transportation, education and training, and home-ownership counseling.

Low Rent Public Housing – This program accounts for all activities relating to the leasing and operation of apartments in buildings that were constructed and are owned by the Authority. These units are rented to low income families and low-income elderly, disabled, and special needs individuals. The properties were constructed with grants and or loans provided by the U.S. Department of Housing and Urban Development (HUD). The Authority receives grants from HUD to subsidize operating deficits. Tenants are charged rents based on a percentage of their income.

Public Housing Capital Fund – HUD provides grant funds to authorities with Low Rent Public Housing units on a formula basis. The funds are predominantly used to make physical improvements to buildings and dwelling units owned by the Authority under the Low Rent Public Housing Program. A portion of these funds may also be used to support operations and to make improvements in the management and operation of the Authority.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 1 – ORGANIZATION (CONTINUED)

Resident Opportunity Support Services (ROSS) – ROSS links public housing residents with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient. Grants are received from HUD pursuant to a detailed application submitted by the Authority.

#### ***FINANCIAL REPORTING ENTITY***

The Authority's financial statements include the accounts of all of the Authority's operations. The criteria for including organizations as component units within the Authority's reporting entity, as set forth in Section 2100 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the Authority holds the corporate powers of the organization
- the Authority appoints a voting majority of the organization's board
- the Authority is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the Authority
- there is fiscal dependency by the organization on the Authority

Based on the aforementioned criteria, the Authority has no component units.

#### ***BASIS OF PRESENTATION AND ACCOUNTING***

The Authority is a special-purpose government entity engaged only in business-type activities and, as such, the financial statements are presented as a single enterprise fund utilizing the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses when the related liability for goods and services is incurred, regardless of the timing of the related cash flows.

The Authority's financial statements are prepared in accordance with Governmental Accounting Standards Board (GASB). The Authority follows GASB as applied to governmental entities.

The Authority's primary source of nonexchange revenue relates to grants and subsidies. Grants and subsidies revenue is recognized at the time eligible program expenses occur and/or the Authority has complied with the grant and subsidy requirements, in accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. Grants received in advance of expenses are recorded as a liability until earned.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *NEW ACCOUNTING STANDARDS ADOPTED*

During 2024, the Authority adopted the following accounting standards that did not impact the Authority's financial statements:

| <b>GASB</b>      |   |
|------------------|---|
| <b>Statement</b> |   |
| <b>Number</b>    | <b>Name</b>                                     |
| 100              | <i>Accounting Changes and Error Corrections</i> |

#### *USE OF ESTIMATES*

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the use of estimates that affect reported amounts of assets, liabilities, revenues and expenses and related disclosures. Actual amounts could differ from those estimates.

#### *CASH AND CASH EQUIVALENTS*

The Authority considers cash equivalents to be all highly liquid investments with a maturity of three months or less when purchased.

#### *ACCOUNTS RECEIVABLE*

Accounts receivable from tenants are carried at the original amount billed less an estimate made for doubtful accounts based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by using historical experience applied to an aging of accounts receivable. Accounts receivable from tenants are written off with board approval when deemed uncollectible. Recoveries of accounts receivable previously written off are recorded when received. Allowances for other non-tenant receivables are reviewed annually. See Note 6 for details of accounts receivable and allowances at year end.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *CAPITAL ASSETS*

Capital assets include property, furniture, equipment and machinery with initial, individual costs that equal or exceed \$500 and estimated useful lives of more than one year. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the time of acquisition. Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

|                                    |               |
|------------------------------------|---------------|
| Buildings                          | 5 to 40 years |
| Land and Building Improvements     | 5 to 40 years |
| Furniture, Equipment and Machinery | 3 to 7 years  |

#### *IMPAIRMENT OF CAPITAL ASSETS*

Governmental Accounting Standards Board's, Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries* requires certain note disclosures or recognition regarding impairments of capital assets. The Authority did not recognize any impairments of capital assets in fiscal year 2024.

#### *COMPENSATED ABSENCES*

The Authority records accumulated unpaid vacation and associated employee-related costs as the benefits accrue to the employee. Total accrued compensated absences at June 30, 2024 aggregated \$35,887.

#### *SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITA)*

The Authority engages in subscription-based information technology arrangements (SBITA) to meet its operating needs. A SBITA is defined as a contractual agreement that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a minimum contractual period of greater than one year, in an exchange or exchange-like transaction. The Authority assessed that there were no material SBITAs requiring recognition or disclosure in the financial statements for the year ended June 30, 2024.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *OPERATING REVENUES AND EXPENSES*

Operating revenue includes operating grants and subsidies, rental income, management services provided and all other revenue relating to the provision of safe, decent and affordable housing services that do not result from transactions defined as capital and related financing, non-capital and related financing or investing activities. Operating expenses include wages, housing assistance payments, utilities, maintenance, depreciation of capital assets, administrative expenses and all other expenses relating to the provision of safe, decent and affordable housing services that do not result from transactions defined as capital and related financing, non-capital and related financing or investing activities.

#### *NON-OPERATING REVENUES AND EXPENSE*

The Authority's nonoperating revenues relate primarily to capital grants provided by HUD and interest income. For reporting purposes, capital grant revenue is recognized when expenditures are incurred, and advance receipts are initially recorded as unearned revenue. Nonoperating expenses are expenditures derived from transactions other than those associated with the Authority's primary housing operations and are reported as incurred.

#### *ECONOMIC DEPENDENCY*

The Authority's federal programs are economically dependent on grants and annual contributions from HUD. These programs operate at a loss prior to receiving these grants and contributions.

#### *PENSIONS*

For purposes of measuring the net pension asset, deferred outflows or resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the retirement system and additions/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the retirement system.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES*

Deferred outflows of resources represent a consumption of net assets that applies to future periods. Deferred inflows of resources represent an acquisition of net assets that applies to future periods. These consist of the deferral of the recognition of revenues and expenses until the future period to which the outflows and inflows are related. The Authority's deferred outflows and inflows of resources are related to pension. The following is a summary of deferred outflows and inflows of resources at June 30, 2024:

|                     | Deferred<br>Outflows of<br>Resources | Deferred<br>Inflows of<br>Resources |
|---------------------|--------------------------------------|-------------------------------------|
| Related to Pensions | <u>\$ 77,547</u>                     | <u>\$ 126,928</u>                   |

#### *APPLICATION OF RESOURCES*

The Authority would first apply restricted resources when an expense is incurred for which both restricted and unrestricted resources are available.

#### *SUBSEQUENT EVENTS*

Management has evaluated subsequent events through [Report Date], which is the date these financial statements were available to be issued. There were no subsequent events requiring recognition or disclosure in these financial statements.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 3 – NET POSITION

Net position is reported in three categories:

Investment in Capital Assets consists of all capital assets, reduced by accumulated depreciation, the outstanding balances of any bonds, mortgages, notes or other borrowing that are attributable to the acquisition, construction, or improvement of those assets. The Authority had no debt related to its capital assets at June 30, 2024. At June 30, 2024, the investment in capital assets was \$125,053.

Restricted Net Position consists of restricted assets, when constraints are placed on the assets by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc. At June 30, 2024, restrictions of \$177,833 represent the forfeited FSS funds held in escrow for the benefit of FSS participants in good standing and net pension assets restricted for the payment of future pension benefits. At June 30, 2024, restricted net position was categorized as follows:

| <u>Category of Restriction</u> | <u>Amount</u>     |
|--------------------------------|-------------------|
| Family self sufficiency        | \$ 1,147          |
| Pension asset                  | <u>176,686</u>    |
| Total                          | <u>\$ 177,833</u> |

Unrestricted Net Position is designed to represent the net available assets, for the entire Authority. At June 30, 2024, the unrestricted net position was \$222,168.

### NOTE 4 – CASH AND CASH EQUIVALENTS

The Authority has adopted HUD's Investment Regulation PIH 1996-33 as its investment policy. HUD regulations require that all HUD deposits in financial institutions and investments be fully insured or collateralized, by U.S. Government obligations that have a fair value of not less than the principal amount of the deposits. The policy also requires that investments not have a maturity period longer than three years.

#### Custodial Credit Risk – Cash Deposits

At times, the Authority's balances may exceed the Federal insurance limits; however, the Authority has not experienced any losses with respect to its bank balance in excess of government provided insurance. Management believes that no significant risk exists with respect to cash balances as of June 30, 2024.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 5 – RESTRICTED CASH

The Authority’s restricted cash balance consists of forfeited FSS funds held in escrow for the benefit of FSS participants, FSS participant balances held in escrow for participants in good standing, as well as funds designated for tenant security deposits. These amounts support a corresponding. At June 30, 2024, restricted cash was categorized as follows:

| <u>Category of Restriction</u> | <u>Amount</u>    |
|--------------------------------|------------------|
| FSS escrow - forfeitures       | \$ 1,147         |
| FSS escrow - good standing     | 67,845           |
| Tenant security deposits       | <u>5,775</u>     |
| Total                          | <u>\$ 74,767</u> |

### NOTE 6 – ACCOUNTS RECEIVABLE

The following is a listing of receivables for the Authority including the applicable allowances for uncollectible accounts at June 30, 2024.

| <u>Category of Receivable</u> | <u>Amount</u>    |
|-------------------------------|------------------|
| HUD                           | \$ 54,078        |
| Tenants                       | <u>18</u>        |
| Gross Receivables             | 54,096           |
| Allowance - Tenants           | <u>--</u>        |
| Net Receivables               | <u>\$ 54,096</u> |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2024**

---

### NOTE 7 – CAPITAL ASSETS

The following is a summary of changes in capital assets and related accumulated depreciation.

|  | July 1,<br>2023 | Increases  | Decreases | June 30,<br>2024 |
|--|-----------------|------------|-----------|------------------|
| Capital assets not being depreciated       |                 |            |           |                  |
| Land                                       | \$ 63,741       | \$ --      | \$ --     | \$ 63,741        |
| Total capital assets not being depreciated | 63,741          | --         | --        | 63,741           |
| Capital assets being depreciated           |                 |            |           |                  |
| Buildings                                  | 863,552         | --         | --        | 863,552          |
| Furniture, equipment & machinery           | 43,565          | --         | --        | 43,565           |
| Total capital assets being depreciated     | 907,117         | --         | --        | 907,117          |
| Less accumulated depreciation              |                 |            |           |                  |
| Buildings                                  | 793,955         | 9,091      | --        | 803,046          |
| Furniture, equipment & machinery           | 41,892          | 867        | --        | 42,759           |
| Total accumulated depreciation             | 835,847         | 9,958      | --        | 845,805          |
| Capital Assets Net                         | \$ 135,011      | \$ (9,958) | \$ --     | \$ 125,053       |
| Depreciation expense was charged to:       |                 |            |           |                  |
| Federal Public Housing                     |                 | \$ 9,958   |           |                  |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 8 – NONCURRENT LIABILITIES

Noncurrent liability activity for the year ended June 30, 2024 is as follows:

|                      | July 1,<br>2023  | Additions        | Reductions         | June 30,<br>2024  | Amount due<br>within one year |
|----------------------|------------------|------------------|--------------------|-------------------|-------------------------------|
| Compensated Absences | \$ 36,239        | \$ 32,083        | \$ (32,435)        | \$ 35,887         | \$ 5,384                      |
| FSS Escrow           | <u>63,435</u>    | <u>47,025</u>    | <u>(42,615)</u>    | <u>67,845</u>     | <u>--</u>                     |
| Total                | <u>\$ 99,674</u> | <u>\$ 79,108</u> | <u>\$ (75,050)</u> | <u>\$ 103,732</u> | <u>\$ 5,384</u>               |

### NOTE 9 – REAL ESTATE TAXES

Property owned by the Authority is exempt from local real estate taxes. The Authority makes a payment in lieu of taxes equal to 10% of rental income charged less utility expenses annually for all of its properties constructed with and funded by HUD. The payment in lieu of taxes for the year ended June 30, 2024 aggregated \$3,586.

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN

#### *PLAN DESCRIPTION*

The Municipal Employees' Retirement System (MERS) – an agent multiple-employer defined benefit pension plan - provides certain retirement, disability and death benefits to plan members and beneficiaries. MERS was established under Rhode Island General Law and placed under the management of the Employee's Retirement System of Rhode Island (ERSRI) Board to provide retirement allowances to employees of municipalities, housing authorities, water and sewer districts, and municipal police and fire persons that have elected to participate. Benefit provisions are subject to amendment by the General Assembly.

MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the ERSRI website at [www.ersri.org](http://www.ersri.org).

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### ***BENEFITS PROVIDED***

General employees, police officers and firefighters employed by electing municipalities participate in MERS. Eligible employees become members at their date of employment. Anyone employed by a municipality at the time the municipality joins MERS may elect not to be covered. Elected officials may opt to be covered by MERS. Employees covered under another plan maintained by the municipality may not become members of MERS. Police officers and/or firefighters may be designated as such by the municipality, in which case the special contribution and benefit provisions described below will apply to them, or they may be designated as general employees with no special benefits. Members designated as police officers and/or firefighters are treated as belonging to a unit separate from the general employees, with separate contribution rates applicable.

**Salary:** Salary includes the member's base earnings plus any payments under a regular longevity or incentive plan. Salary excludes overtime, unused sick and vacation leave, severance pay, and other extraordinary compensation. Certain amounts that are excluded from taxable wages, such as amounts sheltered under a Section 125 plan or amounts picked up by the employer under IRC Section 414(h), are not excluded from salary.

**Service:** Employees receive credit for service while a member. In addition, a member may purchase credit for certain periods by making an additional contribution to purchase the additional service. Special rules and limits govern the purchase of additional service and the contribution required.

**Final Compensation:** Prior to July 1, 2012 and for general employee members eligible to retire as of June 30, 2012, the average was based on the member's highest three consecutive annual salaries. Effective July 1, 2012, the average was based on the member's highest five consecutive annual salaries. Once a member retires or is terminated, the applicable final average compensation (FAC) will be the greater of the member's highest three year FAC as of July 1, 2012 or the five year FAC as of the retirement/termination date. Monthly benefits are based on one-twelfth of this amount.

#### ***GENERAL EMPLOYEES***

Members with less than five years of contributory service as of June 30, 2012 and members hired on or after that date are eligible for retirement on or after their Social Security normal retirement age (SSNRA).

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *GENERAL EMPLOYEES (CONTINUED)*

Members who had at least five years of contributory service as of June 30, 2012 will be eligible for retirement at an individually determined age. This age is the result of interpolating between the member's prior Retirement Date, described below, and the retirement age applicable to members hired after June 30, 2012 as described above. The interpolation is based on service as of June 30, 2012 divided by projected service at the member's prior Retirement Date. The minimum retirement age is 59.

Members with 10 or more years of contributory service on June 30, 2012 may choose to retire at their prior Retirement Date if they continue to work and contribute until that date. If this option is elected, the retirement benefit will be calculated using the benefits accrued as of June 30, 2012, i.e., the member will accumulate no additional defined benefits after this date, but the benefit will be paid without any actuarial reduction.

Effective July 1, 2015, members will be eligible to retire with full benefits at the earlier of their current Rhode Island Retirement Security Act (RIRSA) date described above or upon the attainment of age 65 with 30 years of service, age 64 with 31 years of service, age 63 with 32 years of service, or age 62 with 33 years of service.

A member who is within five years of reaching their retirement eligibility date and has 20 or more years of service, may elect to retire at any time with an actuarially reduced benefit.

Prior to July 1, 2012, members were eligible for retirement on or after age 58 if they had credit for 10 or more years of service, or at any age if they had credit for at least 30 years of service. Members eligible to retire before July 1, 2012 were not impacted by the changes to retirement eligibility above.

The annual benefit is equal to 2.00% of the member's monthly FAC for each year of service prior to July 1, 2012 and 1.00% of the member's monthly FAC for each year of service from July 1, 2012 through June 30, 2015. For all service after June 30, 2015, the annual benefit is equal to 1.0% per year unless the member had 20 or more years of service as of June 30, 2012 in which case the benefit accrual is 2.0% per year for service after June 30, 2015. The benefit cannot exceed 75% of the member's FAC. Benefits are paid monthly.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *OTHER BENEFIT PROVISIONS*

Death and disability benefits are also provided to members. A member is eligible for a disability retirement provided he/she has credit for at least five years of service or if the disability is work-related. Members are not eligible for an ordinary disability benefit if they are eligible for unreduced retirement.

Joint and survivor benefit options are available to retirees. For some employees, a Social Security Option is also available where an annuity is paid at one amount prior to age 62, and at a reduced amount after age 62, designed to provide a level total income when combined with the member's age 62 Social Security benefit. Benefits cease upon the member's death. Post-retirement benefit increases are paid to members who retire after June 30, 2012. Members will be eligible to receive cost of living increases at the later of the member's third anniversary of retirement and the month following their SSNRA (age 55 for members designated as police officers and/or firefighters). When a municipality elects coverage, it may elect either COLA C (covering only current and future active members and excluding members already retired) or COLA B (covering current retired members as well as current and future active members).

- a. The COLA will be suspended for any unit whose funding level is less than 80%; however, an interim COLA may be granted in four-year intervals while the COLA is suspended. The first interim COLA may begin January 1, 2018.
- b. Effective July 1, 2015, the COLA is determined based on 50% of the plan's five-year average investment rate of return less 5.5% limited to a range of 0.0% to 4.0%, plus 50% of the lesser of 3.0% or last year's CPI-U increase for a total maximum increase of 3.50%. Previously, it was the plan's five-year average investment rate of return less 5.5% limited to a range of 0.0% to 4.0%.
- c. The COLA will be limited to the first \$25,000 of the member's annual pension benefit. For retirees and beneficiaries who retired on or before July 1, 2015, years in which a COLA is payable based on the every fourth year provision described in (a) above will be limited to the first \$30,000. These limits will be indexed annually to increase in the same manner as COLAs, with the known values of \$25,000 for 2013, \$25,000 for 2014, \$25,168 for 2015, \$25,855 for 2016, and \$26,098 for 2017.

#### *PLAN MEMBERSHIP*

The Authority has 4 employees participating in the plan.

|   |                 |
|---|-----------------|
| Retirees and beneficiaries                      | 0               |
| Inactive employees currently receiving benefits | 0               |
| Active employees                                | <u>4</u>        |
| Total   | <u><u>4</u></u> |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *CONTRIBUTIONS*

The amount of employee and employer contributions have been established under Rhode Island General Law Chapter 45-21. General employees with less than 20 years of service as of June 30, 2012 are required to contribute 1% of their salaries. General employees with more than 20 years of service as of June 30, 2012 are required to contribute 8.25%. The Authority contributes at a rate of covered employee payroll as determined by an independent actuary on an annual basis. The General Assembly can amend the amount of these contribution requirements. The Authority made a contribution into the plan in fiscal year June 30, 2024 of \$7,669, which was 3.39% of annual covered payroll.

#### *PENSION ASSET*

The net pension asset was determined by actuarial valuations performed as of June 30, 2022 and rolled forward to June 30, 2023, using the following actuarial assumptions, applied to all periods included in the measurement.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *ASSUMPTIONS*

The actuarial assumptions used in the June 30, 2022 valuation rolled forward to June 30, 2023 and the calculation of the total pension liability at June 30, 2023 were consistent with the results of an actuarial experience study performed as of June 30, 2022.

|                            |  |
|----------------------------|--|
| Actuarial cost method      | Entry Age Normal Cost Method   |
| Investment rate of return  | 7.00%  |
| Discount rate              | 7.00%  |
| Inflation                  | 2.50%  |
| Salary increases           | 3.00% to 14.00% including inflation  |
| Cost of living adjustments | A 2% COLA is assumed after January 1, 2014   |
| Mortality rates            | RP-2014 Blue Collar Employee Mortality Table projected generationally using Scale MP-2017. |

The long-term expected rate of return best-estimate on pension plan investments was determined by the actuary using a building-block method. The actuary started by calculating best-estimate future expected real rates of return (expected returns net of pension plan investment expense and inflation) for each major asset class, based on a collective summary of capital market expectations from 39 sources.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *ASSUMPTIONS (CONTINUED)*

The June 30, 2023 expected arithmetic returns over the long-term (20 years) by asset class are summarized in the following table:

| Asset Class                      | Target Allocation |
|----------------------------------|-------------------|
| US Equity                        | 25.10%            |
| International Developed Equity   | 10.70%            |
| Emerging Markets Equity          | 4.20%             |
| Private Equity and Opportunistic | 12.50%            |
| Non-Core Real Estate             | 2.50%             |
| Equity Options                   | 2.00%             |
| EMD (50/50 Blend)                | 0.00%             |
| Liquid Credit                    | 5.00%             |
| Private Credit                   | 3.00%             |
| CLOs                             | 2.00%             |
| Treasury Duration                | 5.00%             |
| Systematic Trend                 | 5.00%             |
| Core Real Estate                 | 4.00%             |
| Private Infrastructure           | 4.00%             |
| IG Corp Credit                   | 3.30%             |
| Securitized Credit               | 3.30%             |
| Absolute Return                  | 6.50%             |
| Cash                             | 2.00%             |

These return assumptions are then weighted by the target asset allocation percentage, factoring in correlation effects, to develop the overall long-term expected rate of return best estimate on arithmetic basis.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *DISCOUNT RATE*

The discount rate used to measure the total pension liability was 7.00 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from the Authority will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### *CHANGE IN THE NET PENSION ASSET*

|   | Increase (Decrease)     |                                |                   |
|---|-------------------------|--------------------------------|-------------------|
|   | Total Pension Liability | Plan Fiduciary Net<br>Position | Net Pension Asset |
| Balance at June 30, 2022                              | \$ 812,530              | \$ 961,872                     | \$ (149,342)      |
| Changes for the year:                                 |                         |                                |                   |
| Service cost  | 20,530                  | --                             | 20,530            |
| Interest  | 57,596                  | --                             | 57,596            |
| Differences between expected<br>and actual experience | (19,954)                | --                             | (19,954)          |
| Assumption changes                                    | 9,469                   | --                             | 9,469             |
| Contributions - employer                              | --                      | 7,573                          | (7,573)           |
| Contributions - employee                              | --                      | 4,468                          | (4,468)           |
| Net investment income                                 | --                      | 83,846                         | (83,846)          |
| Administrative expense                                | --                      | (902)                          | 902               |
| Net changes   | 67,641                  | 94,985                         | (27,344)          |
| Balance at June 30, 2023                              | \$ 880,171              | \$ 1,056,857                   | \$ (176,686)      |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *SENSITIVITY OF THE NET PENSION LIABILITY TO CHANGES IN THE DISCOUNT RATE*

The following presents the Authority’s proportionate share of the net pension liability calculated using the discount rate, as well as what the Authority’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

|                               | 1% Decrease<br>6.00% | Current<br>Discount<br>7.00% | 1% Increase<br>8.00% |
|-------------------------------|----------------------|------------------------------|----------------------|
| Net pension liability (asset) | \$ (97,613)          | \$ (176,686)                 | \$ (248,504)         |

#### *PENSION EXPENSE AND DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES*

For the year ended June 30, 2024, the Authority recognized pension expense of \$16,111. The deferred outflows of resources resulting from contributions after the measurement date will be recognized as a reduction of the net pension liability in the subsequent year. At June 30, 2024, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|   | Deferred<br>Outflows of<br>Resources | Deferred<br>Inflows of<br>Resources |
|---|--------------------------------------|-------------------------------------|
| Differences between expected and actual experience                                  | \$ --                                | \$ 46,813                           |
| Changes of assumptions  | 7,754                                | 3,849                               |
| Net difference between projected and actual earnings<br>on pension plan investments | 62,124                               | 76,266                              |
| Contributions subsequent to the measurement date                                    | 7,669                                | --                                  |
| Total   | \$ 77,547                            | \$ 126,928                          |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 10 – AGENT DEFINED BENEFIT PENSION PLAN (CONTINUED)

#### *PENSION EXPENSE AND DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES (CONTINUED)*

Contributions made after the measurement date will be expensed in the next fiscal year. These amounts will be recognized as expense, or as a reduction of expense, as follows:

| Year  | Deferred<br>Outflows<br>(Inflows) of<br>Resources |
|-------|---|
| 2025  | \$ (23,971)                                       |
| 2026  | (28,603)  |
| 2027  | 4,527   |
| 2028  | (7,431)   |
| 2029  | <u>(1,572)</u>                                    |
| Total | <u>\$ (57,050)</u>                                |

#### *PAYABLES TO THE PENSION PLAN*

As of June 30, 2024, the Authority had no outstanding payables to ERSRI.

### NOTE 11 – OTHER RETIREMENT PLANS

The Authority provides to employees a separate deferred compensation plan in accordance with IRC §457. The plan is open to all employees. Employee contributions for 2024 were \$11,835. There were no employer contributions.

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

---

### NOTE 12 – RISK MANAGEMENT

#### *LITIGATION*

The Authority is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operations. Claims covered by the risk management program are reviewed and losses are accrued as required in the judgment of management. In the opinion of management, based on the advice of legal counsel, the ultimate disposition of lawsuits and claims will not have a material adverse effect on the financial position of the Authority.

#### *GRANTS*

Amounts received or receivable from the grantor agencies are subject to audit and adjustment by grantor agencies. If expenditures are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

# NARRAGANSETT HOUSING AUTHORITY

## SCHEDULE OF CHANGES IN THE NET PENSION ASSET AND RELATED RATIOS EMPLOYEE'S RETIREMENT SYSTEM OF RHODE ISLAND

### LAST TEN FISCAL YEARS

| Measurement Period Ending June 30,  | 2023                | 2022                | 2021                | 2020               | 2019               | 2018               | 2017               | 2016               | 2015               | 2014               |
|---|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total Pension Liability</b>  |                     |                     |                     |                    |                    |                    |                    |                    |                    |                    |
| Service cost  | \$ 20,530           | \$ 19,736           | \$ 19,014           | \$ 18,195          | \$ 17,744          | \$ 17,324          | \$ 16,252          | \$ 15,476          | \$ 15,280          | \$ 16,119          |
| Interest on the total pension liability                                       | 57,596              | 53,150              | 48,407              | 44,880             | 42,236             | 41,296             | 39,421             | 36,638             | 33,583             | 30,962             |
| Benefit changes   | --                  | --                  | --                  | --                 | --                 | --                 | --                 | --                 | 6,550              | --                 |
| Difference between expected and actual experience                             | (19,954)            | (9,774)             | (30)                | (4,760)            | (20,256)           | (44,716)           | (11,583)           | (9,651)            | (9,296)            | --                 |
| Assumption changes  | 9,469               | --                  | --                  | (8,329)            | --                 | --                 | 21,084             | --                 | --                 | (6,458)            |
| Benefit payments  | --                  | --                  | --                  | --                 | (4,366)            | 2,985              | (5,739)            | (5,739)            | (5,240)            | (5,256)            |
| Net Change in Total Pension Liability   | <u>67,641</u>       | <u>63,112</u>       | <u>67,391</u>       | <u>49,986</u>      | <u>35,358</u>      | <u>16,889</u>      | <u>59,435</u>      | <u>36,724</u>      | <u>40,877</u>      | <u>35,367</u>      |
| <b>Total Pension Liability - Beginning</b>                                    | <u>812,530</u>      | <u>749,418</u>      | <u>682,027</u>      | <u>632,041</u>     | <u>596,683</u>     | <u>579,794</u>     | <u>520,359</u>     | <u>483,635</u>     | <u>442,758</u>     | <u>407,391</u>     |
| <b>Total Pension Liability - Ending (a)</b>                                   | <u>\$ 880,171</u>   | <u>\$ 812,530</u>   | <u>\$ 749,418</u>   | <u>\$ 682,027</u>  | <u>\$ 632,041</u>  | <u>\$ 596,683</u>  | <u>\$ 579,794</u>  | <u>\$ 520,359</u>  | <u>\$ 483,635</u>  | <u>\$ 442,758</u>  |
| <b>Plan Fiduciary Net Position</b>  |                     |                     |                     |                    |                    |                    |                    |                    |                    |                    |
| Employer contributions  | \$ 7,573            | \$ 6,013            | \$ 5,500            | \$ 6,222           | \$ 7,567           | \$ 7,507           | \$ 9,023           | \$ 10,192          | \$ 10,728          | \$ 8,238           |
| Employee contributions  | 4,468               | 4,295               | 4,120               | 3,913              | 3,783              | 3,698              | 3,698              | 3,570              | 3,570              | 3,570              |
| Pension plan net investment income  | 83,846              | (26,934)            | 211,834             | 27,701             | 44,686             | 50,189             | 64,463             | (186)              | 12,394             | 67,645             |
| Benefit payments  | --                  | --                  | --                  | --                 | (4,366)            | 2,985              | (5,739)            | (5,739)            | (5,240)            | (5,256)            |
| Pension plan administrative expense   | (902)               | (918)               | (807)               | (763)              | (698)              | (668)              | (609)              | (501)              | (497)              | (424)              |
| Other changes in plan fiduciary net position                                  | --                  | --                  | --                  | (1)                | --                 | --                 | (1)                | --                 | --                 | 1                  |
| Net Change in Plan Fiduciary Net Position                                     | <u>94,985</u>       | <u>(17,544)</u>     | <u>220,647</u>      | <u>37,072</u>      | <u>50,972</u>      | <u>63,711</u>      | <u>70,835</u>      | <u>7,336</u>       | <u>20,955</u>      | <u>73,774</u>      |
| <b>Plan Fiduciary Net Position - Beginning</b>                                | <u>961,872</u>      | <u>979,416</u>      | <u>758,769</u>      | <u>721,697</u>     | <u>670,725</u>     | <u>607,014</u>     | <u>536,179</u>     | <u>528,843</u>     | <u>507,888</u>     | <u>434,114</u>     |
| <b>Plan Fiduciary Net Position - Ending (b)</b>                               | <u>\$ 1,056,857</u> | <u>\$ 961,872</u>   | <u>\$ 979,416</u>   | <u>\$ 758,769</u>  | <u>\$ 721,697</u>  | <u>\$ 670,725</u>  | <u>\$ 607,014</u>  | <u>\$ 536,179</u>  | <u>\$ 528,843</u>  | <u>\$ 507,888</u>  |
| <b>Net Pension Liability/(Asset) - Ending (a) - (b)</b>                       | <u>\$ (176,686)</u> | <u>\$ (149,342)</u> | <u>\$ (229,998)</u> | <u>\$ (76,742)</u> | <u>\$ (89,656)</u> | <u>\$ (74,042)</u> | <u>\$ (27,220)</u> | <u>\$ (15,820)</u> | <u>\$ (45,208)</u> | <u>\$ (65,130)</u> |
| <b>Plan Fiduciary Net Position as a Percentage of Total Pension Liability</b> | 120.07%             | 118.38%             | 130.69%             | 111.25%            | 114.19%            | 112.41%            | 104.69%            | 103.04%            | 109.35%            | 114.71%            |
| <b>Covered Payroll</b>  | \$ 223,400          | \$ 214,750          | \$ 206,000          | \$ 195,645         | \$ 189,170         | \$ 184,890         | \$ 184,890         | \$ 178,500         | \$ 178,500         | \$ 178,500         |
| <b>Net Pension Liability/(Asset) as a Percentage of Employee Payroll</b>      | -79.09%             | -69.54%             | -111.65%            | -39.23%            | -47.39%            | -40.05%            | -14.72%            | -8.86%             | -25.33%            | -36.49%            |

**NARRAGANSETT HOUSING AUTHORITY**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
**EMPLOYEE'S RETIREMENT SYSTEM OF RHODE ISLAND**

**LAST TEN FISCAL YEARS**

| Measurement Period Ending June 30,                                   | 2023         | 2022         | 2021         | 2020         | 2019         | 2018         | 2017         | 2016          | 2015          | 2014         |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|
| Actuarially determined contributions                                 | \$ 7,573     | \$ 6,013     | \$ 5,500     | \$ 6,222     | \$ 7,567     | \$ 7,507     | \$ 9,023     | \$ 10,192     | \$ 10,728     | \$ 8,238     |
| Contributions in relation to the actuarially determined contribution | <u>7,573</u> | <u>6,013</u> | <u>5,500</u> | <u>6,222</u> | <u>7,567</u> | <u>7,507</u> | <u>9,023</u> | <u>10,192</u> | <u>10,728</u> | <u>8,238</u> |
| <b>Contribution deficiency (excess)</b>                              | <u>\$ --</u>  | <u>\$ --</u>  | <u>\$ --</u> |
| <b>Covered Employee Payroll</b>                                      | \$223,400    | \$214,750    | \$206,000    | \$195,645    | \$189,170    | \$184,890    | \$184,890    | \$178,500     | \$178,500     | \$178,500    |
| <b>Contributions as a Percentage of Covered Employee Payroll</b>     | 3.39%        | 2.80%        | 2.67%        | 3.18%        | 4.00%        | 4.06%        | 4.88%        | 5.71%         | 6.01%         | 4.62%        |

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (CONTINUED)

JUNE 30, 2024

---

### NOTE 1 – PENSION PLAN SCHEDULES

#### *DESCRIPTION OF REQUIRED SUPPLEMENTARY INFORMATION*

The Schedule of the Proportionate Share of the Net Pension Liability presents multi-year trend information on the Authority's share of the Net Pension Liability and related ratios.

The Schedule of Contributions presents multiyear trend information for the Authority's required and actual contributions relating to the pension plan.

#### *10-YEAR TREND INFORMATION*

The Schedules of the Proportionate Share of the Net Pension Liability and the Schedule of Contributions are intended to present information for 10 years.

#### *CHANGES IN BENEFIT TERMS*

There were no changes in benefit terms from the prior measurement date.

#### *CHANGES IN ASSUMPTIONS*

There were no changes in assumptions from the prior measurement date.

# NARRAGANSETT HOUSING AUTHORITY

## SUPPLEMENTARY FINANCIAL DATA SCHEDULE

JUNE 30, 2024

| FDS<br>Line<br>Item | Description   | AMP 01         | Resident<br>Opportunity and<br>Supportive<br>Services | Housing Choice<br>Vouchers | FSS Escrow<br>Forfeiture<br>Account | Eliminations | Total          |
|---------------------|---|----------------|---|----------------------------|-------------------------------------|--------------|----------------|
| 111                 | Cash - Unrestricted   | 35,564         | --  | 203,494                    | --                                  | --           | 239,058        |
| 113                 | Cash - Other Restricted   | --             | 67,845  | --                         | 1,147                               | --           | 68,992         |
| 114                 | Cash - Tenant Security Deposits                                   | 5,775          | --  | --                         | --                                  | --           | 5,775          |
| 100                 | <b>Total Cash</b>   | <b>41,339</b>  | <b>67,845</b>   | <b>203,494</b>             | <b>1,147</b>                        | --           | <b>313,825</b> |
| 122                 | Accounts Receivable - HUD Other Projects                          | 598            | --  | 53,480                     | --                                  | --           | 54,078         |
| 126                 | Accounts Receivable - Tenants                                     | 18             | --  | --                         | --                                  | --           | 18             |
| 120                 | <b>Total Receivables, Net of Allowances for Doubtful Accounts</b> | <b>616</b>     | --  | <b>53,480</b>              | --                                  | --           | <b>54,096</b>  |
| 142                 | Prepaid Expenses and Other Assets                                 | 11,370         | --  | 4,502                      | --                                  | --           | 15,872         |
| 150                 | <b>Total Current Assets</b>                                       | <b>53,325</b>  | <b>67,845</b>   | <b>261,476</b>             | <b>1,147</b>                        | --           | <b>383,793</b> |
| 161                 | Land  | 63,741         | --  | --                         | --                                  | --           | 63,741         |
| 162                 | Buildings   | 863,552        | --  | --                         | --                                  | --           | 863,552        |
| 164                 | Furniture, Equipment & Machinery - Administration                 | 43,565         | --  | --                         | --                                  | --           | 43,565         |
| 166                 | Accumulated Depreciation  | (845,805)      | --  | --                         | --                                  | --           | (845,805)      |
| 160                 | <b>Total Capital Assets, Net of Accumulated Depreciation</b>      | <b>125,053</b> | --  | --                         | --                                  | --           | <b>125,053</b> |
| 174                 | Other Assets  | 156,325        | --  | 20,361                     | --                                  | --           | 176,686        |
| 180                 | <b>Total Non-Current Assets</b>                                   | <b>281,378</b> | --  | <b>20,361</b>              | --                                  | --           | <b>301,739</b> |
| 200                 | Deferred Outflow of Resources                                     | 68,611         | --  | 8,936                      | --                                  | --           | 77,547         |
| 290                 | <b>Total Assets and Deferred Outflow of Resources</b>             | <b>403,314</b> | <b>67,845</b>   | <b>290,773</b>             | <b>1,147</b>                        | --           | <b>763,079</b> |
| 322                 | Accrued Compensated Absences - Current Portion                    | 595            | --  | 4,789                      | --                                  | --           | 5,384          |
| 333                 | Accounts Payable - Other Government                               | 1,590          | --  | --                         | --                                  | --           | 1,590          |
| 341                 | Tenant Security Deposits  | 5,775          | --  | --                         | --                                  | --           | 5,775          |
| 310                 | <b>Total Current Liabilities</b>                                  | <b>7,960</b>   | --  | <b>4,789</b>               | --                                  | --           | <b>12,749</b>  |
| 353                 | Non-current Liabilities - Other                                   | --             | 67,845  | --                         | --                                  | --           | 67,845         |
| 354                 | Accrued Compensated Absences - Non Current                        | 3,368          | --  | 27,135                     | --                                  | --           | 30,503         |
| 350                 | <b>Total Non-Current Liabilities</b>                              | <b>3,368</b>   | <b>67,845</b>   | <b>27,135</b>              | --                                  | --           | <b>98,348</b>  |
| 300                 | <b>Total Liabilities</b>  | <b>11,328</b>  | <b>67,845</b>   | <b>31,924</b>              | --                                  | --           | <b>111,097</b> |

*See Independent Auditors' Report on Supplementary Information*

# NARRAGANSETT HOUSING AUTHORITY

## SUPPLEMENTARY FINANCIAL DATA SCHEDULE

JUNE 30, 2024

| FDS<br>Line<br>Item | Description  | AMP 01  | Resident<br>Opportunity and<br>Supportive<br>Services | Housing Choice<br>Vouchers | FSS Escrow<br>Forfeiture<br>Account | Eliminations | Total     |
|---------------------|--|---------|---|----------------------------|-------------------------------------|--------------|-----------|
| 400                 | Deferred Inflow of Resources   | 112,301 | --  | 14,627                     | --                                  | --           | 126,928   |
| 508.4               | Net Investment in Capital Assets                                     | 125,053 | --  | --                         | --                                  | --           | 125,053   |
| 511.4               | Restricted Net Position  | 156,325 | --  | 20,361                     | 1,147                               | --           | 177,833   |
| 512.4               | Unrestricted Net Position  | (1,693) | --  | 223,861                    | --                                  | --           | 222,168   |
| 513                 | Total Equity - Net Assets / Position                                 | 279,685 | --  | 244,222                    | 1,147                               | --           | 525,054   |
| 600                 | Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position | 403,314 | 67,845  | 290,773                    | 1,147                               | --           | 763,079   |
| 70300               | Net Tenant Rental Revenue  | 42,186  | --  | --                         | --                                  | --           | 42,186    |
| 70500               | Total Tenant Revenue   | 42,186  | --  | --                         | --                                  | --           | 42,186    |
| 70600               | HUD PHA Operating Grants   | 66,558  | 102,501   | 2,162,114                  | --                                  | --           | 2,306,168 |
| 70610               | Capital Grants   | 25,005  | --  | --                         | --                                  | --           | 25,005    |
| 71100               | Investment Income - Unrestricted                                     | 2       | --  | --                         | --                                  | --           | 2         |
| 71400               | Fraud Recovery   | --      | --  | 5,820                      | --                                  | --           | 5,820     |
| 71500               | Other Revenue  | 30,960  | --  | --                         | 1,147                               | --           | 32,107    |
| 70000               | Total Revenue  | 139,706 | 102,501   | 2,167,934                  | 1,147                               | --           | 2,411,288 |
| 91100               | Administrative Salaries  | 37,556  | 87,415  | 96,102                     | --                                  | --           | 221,073   |
| 91200               | Auditing Fees  | 1,863   | --  | 5,588                      | --                                  | --           | 7,451     |
| 91500               | Employee Benefit contributions - Administrative                      | --      | 15,086  | 31,946                     | --                                  | --           | 47,032    |
| 91600               | Office Expenses  | 6,030   | --  | 24,568                     | --                                  | --           | 30,598    |
| 91700               | Legal Expense  | 420     | --  | 2,380                      | --                                  | --           | 2,800     |
| 91900               | Other  | 2,870   | --  | 8,762                      | --                                  | --           | 11,632    |
| 91000               | Total Operating - Administrative                                     | 48,739  | 102,501   | 169,346                    | --                                  | --           | 320,586   |
| 93100               | Water  | 2,116   | --  | --                         | --                                  | --           | 2,116     |
| 93200               | Electricity  | 34      | --  | --                         | --                                  | --           | 34        |
| 93300               | Gas  | 8       | --  | --                         | --                                  | --           | 8         |
| 93600               | Sewer  | 4,167   | --  | --                         | --                                  | --           | 4,167     |
| 93000               | Total Utilities  | 6,325   | --  | --                         | --                                  | --           | 6,325     |
| 94200               | Ordinary Maintenance and Operations - Materials and Other            | 2,875   | --  | --                         | --                                  | --           | 2,875     |

*See Independent Auditors' Report on Supplementary Information*

# NARRAGANSETT HOUSING AUTHORITY

## SUPPLEMENTARY FINANCIAL DATA SCHEDULE

JUNE 30, 2024

| FDS<br>Line<br>Item | Description   | AMP 01   | Resident<br>Opportunity and<br>Supportive<br>Services | Housing Choice<br>Vouchers | FSS Escrow<br>Forfeiture<br>Account | Eliminations | Total     |
|---------------------|---|----------|---|----------------------------|-------------------------------------|--------------|-----------|
| 94300               | Ordinary Maintenance and Operations Contracts                       | 21,605   | --  | 30,000                     | --                                  | --           | 51,605    |
| 94000               | Total Maintenance   | 24,480   | --  | 30,000                     | --                                  | --           | 54,480    |
| 96110               | Property Insurance  | 7,919    | --  | --                         | --                                  | --           | 7,919     |
| 96120               | Liability Insurance   | 872      | --  | 1,769                      | --                                  | --           | 2,641     |
| 96130               | Workmen's Compensation  | 133      | --  | 751                        | --                                  | --           | 884       |
| 96140               | All Other Insurance   | --       | --  | 1,459                      | --                                  | --           | 1,459     |
| 96100               | Total insurance Premiums  | 8,924    | --  | 3,979                      | --                                  | --           | 12,903    |
| 96210               | Compensated Absences  | 3,568    | --  | 28,866                     | --                                  | --           | 32,434    |
| 96300               | Payments in Lieu of Taxes   | 3,586    | --  | --                         | --                                  | --           | 3,586     |
| 96000               | Total Other General Expenses  | 7,154    | --  | 28,866                     | --                                  | --           | 36,020    |
| 96900               | Total Operating Expenses  | 95,622   | 102,501   | 232,191                    | --                                  | --           | 430,314   |
| 97000               | Excess of Operating Revenue over Operating Expenses                 | 44,084   | --  | 1,935,743                  | 1,147                               | --           | 1,980,974 |
| 97300               | Housing Assistance Payments   | --       | --  | 1,901,540                  | --                                  | --           | 1,901,540 |
| 97400               | Depreciation Expense  | 9,958    | --  | --                         | --                                  | --           | 9,958     |
| 90000               | Total Expenses  | 105,580  | 102,501   | 2,133,731                  | --                                  | --           | 2,341,812 |
| 10010               | Operating Transfer In   | 25,005   | --  | --                         | --                                  | (25,005)     | --        |
| 10020               | Operating transfer Out  | (25,005) | --  | --                         | --                                  | 25,005       | --        |
| 10000               | Excess (Deficiency) of Total Revenue Over (Under) Total Expenses    | 34,126   | --  | 34,203                     | 1,147                               | --           | 69,476    |
| 11030               | Beginning Equity  | 245,559  | --  | 210,019                    | --                                  | --           | 455,578   |
| 11040               | Prior Period Adjustments, Equity Transfers and Correction of Errors | --       | --  | --                         | --                                  | --           | --        |
| 11170               | Administrative Fee Equity   | --       | --  | 244,222                    | --                                  | --           | 244,222   |
| 11190               | Unit Months Available   | 108      | --  | 2,066                      | --                                  | --           | 2,174     |
| 11210               | Number of Unit Months Leased  | 108      | --  | 2,066                      | --                                  | --           | 2,174     |

*See Independent Auditors' Report on Supplementary Information*

# NARRAGANSETT HOUSING AUTHORITY

## SUPPLEMENTARY SCHEDULE OF ACTUAL MODERNIZATION COSTS

FOR THE YEAR ENDED JUNE 30, 2024

---

| <b>Project:</b>                        | <b>RI01P026501-21</b> | <b>RI01P026501-22</b> |
|--|-----------------------|-----------------------|
| Modernization Funds Approved           | \$ 24,560             | \$ 29,746             |
| Modernization Funds Expended           | <u>24,560</u>         | <u>29,746</u>         |
| Excess of Modernization Funds Approved | <u>\$ --</u>          | <u>\$ --</u>          |
| Modernization Funds Advanced           | \$ 24,560             | \$ 29,746             |
| Modernization Funds Expended           | <u>24,560</u>         | <u>29,746</u>         |
| Excess of Modernization Funds Advanced | <u>\$ --</u>          | <u>\$ --</u>          |

Based on our review of the completed projects:

- 1) All work in connection with the projects is complete.
- 2) All liabilities have been incurred and discharged through payment.

*See Independent Auditors' Report on Supplementary Information*

**NARRAGANSETT HOUSING AUTHORITY**

**SUPPLEMENTARY SCHEDULE OF ACTUAL MODERNIZATION COSTS –  
UNCOMPLETED**

**FOR THE YEAR ENDED JUNE 30, 2024**

---

|  |                       |
|--|-----------------------|
| <b>Project:</b>                        | <b>RI01P026501-23</b> |
| Modernization Funds Approved           | \$ 30,700             |
| Modernization Funds Expended           | <u>20,038</u>         |
| Excess of Modernization Funds Approved | <u>\$ 10,662</u>      |
| Modernization Funds Advanced           | \$ 20,038             |
| Modernization Funds Expended           | <u>20,038</u>         |
| Excess of Modernization Funds Advanced | <u>\$ --</u>          |

*See Independent Auditors' Report on Supplementary Information*

**NARRAGANSETT HOUSING AUTHORITY**  
**SUPPLEMENTARY SCHEDULE OF ACTUAL GRANT COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

---

| <b>Grant:</b>                  | <b>FSS23RI4993</b> |
|--------------------------------|--------------------|
| Grant Funds Approved           | \$ 100,000         |
| Grant Funds Expended           | <u>100,000</u>     |
| Excess of Grant Funds Approved | <u>\$ --</u>       |
| Grant Funds Advanced           | \$ 100,000         |
| Grant Funds Expended           | <u>100,000</u>     |
| Excess of Grant Funds Advanced | <u>\$ --</u>       |

Based on our review of the completed grant:

- 1) All work in connection with the grant is complete.
- 2) All liabilities have been incurred and discharged through payment.

*See Independent Auditors' Report on Supplementary Information*

**NARRAGANSETT HOUSING AUTHORITY**

**SUPPLEMENTARY SCHEDULE OF ACTUAL GRANT COSTS - UNCOMPLETED**

**FOR THE YEAR ENDED JUNE 30, 2024**

---

|                                |                      |
|--------------------------------|----------------------|
| <b>Grant:</b>                  | <b>FSS23RI499301</b> |
| Grant Funds Approved           | \$ 105,000           |
| Grant Funds Expended           | <u>52,500</u>        |
| Excess of Grant Funds Approved | <u>\$ 52,500</u>     |
| Grant Funds Advanced           | \$ 52,500            |
| Grant Funds Expended           | <u>52,500</u>        |
| Excess of Grant Funds Advanced | <u>\$ --</u>         |

*See Independent Auditors' Report on Supplementary Information*

**NARRAGANSETT HOUSING AUTHORITY**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

---

| Federal Grantor / Pass-Through Grantor /<br>Program or Cluster Title | Assistance<br>Listing<br>Number | Pass-Through<br>Entity<br>Identifying<br>Number | Provided to<br>Sub-recipients | Total<br>Federal<br>Expenditures |
|--|---------------------------------|---|-------------------------------|----------------------------------|
| <b>Department of Housing &amp; Urban Development (HUD)</b>           |                                 |   |                               |                                  |
| Housing Voucher Cluster  |                                 |   |                               |                                  |
| Housing Choice Vouchers  | 14.871                          | --  | \$ --                         | \$ 2,133,731                     |
| Total Housing Voucher Cluster  |                                 |   | --                            | 2,133,731                        |
| Public and Indian Housing  | 14.850                          | --  | --                            | 41,553                           |
| Public Housing Capital Fund (CFP)                                    | 14.872                          | --  | --                            | 25,005                           |
| Resident Opportunity and Supportive Services                         | 14.870                          | --  | --                            | 102,501                          |
| <b>Total Department of Housing &amp; Urban Development</b>           |                                 |   | --                            | 2,302,790                        |
| <b>Total Expenditures of Federal Awards</b>                          |                                 |   | \$ --                         | \$ 2,302,790                     |

*See Notes to the Schedule of Expenditures of Federal Awards*

# NARRAGANSETT HOUSING AUTHORITY

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2024

---

### NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Narragansett Housing Authority, under programs of the federal government for the year ended June 30, 2024. The information in the schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Narragansett Housing Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of Narragansett Housing Authority.

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. For cost-reimbursement awards, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. For performance-based awards, expenditures reported represent amounts earned.

### NOTE 3 – INDIRECT COST RATE

The Narragansett Housing Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Independent Auditors' Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements in Accordance  
with Government Auditing Standards**

To The Board of Commissioners  
Narragansett Housing Authority  
Narragansett, Rhode Island

We have audited, in accordance with the auditing standards generally accepted in the United States of America (“GAAS”) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (“*Government Auditing Standards*”), the financial statements of the business-type activities of Narragansett Housing Authority (the “Authority”), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated **[REPORT DATE]**.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**[Signed CBIZ CPAs P.C.]**

CBIZ CPAs P.C  
[CITY, STATE]  
[REPORT DATE]

## **Independent Auditors' Report on Compliance for the Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance**

To The Board of Commissioners  
Narragansett Housing Authority  
Narragansett, Rhode Island

### **Report on Compliance for the Major Federal Program**

#### ***Qualified Opinion***

We have audited Narragansett Housing Authority (the "Authority")'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2024. The Authority's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion section of our report, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2024.

#### ***Basis for Qualified Opinion***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200 , *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Our responsibilities under those standards and the Uniform Guidance are further described in the "Auditors' Responsibilities for the Audit of Compliance" section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified opinions on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

#### ***Matter Giving Rise to the Qualified Opinion on the Major Federal Program***

As described in the accompanying schedule of findings and questioned costs, the Narragansett Housing Authority did not comply with requirements regarding the Housing Choice Voucher Cluster as described in finding number 2024-001 for Eligibility.

Compliance with such requirements is necessary, in our opinion, for the Narragansett Housing Authority to comply with the requirements applicable to that program.

## ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Authority's federal programs.

## ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2024-001 for Eligibility to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies that we consider to be significant deficiencies, however, significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on Narragansett Housing Authority response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Narragansett Housing Authority's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[Signed CBIZ CPAs P.C.]

[CITY, STATE]

[REPORT DATE]

**NARRAGANSETT HOUSING AUTHORITY**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

---

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

***FINANCIAL STATEMENTS***

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: *Unmodified Opinion*

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None Reported

Noncompliance material to financial statements noted?  Yes  No

***FEDERAL AWARDS***

Internal control over the major federal program:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None Reported

Type of auditors' report issued on compliance for the major federal program: *Qualified Opinion*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  Yes  No

Identification of the major federal program:

| <u>Assistance Listing Number</u> | <u>Name of Federal Program or Cluster</u> |
|----------------------------------|---|
|----------------------------------|---|

|        |                         |
|--------|-------------------------|
| 14.871 | Housing Voucher Cluster |
|--------|-------------------------|

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?  Yes  No

**NARRAGANSETT HOUSING AUTHORITY**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

---

**SECTION II - FINANCIAL STATEMENTS FINDINGS**

No matters were reported.

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

***2024-001 – ELIGIBILITY***

***Material Weakness/Material Noncompliance***

U.S. Department of Housing and Urban Development  
CFDA #: 14.871 – Housing Voucher Cluster

***CRITERIA***

PHA responsibility for reexamination and verification. (1) The PHA must conduct a reexamination of family income and composition at least annually. (2) The PHA must obtain and document in the tenant file third-party verification of the following factors, or must document in the tenant file why third-party verification was not available: (i) Reported family annual income; (ii) The value of assets; (iii) Expenses related to deductions from annual income; and (iv) Other factors that affect the determination of adjusted income. (24 CFR 982.516)

***CONDITION***

As a result of our audit, we identified nine (9) instances of missing income verifications or insufficient verifications.

***CAUSE***

The Authority did not properly oversee the administration of the Housing Choice Voucher Cluster program compliance.

***EFFECT***

The Authority is potentially incorrectly calculating and adjusting tenant rent and housing assistance payments which could create a burden on either the housing authority or the participant.

***QUESTIONED COSTS***

None identified.

**NARRAGANSETT HOUSING AUTHORITY**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

---

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

***2024-001 – ELIGIBILITY (CONTINUED)***

*CONTEXT*

We selected a sample of 17 from a population of 172. This was not a statistically valid sample.

*REPEAT FINDING*

Not a repeat finding.

*RECOMMENDATION*

We recommend that the Authority's management take an active role in reviewing their policies and monitoring the Authority's compliance with those policies. We recommend that the Authority provide training for the performance of reexamination procedures.

*AUDITEE'S RESPONSE AND PLANNED CORRECTIVE ACTION*

See Corrective Action Plan.

**SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

No prior audit findings.



**NARRAGANSETT HOUSING AUTHORITY**  
Town Hall, 25 Fifth Avenue, Narragansett, RI 02882  
Telephone (401) 789-9489 \*TDD (401) 782-0610 \*Fax (401) 782-0150

---

## **CORRECTIVE ACTION PLAN**

### ***2024-001 – ELIGIBILITY***

#### **Auditee's Response and Planned Corrective Action**

Upon notification of the FYE June 30, 2024, audit deficiency, the NHA Executive Director immediately implemented a file checklist system for annual and interim recertifications for ALL client files. The checklist clearly presents income calculations – clearly identifying all income sources to include paystubs, award letters and 3rd party authentic documents, bank statements and EIV as income verifications and noting all qualified minor child and medical expenses utilized to determine accurate calculations of annual and monthly adjusted income. The NHA Executive Director also reviewed the files in question (along with randomly selected files) to assure the accuracy of Housing Assistance Payment calculations. HCV staff attended a recent training course for the recertification process on Wednesday February 5, 2025.

**Planned Implementation Date of Corrective Action: June 30, 2025**

**Person Responsible for Corrective Action: Cheryl Hartnett, Acting Executive Director**

## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Commissioners  
Narragansett Housing Authority  
Narragansett, Rhode Island

We have performed the procedures described in the second paragraph, which was agreed to by the Narragansett Housing Authority (the "Authority") and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information that was included with the related hard copy documents within the OMB Uniform Guidance reporting package. The Narragansett Housing Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "*UFRS Rule Information*" column with the corresponding printed documents listed in the "*Hard Copy Documents*" column. The results of the performance of our agreed-upon procedures indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the attached chart.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

We were engaged to perform an audit in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) for the Authority as of and for the year ended June 30, 2024 and have issued our reports thereon dated [REPORT DATE]. The information in the "*Hard Copy Documents*" column was included within the scope or was a by-product of that audit. Further, our opinion on the fair presentation of the supplementary information dated [REPORT DATE], was expressed in relation to the basic financial statements of the Authority taken as a whole.

A copy of the reporting package, required by the OMB Uniform Guidance, which includes the auditors' reports, is available in its entirety from the Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Authority and U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

[Signed CBIZ CPAs P.C.]

[CITY, STATE]

[REPORT DATE]

Attachment to *Independent Accountants' Report on Applying Agreed-Upon Procedures*

| <b>PROCEDURE</b> | <b>UFRS RULE INFORMATION</b>   | <b>HARD COPY DOCUMENTS</b>  | <b>FINDING</b> |
|------------------|--|---|----------------|
| 1                | Balance Sheet and Revenue and Expense<br>(data line items 111 to 13901)                | Financial Data Schedule, all CFDAs, If applicable                               | <b>Agrees</b>  |
| 2                | Footnotes<br>(data element G5000-010)  | Footnotes to audited basic financial statements                                 | <b>Agrees</b>  |
| 3                | Type of opinion on FDS<br>(data element G3100-040)                                     | Auditor's supplemental report on FDS  | <b>Agrees</b>  |
| 4                | Audit findings narrative (data element G5200-010)                                      | Schedule of Findings and Questioned costs                                       | <b>Agrees</b>  |
| 5                | General information (data element series G2000, G2100, G2200, G9000, G9100)            | OMB Data Collection Form*   | <b>Agrees</b>  |
| 6                | Financial statement report information (data element G3000-010 to G3000-050)           | Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form* | <b>Agrees</b>  |
| 7                | Federal program report information<br>(data element G4000-020 to G4000-040)            | Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form* | <b>Agrees</b>  |
| 8                | Type of Compliance Requirement<br>(G4200-020 & G4000-030)                              | OMB Data Collection Form*   | <b>Agrees</b>  |
| 9                | Basic financial statements and auditor reports required to be submitted electronically | Basic financial statements (inclusive of auditor reports)                       | <b>Agrees</b>  |

# NARRAGANSETT PENSION BOARD

## 2025 Annual Report

---



Narragansett Town Hall  
25 Fifth Avenue  
Narragansett, RI 02882  
www.narragansettri.gov  
(401) 789-1044

### PENSION BOARD

#### Chair

Daniel Holland

#### Vice Chair

Ryan Saber

#### Members

John Dell'Erario,

*Resigned*

Patty Roosa

Mary Jane Gray,

*Resigned*

Brent Kuzman

Brian Leite, *Resigned*

Niles Roberts

Mark Hambley, *New*

Steve Bucci, *New*

Siobhan Spargo, *New*

#### Board Staff

Christine Wilson

Finance Director

### Mission

The mission of the Pension Board is the investment of fund assets in accordance with our Investment Policy Statement, as well as the review and approval of pension and buyback requests in accordance with Town Ordinance Chapter 58, Articles 1 and 2 and all applicable Collective Bargaining Agreements (CBAs).

### 2025 Accomplishments

- The Pension Board met 11 times in 2025 for regular monthly meetings
- Reviewed and approved 11 pension requests, 12 refund requests, 2 survivor requests, and 2 Buy back requests.
- Met with our portfolio managers monthly. These updates included a portfolio status update, market updates and outlook, trends, fund allocations, and recommended changes.
- We started 2025 with assets of \$143 million and finished with assets of \$164 million, an estimated \$20 million gain for the year. The Pension Board maintains a well-diversified portfolio in accordance with our Investment Policy Statement.
- The current funding level as of July 1, 2025 is 76.6%. Losses and gains are smoothed over a number of years by the Town's actuary; this prevents large spikes and dips with funding levels and contributions.
- Current funding level of the Chapter 1666 Police Pension (Closed) is 106.8% as of July 1, 2025 with assets of \$1.8 million.
- Prior calendar year returns are as follows.
  - 2024 - 11.32%
  - 2023 - 13.38%
  - 2022 - -15.27%
  - 2021 - 13.28%
- Annual review of the Investment Policy Statement, to include the addition of a risk budget and alternative investments such as private equity/credit.

### Attendance

- The Pension board meets the 3rd Wednesday of each month, a quorum was met at each meeting in 2025, with no meeting in August (as planned).

**Submitted by:** Daniel Holland, Pension Board Chair, Approved by the Board 1/21/2026

| 2025 Pension Board | Holland                 | Saber | Dell'Eric Gray | Kuzman  | Roosa | Leite | Roberts  | Hambley | Bucci | Spargo |  |
|--------------------|-------------------------|-------|----------------|---------|-------|-------|----------|---------|-------|--------|--|
| January            | X                       | X     | X              | X       | X     | A     | X        | X       |       |        |  |
| February           | X                       | X     | X              | A       | X     | X     | X        | X       |       |        |  |
| March              | X                       | X     | X              | X       | A     | X     | X        | X       |       |        |  |
| April              | A                       | X     | X              | X       | X     | X     | X        | X       |       |        |  |
| May                | X                       | X     | X              | X       | X     | X     | X        | X       |       |        |  |
| June               | X                       | X     | Resigned       | X       | X     | A     | X        | A       |       |        |  |
| July               | X                       | X     |                | X       | A     | X     | X        | X       |       |        |  |
| August             | No meeting as scheduled |       |                |         |       |       |          |         | New   |        |  |
| September          | X                       | A     |                | X       | A     | X     | Resigned | X       | X     |        |  |
| October            | X                       | X     |                | X       | X     | X     |          | X       | X     | New    |  |
| November           | X                       | A     |                | X       | X     | X     |          | X       | X     | X New  |  |
| December           | X                       | X     |                | Retired | X     | A     |          | X       | X     | X X    |  |

X = Present

A = Absent



TOWN OF NARRAGANSETT  
COMMUNITY DEVELOPMENT DEPARTMENT & PLANNING BOARD  
2025 ANNUAL REPORT

## OVERVIEW

The following report provides a description of the key accomplishments of the Community Development (CD) Department for the 2025 calendar year. By extension, it also addresses the actions of the Planning Board (as required under RIGL 45-22-8). The CD Department also provides administrative support to the Zoning Board of Review, the Historic District Commission (HDC), the Land Conservancy Trust (LCT), the Conservation Commission/Tree Board (CC/TB), and the Harbor Management Commission (HMC). Their annual reports are drafted and submitted separately.

## STAFF RESPONSIBILITIES AND DUTIES

**DIRECTOR:** Provides administrative supervision of all staff activities including direction of projects to undertake in furtherance of the Town Comprehensive Plan. Drafts, reviews, and updates selected provisions of the town Comprehensive Plan; Drafts and reviews proposals for zoning text and map changes; Reviews and reports to Planning Board on subdivisions and land development projects. Serves as Administrative Officer for both Planning Board and Historic District Commission. Oversees work of the Clerk, Environmental Planning Specialist and Planning Technician. Assists the HDC with review and comment. Attends all meetings of Town Council, Planning Board and Historic District Commission, Land Trust, and several meetings of other boards noted above.

**ENVIRONMENTAL PLANNING SPECIALIST:** Focuses on two primary duties: conducts environmental planning projects and oversees the use, expansion, and improvement of the Town's GIS mapping system. The position also serves as liaison to other departments (Fire, Assessor, Engineering, Public Works, Town Manager etc.) to aid in their use of GIS (Parking Maps, Parcel Ownership Maps, Gansett Days Promotional Map, Sunset Farm Trails Map, EMS District Maps, Environmental Feature Maps, Flood Hazard and Inundation Maps etc.); Works with the general public in regards to FEMA Flood Insurance Rate Map determinations, policy, and building requirements; Assists with the management of the Town website and provides technical support to Town staff as needed. Oversees the work of the Planning Technician to provide direct staffing support to the Planning Board and Zoning Board by conducting and reporting on Site Reviews scheduled for public hearing; Aids the public in determining submittal requirements for Special Use Permits and Variances; Works closely with the Planning Technician and CD Clerk to arrange proper scheduling for each public hearing. The Environmental Planning Specialist is responsible for drafting and/or assisting with policy and regulatory plans including the Rules of Procedure for various boards, the Zoning Ordinance, the Hazard Mitigation Plan, and the Harbor Management Plan.

**PLANNING TECHNICIAN:** Provides support to the Director & the Environmental Planning Specialist by reviewing building plans and zoning applications to ensure compliance with regulations; drafts reports of review for HDC; Drafts Staff Reviews, and Site Reviews for relief, provides administrative staffing to various boards and commissions as assigned by the Director, drafting of decision letters, preparing public notices and agendas and creating visuals including maps, charts, tables and other graphics for use at Planning Board and Zoning Board meetings. Conducts Planning Board package preparation, drafting of Planning & Zoning Board agendas and advertisements, and other office tasks as assigned. Works closely with the public on a regular basis to provide customer service to understand planning and zoning processes.

**CLERK:** Provides administrative assistance to the Director, Environmental Planning Specialist, and Planning Technician, serves as the Clerk to the Board for the Planning Board, the Zoning Board, as well as the Clerk to the Historic District Commission to include the duties of, but not limited to: drafting and processing advertisements for public hearings at related meetings, drafting, coordinating, and formatting agendas for the previously noted meetings, posting meeting agendas in accordance with all requirements, drafting meeting minutes and posting them in accordance with all requirements, preparation/distribution of meeting packets and of Applicant Planning/Zoning Board scheduling letters, processing Site Review, Staff Review, Subdivision, and HDC applications, preparing Certificates of Completeness, processing and distributing decisions, file close out; assists the public to understand the administrative processes for planning and zoning and routing other inquires to the appropriate staff; responsible for completing weekly payroll, ordering of all needed office supplies and maintaining detailed records of all Purchase Orders; responsible for daily mail pick-up and distribution.

**2025 KEY HIGHLIGHTS:**

- A. APPOINTMENTS:** On February 18, 2025, the Department welcomed Amanda Aywas, the new Planning Technician. Amanda has taken on the role wholeheartedly and has immersed herself in the department’s responsibilities. The Planning Board said goodbye to Jerry Brunetto and Mark Brady this year. The Staff and Board thank them for their dedicated service and wish them well in their next endeavors.
  
- B. COMPREHENSIVE PLAN AMENDMENTS:** There was one proposal for amendment to the Comprehensive Plan submitted by Town Council. This amendment was part of a larger package of amendments to the Zonin Ordinance submitted. After staff and Planning Board review, the Town Council withdrew the proposal.
  
- C. ZONING AMENDMENTS:** The Community Development department and Planning Board periodically review the Town’s Zoning Ordinance to consider changes in text that may relate to other regulatory provisions or need updating in consideration of a real-world experience. The Town Council may also refer proposed changes to the Planning Board for review and recommendation, Staff will research and draft ordinances at the request of the Town Manager, Planning Board and/or Town Council. In 2025 there were several recommendations to Town Council for text changes to the Zoning Ordinance. All are summarized below:
  - 1. Mixed -Use Ordinance:** In March 2024, the Planning Board recommended to Town Council to add text to the Zoning Ordinance to allow a mix of uses (residential and commercial) in the B-B Zoning District. This recommendation was heard by the Town Council in 2025 through both a Public Hearing and a workshop. Ultimately it was voted to deny the text amendment and revise the text to be submitted as another draft.
    - a. **January 27, 2025:** Workshop with the Town Council.
  
  - 2. INCLUSIONARY ZONING:** Staff and the Planning Board discussed a draft of an update of the Inclusionary Zoning regulations. The Board was advised to hold off on any work until the 2025 legislative session was complete, so that any State revisions could be addressed.

3. **“14” Amendments:** In March 2025, the Town Council referred a series of proposed text amendments to the Planning Board. This referral included amendments to dozens of sections and subsections of the Ordinance. The Planning Board held 6 Special Meetings on March 18, 24 and 25, 2025 and April 2, 3 and 8, 2025 to thoroughly review each proposed sub-amendment and provided the Town Council with a recommendation on April 14, 2025. The Town Council held a Public Hearing on the changes and ultimately decided to withdraw the proposal with the caveat that they would have workshops with the Planning board on the proposed changes.
    - a. **August 6, 2025, workshop:** At the first workshop, the Planning Board and Town Council discussed the 15%-dimensional regulations, the definition of household, and the Coastal and Freshwater Wetlands Overlay District.
    - b. **September 8, 2025, workshop:** At the second workshop, the Planning Board and Town Council discussed the student occupied dwelling section of the ordinance.
  4. **15 % DIMENSIONAL AND SIDE-YARD SETBACK:** In November 2025, the Town Council referred a proposal to the Planning Board regarding the reversion of the dimensional regulation to prior to December 2023, including the minimum setback requirement for side-yard setbacks. The Planning board met on December 16<sup>th</sup> and 22<sup>nd</sup>, 2025 on this referral and submitted a recommendation to the Town Council on December 19, 2025. The Public Hearing with Town Council is scheduled for January 17, 2026.
  5. **DEMO/REBUILD SECTION 9.1.2 (SUPREME COURT DECISION):** Jack McGreen, attorney, submitted a request to amend the Zoning Ordinance Section 9.1.2 in response to a Rhode Island Supreme Court decision. The Planning Board will review this submittal for a recommendation to town Council in January 2026.
  6. **STUDENT OCCUPIED DWELLINGS:** In December 2026, the Town Council referred a proposal to the Planning Board regarding the definition of student occupied dwellings. The Planning Board will review this submittal for a recommendation to town Council in January 2026.
  7. **2025 Legislative Updates:** In June 2025, The General Assembly (GA) passed another slate of bills to further change the ZEA. The Planning Board is working diligently to incorporate the mandated changes into the towns’ existing zoning ordinance. These updates include but are not limited to compliance with the States regulations on substandard lots of record and subdivision regulations. The Planning Board intends to provide a recommendation for the Town Council to consider in the coming months of 2026.
- D. EXTENSION OF TIME:** In 2025, the Planning Board approved an extension of time for the Brookside 5-lot Subdivision approval and the OBNR 20-unit comprehensive plan submittal.
- E. SHORT TERM RENTAL ORDINANCE:** The Town Council held several meetings regarding the short-term rental ordinance. It is anticipated that a revised ordinance will be before the Planning Board in 2026.

- F. HAZARD MITIGATION PLAN:** The Planning Staff along with the other members of the Local Hazard Mitigation Committee reviews the Hazard Mitigation Plan yearly and uses the Plan to assist when applying for state or federal funding. This plan is required to be updated every 5 years in compliance with FEMA regulations.
- G. GRANTS:** The Department is currently, or completed administering, the following grants:
- a. **Urban Renewal Zone Grant:** The CD department is currently administering this grant to incorporate the regulations for the Urban Renewal Ordinance into the body of the Zoning Ordinance. A workshop was held with the Town Council on this work. A final draft will be reviewed and discussed with Town Council in 2026.
  - b. **BRIC (2022) Grant/ FODDERING FARM SCOPING STUDY PROJECT:** The Town has identified the Foddering Farm Road causeway as an Action Item in the Hazard Mitigation Plan and the Staff has been diligently seeking funding to complete the scoping study for the project. In 2024, the Town was awarded a FEMA - BRIC 2022 grant to continue a scoping study for this project. This project is underway, and the scoping study is anticipated to be completed in summer, 2026.
  - c. **MTAP – Housing Livability:** The CD department is administering the Municipal Technical Assistance Grant to initiate a public engagement and educational program designed to bring awareness to the need for affordable housing over a range of income levels as well as to enhance local support for housing developments that will provide needed housing. A presentation of the work was given to the Town Council and the public.
  - d. **Safe Streets 4 All (SS4A):** The CD department, along with several other departments in Town are working with consultants from RIDOT to create a Safety Action Plan for the Town. The Action Plan was completed, and the Town went further to complete two Road Safety Assessments – one for Boon Street and one for South Pier Road. Both reports were presented to the Town.
  - e. **RIDSP Resilience Technical Assistance Grant:** In April 2025, the Town was awarded this grant/assistantship in which Statewide Planning has provided a consultant to review the towns local regulations and ordinances to identify opportunities for incorporating resilience into municipal regulations.
- H. FEMA COMMUNITY RATING SYSTEM (CRS):** The Environmental Planning Specialist worked with the Building Inspections Department to ensure compliance with the CRS Program including completing activities for a yearly progress report to FEMA. By participating in the CRS program with a rating of 7, Town property owners who are located within the Special Flood Hazard Area (SFHA) receive a 15% discount on flood insurance through FEMA.
- I. GIS IMPROVEMENTS:** General improvements to GIS data are continually made and data is updated in an effort to provide more accurate and accessible information. In the autumn of 2018, the Town went live with the online Mapping Tool (GIS) hosted by MapGeo. This tool is valuable for users interested in identifying property in Town as it relates to local, state, and federal mapped information e.g., wetlands, flood zones, historic districts, etc. Staff contracted with Sanborn in 2024 to update the parcel polygon layer for GIS and the tax maps to incorporate the last ten years of subdivision changes. Staff continue to work with Sanborn each year to update parcel lines and property data. The updates for 2025 are currently in process.

- J. ADOPT-A-SPOT:** During the 2025 Calendar year, the Environmental Planning Specialist continued to work with the Conservation Commission in managing and expanding the Adopt-a-Spot Program. All active contracts were renewed in the 2025 calendar year. No new locations/contracts were submitted in 2025. The Conservation Commission and Staff continue to monitor existing locations and discuss possible new locations to include in the towns inventory.
- K. BIKE PATH PROJECTS:** In 2024 the consultants presented 3 options for completion of the Bike Path. The Town Council requested the consultants consider a fourth option through Sprague Park and on-street to connect through the South County Museum. In Spring, 2025 the consultant presented the 4<sup>th</sup> option to the Town Council. An Ad hoc committee was formed to review all the bike route options and make a recommendation to the Town Council. The Town Council subsequently received the recommendation as well as extensive public comment. On December 15, 2025, the Town Council choose a bike path/route option through Sprague Park and down Kingstown Road, terminating at the former library site. RIDOT has been informed and CD will be working with all parties in 2026 to further the project along.
- L. GANSETT DAYS/MAPPING:** For the last several years in a row, Staff has assisted the Parks & Recreation Department by preparing a Town-Wide Map of all the activities scheduled over the three-day event. Mapping was completed by CD Staff for the 2025 events. The Land Trust hosted the “Gansett Loop Trail” walk again during Gansett Days. Volunteers were stationed at several locations along the trail and walkers were given stickers for walking the trail.
- M. TRAIL MAPPING:** The Land Conservancy Trust continues to review and consider additional trails throughout Town.
- N. KINNEY BUNGALOW PRESERVATION EASEMENT:** The CD department provided administrative support to the Land Conservancy Trust to have a ballot question before the voters this election season regarding the preservation of certain elements of the Kinney Bungalow. The voters approved this preservation easement in 2024, and the Department continued support of the Land Trust to effectuate the approval and signing of the easement in 2025.
- O. HISTORIC PRESERVATION:** The CD staff processed 33 administrative approvals and advised the Historic District Commission in review of 10 public hearings for approval of property alterations in the Towns’ 7 historic districts.
- P. SITE REVIEW/STAFF REVIEW APPLICATIONS:** During the 2025 calendar year, the Community Development Department processed twenty-three (23) new Staff Review applications (3 yet to be completed) and twenty-six (26) new Site Review applications. See table below. The Building Inspections department processed 35 modifications and 5 un-mergers.
- Q. MIDDLEBRIDGE SITE:** The Land Trust recommended approval of a 3-year lease with the Narrow River Preservation Association (NRPA) to lease the ‘boathouse’ structure on the property. The URI women’s crew team finished their 2025 season utilizing the site and the Land Trust recommended approval for Keith Lescaubeau to lease ‘the red shack’ in exchange for renovation of the building.

The Land Trust completed a review of the Middlebridge Conservation Land, taking a series of photos to update the Plan and the Land Trust and completed the Conservation Land Management Plan.

- R. AFFORDABLE HOUSING:** CD Director serves as ex-officio member of the Affordable Housing Collaborative Trust (AHCT). Among other projects, from 2022-2024 the AHCT assisted in creation of a mixed-use ordinance that would authorize residential development in BB-Business zones under certain conditions and standards. This ordinance was vetted and recommended for approval to the Town Council by both the Affordable Housing Trust Collaborative and Planning Board. The Planning Board re-reviewed the ordinance draft and a work session with the Town Council was held. The AHCT declined to offer further comment during this re-review. This ordinance was ultimately denied by the Town Council in 2025.
- S. COMMUNITY CHOICE AGGREGATION PROGRAM:** CD department serves as Town liaison to Good Energy LP, the Town's consultant hired to create a program for Town residents to purchase electricity as part of a town-wide consortium, thereby having the benefit of negotiating better pricing than the standard fees charged by RI Energy. In 2025 the Clerk assisted the Good Energy staff in communication with residents.
- T. SUBDIVISION ORDINANCE REVIEWS:** The State changed the legislation for subdivisions (Development Review Act) again in the 2025 session, another update to the regulations is underway. It is anticipated that this revised draft will go to the Planning Board for review and a Public Hearing will be held with the Board in the spring of 2026 to update the regulations again incorporating both the 2024 and 2025 revisions.
- U. COMPREHENSIVE PLAN UPDATE:** The CD Staff issued an RFQ for services to update the Comprehensive Plan as required by State Law. Two responses were received and the Town chose Weston & Sampson to complete the work. That project will commence in 2026.

#### **STATISTICAL HIGHLIGHTS:**

##### **MEETINGS ATTENDED BY STAFF**

- Planning Board: 23 Meetings
- Zoning Board: 11 Meetings
- Conservation Commission/Tree Board: 12 Meetings
- Land Trust: 15 Meetings
- Harbor Management Commission: 11 Meetings
- Historic District Commission: 7 Meetings
- Affordable Housing Trust Collaborative: 8 Meetings
- Town Council Workshops and Council Meetings: 35

##### **PLANNING BOARD ATTENDANCE**

- Dr. Joseph O'Neill-Vice Chair: 1 Absence-\*4/3/2025 *\*Special Meeting*
- Rupert Friday: 0 Absences
- Thomas Callahan: 0 Absences
- Stephen DeSimone: 1 Absence-6/17/2025 *Appointed 3/1/2025*
- James Grundy: 0 Absences *Appointed 11/1/2025*
- Jerry Brunetto-Secretary: 0 Absences *Appointment Ended 3/1/2025*
- Mark Brady-Chair: 1 Absence-6.17.2025 *Appointment Ended 11/1/2025*

The Planning Board and Staff would like to thank Jerry Brunetto and Mark Brady for their service to the Town and the Planning Board.

**TASKS UNDERTAKEN**

➤ **7 RECOMMENDATIONS TO TOWN COUNCIL**

- ❖ Boston Neck Road Affordable Housing Project
- ❖ Inclusionary Zoning Ordinance
- ❖ 14 Amendments
- ❖ Mixed Use in BB Zones
- ❖ Wastewater Facilities Plan
- ❖ Section 4.3 – Coastal and Freshwater Wetlands Overlay District
- ❖ Reversing Current Dimensional Regulations to reflect the regulations prior to December 18, 2023.

➤ **EXTENSION OF TIME**

- ❖ Brookside Estates, Final Approval, Plat H, Lots 92 & 93, 0 South Pier Road
- ❖ Old Boston Neck Road, LLC, Master Plan Approval, Plat N-B, Lot 30-A, 500 Old Boston Neck Road

➤ **4 PRE-APPLICATION REVIEWS**

|                     |     |     |                     |                        |
|---------------------|-----|-----|---------------------|------------------------|
| NPG II, LLC         | N-A | 48  | 1141 Boston Neck Rd | Major Land Development |
| Boon Street Capital | D   | 163 | 141 Boon St         | Major Land Development |
| Boon Street Capital | D   | 175 | 134 Boon St         | Major Land Development |
| Gaudreau-Galvin     | N-G | 352 | 45 Inkberry Trl     | MINOR Subdivision      |

➤ **4 ADMINISTRATIVE SUBDIVISIONS**

|               |         |         |                                   |
|---------------|---------|---------|-----------------------------------|
| DEM           | T       | 534     | Black Point Lower Parking         |
| Dorsey        | N-G&N-E | 199&259 | 144 Conanicus Rd &133 Old Pine Rd |
| Fixman/Murphy | N-F     | 304&305 | Winterberry Road                  |
| Duquette      | Y       | 42&43   | 44 Maplehurst Drive               |

➤ **14 SUBDIVISIONS/LAND DEVELOPMENTS – SEE ATTACHMENT A**

➤ **SITE REVIEWS – SEE ATTACHMENT B**

➤ **MODIFICATIONS – SEE APPENDIX C**

➤ **UN-MERGER RELIEF – SEE APPENDIX D**

➤ **MISCELLANEOUS ACTIVITIES**

- ❖ Board Chair Meetings - The purpose of the meetings was to start and maintain dialog between the Town Boards and Commissions so they can work more collaboratively together, particularly with the upcoming update of the Town’s Comprehensive Plan. This information will be shared with the Comprehensive Plan update consultant in 2026.

**PROFESSIONAL DEVELOPMENT / STAFF TRAINING**

The following is a summary list of workshops, seminars, and conferences attended by Community Development staff:

1. 3/20 League of Cities and Town Annual Conference (JS)
2. Completed ASFPM CEU’s to maintain CFM Certification for CRS (JS)
3. Completed AICP CEU’s to maintain AICP Certification (JS)
4. 5/15/25 RIFMA Annual Conference (JS, RD, AA)
5. 10/26-27 Esri Planning Director’s Summit (JS)
6. 2025 Southern New England Regional APA Conference, 11/6-7, Newport (RD, JS, AA)

**2026 OUTLOOK**

In addition to the projections of staff activity noted in the highlights above, this department anticipates initiating /continuing work on the following projects and programs:

**PRIMARY OBJECTIVES**

- A. ZONING ORDINANCE TEXT UPDATE*: Continue actions to update the Zoning Ordinance to correct errors, clarify components or include additional language to assist the Town in regulating development in town.
- Work with Staff, Planning Board, and interested parties to make edits to the Ordinance. Changes may be presented in phases. The following sections/revisions have been previously contemplated by staff and/or the Board.
- I. Sections 4.5 & 6.4 – Lot Coverage – Study and draft an ordinance that eliminates the exemption of impervious driveways, walkways etc. from the coverage calculation in non-high water table areas. This may be as part of the State resiliency grant.
  - II. Section 7A: Affordable Housing – As the State enabling law was revised in the 2024 General Assembly session, a re-review of the Inclusionary Zoning regulations by the Planning Board may occur.
  - III. Section 7.7 – Supplementary Drainage Regulations – Complete the process of drafting an ordinance to improve this section in compliance with State regulations. This section may also be revised to include the calculation of impervious areas toward lot coverage. This may be as part of the State resiliency grant.
- B. LAND COVER UPDATE*: In 2026, the CD department will have a new staff member joining the team as a GIS/ Senior Planner. Projects she will be working on include new data layers and new applications as well as working with other departments on their identified departmental objectives regarding GIS.
- C. STATE OF RI PROJECTS*:
- *South County Bike Path*: Continue work with the Town Manager and Town Council to complete the chosen bike route.
- D. CANONCHET FARM*:
- Work with Parks and Recreation Department and Friends of Canonchet Farm to advance the design for the Linear Park component and seek appropriate permits from RIDOT and CRMC to approve construction in the future.
- E. TRAILS*: Continue assisting the Land Conservancy Trust in design and enhancement of the Sunset Farm Trail and Management Plan. The Plan is expected to be complete in 2026.
- F. GRANTS*: Staff will continue to administer the various grants received (MTAP, Site Readiness, FEMA) and to apply for appropriate grants to achieve municipal resiliency, as well as other town objectives.
- G. AFFORDABLE HOUSING*: Staff will continue to support the Affordable Housing Collaborative Trust in advancing options for the development of affordable housing.
- H. STAFFING*: In light of the several additional areas of responsibility directed to staff through the 2023 General Assembly passage of housing-related statutes, an additional position was approved in the FY24/25 budget for a full-time GIS/senior planner. That position has been filled and will begin in February 2026.
- I. FEDERAL PROJECTS*: Staff will pursue the appropriate federal agencies as well as other interested parties to request the Harbor of Refuge breakwater be deemed a priority for rehabilitation.
- J. RECODIFICATION OF THE ZONING ORDINANCE*: *The Planning Board will work on creating a scope of tasks that should be included in a future RFQ for a consultant to review and update the Zoning Ordinance in its entirety to create a more manageable and user-friendly document. A request for a Capital Improvement line item will be made for the FY 27/28 Budget.*

| RECEIVED     | OWNER / APPLICANT            | PLAT | LOT   | LOCATION               | APPLICATION      | NEW LOTS | NEW UNITS | RECORDED     |
|--------------|------------------------------|------|-------|------------------------|------------------|----------|-----------|--------------|
| 04/18/2023   | Clarke LLC                   | V    | 27    | Clarke Rd              | SubDiv-Prelim    | 4        | 5         | 04.03.2025   |
| 03/29/2024   | Murray                       | N-K  | 3-15  | 101 Riverdell Dr       | Minor-Prelim     | 1        | 1         | Ongoing      |
| 04/05/2024   | Vancouyghen                  | Q    | 13    | 84 South Pier Rd       | Minor-Prelim     | /        | /         | Ongoing      |
| 04/23/2024   | Mahoney                      | Q    | 101   | South Pier Rd          | Minor-Prelim     | 1        | 2         | Ongoing      |
| 04/29/2024   | Carr                         | Y-4  | 4     | Indian Rock Farm Rd    | Minor-Prelim     | 1        | 1         | Ongoing      |
| 06/03/2024   | Reading Room LLC             | D    | 53    | 41 Ocean Rd            | Minor-Prelim     | 1        | 1         | Ongoing      |
| 06/25/2024   | Anderson/Wojciechowski       | H    | 53    | 11 Fifth Ave           | Minor-Prelim     | 1        | 0         | Ongoing      |
| 10/22/2024   | Westcott                     | E    | 128   | 80 Gibson Ave          | Minor-Prelim     | 2        | 2         | Ongoing      |
| 01/02/2025   | Torregrossa                  | H    | 12    | 244 Kingstown Rd       | Minor-Prelim     | /        | /         | 06.05.3.2025 |
| 06/18/2025   | Mahoney                      | Q    | 101   | South Pier Rd          | Minor-Prelim     | 1        | 4         | Ongoing      |
| 06/20/2025   | 500 Old Boston Neck Road LLC | N-B  | 30A   | 500 Old Boston Neck Rd | Major_LD-Prelim  | 1        | 20        | Ongoing      |
| 07/07/2025   | Torregrossa                  | H    | 12    | 244 Kingstown Rd       | Minor-Final      | 4        | 4         | 10.01.2025   |
| 08/13/2025   | Vancouyghen                  | Q    | 13    | 84 South Pier Rd       | Minor-Final      | 2        | 2         | Ongoing      |
| 11/20/2025   | Volpe                        | N-A  | 30-20 | 51 Isabelle Dr         | Minor-Prelim/UDR | 1        | 1         | Ongoing      |
| <i>TOTAL</i> |                              |      |       |                        |                  | 20       | 43        |              |

COMMUNITY DEVELOPMENT DEPARTMENT AND PLANNING BOARD 2025 ANNUAL REPORT

APPENDIX B – SITE REVIEWS

|    | Received   | Owner / Applicant     | Plat | Lot     | Location                  | PLANNING   | REC.      | ZONING        | DECISION      |
|----|------------|-----------------------|------|---------|---------------------------|------------|-----------|---------------|---------------|
| ** | 12/17/2024 | Lukens                | M    | 167-108 | 9 Lane Three              | 01.22.2025 | Approval  | 02.20.2025    | Granted       |
| ** | 10/7/2024  | O'Dell                | M    | 167-81  | 25 Shore Road             | 11.19.2024 | Denial    | 03.20.2025    | Granted       |
| ** | 10/15/2024 | SVN Co                | N-R  | 1033    | 6 Algonquin Trail         | 02.19.2025 | Approval  | 03.20.2025    | Granted       |
| ** | 12/19/2024 | Battista              | N-S  | 495     | Namcook Road              | 02.19.2025 | Approval  | 03.20.2025    | Granted       |
| ** | 12/26/2024 | Gabriel               | N-R  | 19      | 40 Clara Lane             | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 1  | 1/6/2025   | Kitson                | N-S  | 36&37   | 63 Col. John Gardner Road | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 2  | 1/13/2025  | Bogdon                | M    | 167-92  | 9 Lane Two                | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 3  | 1/30/2025  | Horan                 | D    | 88-4    | 16 Rockland Street        | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| ** | 12/26/2024 | Rotella               | S    | 51      | 29 Burnside Avenue        | 02.19.2025 | Approval  | 05.22.2025    | Granted       |
| 4  | 01/17/2025 | Knowles Camp          | S-1  | 291-26  | 64 Burnside Ave, Unit 26  | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 5  | 02/06/2025 | Paiva                 | U    | 62      | 3 East Pond Road          | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 6  | 02/19/2025 | Marci                 | S-1  | 271     | 7 Green Lane              | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 7  | 02/28/2025 | Lundstrom             | M    | 167-22  | 4 Hoberg Street           | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 8  | 03/27/2025 | Ahiljanian            | R-2  | 144     | 107 Conch Road            | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 9  | 04/17/2025 | Kaufman               | Q    | 92      | 6 Blossom Way             | 05.20.2025 | Approval  | 07.17.2025    | Denied        |
| 10 | 04/30/2025 | Susca                 | M    | 167-34  | 15 Tellier Road           | 06.17.2025 | Approval  | 07.17.2025    | Granted       |
| 11 | 05/23/2025 | Taraszka              | N-R  | 1032    | 0 Algonquin Trail         | 06.17.2025 | Approval  | 07.17.2025    | Granted       |
| 12 | 07/28/2025 | Nero                  | N-R  | 283     | 80 Onondega Road          | 08.19.2025 | Approval  | O-09/18/2025  | c-1/22/2026   |
| 13 | 08/14/2025 | Martino               | S    | 108     | 801 Ocean Road            | 09.16.2025 | Approval  | O-10/23/2025  | c-1/22/2026   |
| 14 | 09/03/2025 | 140 Rodman Street LLC | H    | 65      | 140 Rodman Street         | 10.21.2025 | Approval  | O-11/20/2025  | c-2/19/2026   |
| ** | 11/22/2024 | Cherry                | S    | 32      | 48 Walcott Avenue         | 06.17.2025 | Denial    | O-11/20/2025  | c-2/19/2026   |
| 15 | 05/16/2025 | Gibson Court          | E    | 34-CM   | Gardencourt Drive         | 06.17.2025 | Approval  | Deferred to   | 1/22/2026     |
| 16 | 09/19/2025 | Skybound              | O    | 72      | 6 Lambert Street          | 11.18.2025 | Denial    | Deferred to   | 1/22/2026     |
| 17 | 11/06/2025 | Healey                | A    | 2       | 129 Boston Neck Road      | 12.16.2025 | Approval  | Docketed for  | 1/22/2026     |
| 18 | 11/10/2025 | Oneil                 | D    | 230     | 112 Caswell Street        | 12.16.2025 | Approval  | Docketed for  | 1/22/2026     |
| 19 | 08/22/2025 | Robbins               | N-S  | 251     | 163 Col John Gardner Road | 11.18.2025 | Denial    | O-12/18/2025  | c-2/19/2026   |
| 20 | 10/07/2025 | Pelosi                | W    | 155     | 24 Tern Road              | 11.18.2025 | Approval  | Deferred to   | 2/19/2026     |
| 21 | 07/24/2025 | Parrillo              | R-2  | 350     | 36 Mollusk Drive          | 08.19.2025 | Approval  | Deferred to   | 2/19/2026     |
| 22 | 10/1/2025  | Terek                 | R-2  | 318     | 26 Starfish Drive         | 11.18.2025 | Approval  | Deferred to   | 3/19/2026     |
| 23 | 10/16/2025 | Brooks                | L    | 1-12    | 39 Major Arnold Road      | 11.18.2025 | Continued | Not Yet Heard | Not Yet Heard |
| 24 | 01/6/2025  | Assante               | W    | 77      | 20 Gull Road              | 03.18.2025 | Approval  | Became a      | Staff Review  |
| 25 | 08/26/2025 | Lamagna               | N    | 9       | 23 Stanton Avenue         | 09.16.2025 | Denial    | Became a      | Staff Review  |
| 26 | 07/01/2025 | HookLine&Pizza        | K    | 198     | 1 Angell Road             | On Hold    | On Hold   | On Hold       | On Hold       |

COMMUNITY DEVELOPMENT DEPARTMENT AND PLANNING BOARD 2025 ANNUAL REPORT  
 APPENDIX C – MODIFICATIONS

|    |                         |                              |            |
|----|-------------------------|------------------------------|------------|
| 1  | MCCARTNEY               | 15 PERKINS AVENUE            | 12/17/2025 |
| 2  | IANNUCCI                | 125 CASWELL STREET           | 12/02/2025 |
| 3  | CARDARELLI              | 8 RAM HEAD ROAD              | 12/01/2025 |
| 4  | COFFEY                  | 35 METTATUXET ROAD           | 11/17/2025 |
| 5  | YOUNG                   | 26 OLD PINE ROAD             | 10/30/2025 |
| 6  | MANZI                   | 49 CANONCHET ROAD            | 10/30/2025 |
| 7  | DELUCO                  | 95 SALTAIRE AVENUE           | 10/30/2025 |
| 8  | SOUSA-WOODBINE          | 78 SOUTH RIVER DRIVE         | 10/16/2025 |
| 9  | GIRARDI                 | 9 WHAT CHEER ROAD            | 09/09/2025 |
| 10 | DENALI CORP             | HUCKLEBERRY TRAIL            | 08/29/2025 |
| 11 | ALMEIDA                 | 9 VILLAGE LANE               | 08/29/2025 |
| 12 | GIARDINO                | 43 STANTON AVENUE            | 08/20/2025 |
| 13 | CASTELLI                | 42 INKBERRY TRAIL            | 08/20/2025 |
| 14 | MOCHA BLUE LLC          | 22 NAMCOOK ROAD              | 08/20/2025 |
| 15 | BOURBONNAIS             | 180 INDIAN TRAIL             | 08/20/2025 |
| 16 | LAWRENCE                | 10 FOURTH STREET             | 08/14/2025 |
| 17 | SULLIVAN                | 111 STRATHMORE STREET        | 07/08/2025 |
| 18 | SALTAIRE AVENUE 154 LLC | SALTAIRE AVENUE              | 07/08/2025 |
| 19 | CAMPOPIANO              | 20 BEDFORD CIRCLE            | 07/08/2025 |
| 20 | HUGO                    | OCEAN ROAD                   | 07/08/2025 |
| 21 | DECOF                   | 390 OCEAN ROAD               | 05/20/2025 |
| 22 | SANFORD-SMITH           | 00 OLD BOSTON NECK ROAD      | 05/15/2025 |
| 23 | C & M REALTY LLC        | 216 SOUTH PIER ROAD          | 05/13/2025 |
| 24 | SUNSHINE REALTY LLC     | 29 COLONEL JOHN GARDNER ROAD | 05/06/2025 |
| 25 | PETRACCA-SCHUETZ        | 40 HOUSTON AVENUE            | 05/06/2025 |
| 26 | SCHIAPPA                | 22 THIRD STREET              | 04/23/2025 |
| 27 | DOWD-LOGAN              | 37 CONANICUT ROAD            | 04/15/2025 |
| 28 | PATRICK                 | 17 ELM AVENUE                | 04/15/2025 |
| 29 | WATLING                 | 3 BAYBERRY HILL ROAD         | 04/15/2025 |
| 30 | SCANLON                 | 72 HIGHLAND AVENUE           | 03/28/2025 |
| 31 | AUBIN                   | 123 CIRCUIT DRIVE            | 03/10/2025 |
| 32 | MCELANEY                | 22 WESTMORELAND STREET       | 02/06/2025 |
| 33 | HOWKINS                 | 198 WOOD HILL ROAD           | 02/05/2025 |
| 34 | JENNINGS                | 11 LAMBERT STREET            | 01/28/2025 |
| 35 | DART                    | 2 HAVEN STREET               | 01/14/2025 |

|                             |                      |            |
|-----------------------------|----------------------|------------|
| DONAHUE                     | 0 DAYTONA AVENUE     | 05/27/2025 |
| KILROY                      | 54 CHECKERBERRY ROAD | 05/20/2025 |
| OCEANSIDE PROPERTIES<br>LLC | 15 SOUTH RIVER DRIVE | 03/17/2025 |
| HOWKINS                     | 198 WOOD HILL ROAD   | 02/06/2025 |
| CHRISTINA/SANTILLI          | 53 PEPPERBUSH TRAIL  | 01/21/2025 |

## **Narragansett Recreation Advisory Board 2025 Annual Calendar**

### **2025 HIGHLIGHTS**

There was a review of the Town comprehensive plan of action items as they pertain to parks and recreation.

Discussion of new playground equipment for Christofaro Park. Purchase order forms were presented for phase 1 and 2.

Doctor JP Walsh professor of graduate school of oceanography gave a presentation on Narragansett Town Beach monitoring. He gave an overview of what coastal changes impact are on the beach and some of the geology and human impact as well as the risks for the community.

Also discussed were parts of the beach carrying capacity study by Taylor engineering. He offered recommendations, expressed concerns about a major event occurring, and long-term concerns.

There were ongoing discussions regarding special events throughout the year, including shoulder events after the summer to enrich our community.

The budget was discussed as it relates to Parks and Recreation.

Discussion was held about possible Monies being used for renovations of the South pavilion due to the success of the increase beach fees in 2024.

Karen Flint of the Narragansett community center shared the successes of the programs over the last eight years.

The director reported results of the shoulder activities and their success. Added were more food trucks at the beach and a Halloween movie night. Truck or treat was continued. Suggestions for future activities were given as well.

The committee met with the new Recreation manager, Robert Cruz-Perry to discuss current summer camp programs, as well as future activities.

Established a subcommittee for increasing shoulder activities throughout town

Discussion held about a recreation Center in the future

Committee members:

R Brady, J Dollarhide, T Kerns, P Leblanc  
D Lynch, R Pereira, D Ranaldi  
J Colonies (TC) CJ Tudino (SC)

Attendance 2025

January

All present

March

Excused absence

P Leblanc

D Lynch

R Pereira

Absent

CJ Tudino(SC)

May

Excused absence

R Pereira

July

Excused absence

J Dollarhide

D Ranaldi

September

Excused absence

P Leblanc

Absent

J Colonies (TC)

CJ Tudino (SC)

November

Excused absence

J Dollarhide

February

Excused absence:

T Kerns

April

Absent

J Dollarhide

J Colonies (TC)

June

Excused absence

T Kerns

Absent

CJ Tudino (SC)

August

Excused absence

D Lynch

J Colonies(TC)

October

Absent

J Colonies(TC)

December

Excused absence

R Pereira

# Recreation Advisory Board

## 2026 Annual Calendar

All Monday meetings are held at Narragansett Town Hall,

25 Fifth Ave

\*Tuesday meetings are held at 170 Clarke Road

All meetings begin at 5:30 pm

|                                    |
|------------------------------------|
| January 12 <sup>th</sup>           |
| February 9 <sup>th</sup>           |
| March 9 <sup>th</sup>              |
| April 13 <sup>th</sup>             |
| May 11 <sup>th</sup>               |
| June 8 <sup>th</sup>               |
| July 13 <sup>th</sup>              |
| August 11 <sup>th</sup> (Tuesday)  |
| September 14 <sup>th</sup>         |
| October 13 <sup>th</sup> (Tuesday) |
| November 9 <sup>th</sup>           |
| December 14 <sup>th</sup>          |
|                                    |

# NARRAGANSETT-SOUTH KINGSTOWN SENIOR ADVISORY COMMITTEE

## Annual Report 2025

### **Committee Members:**

Members for 2025 included: Donna Vignali, Patricia Alley, Theresa Murphy, Susan DiMasi, Michelle Kershaw, Karen Flint, Lindsay Bush, Jean Ehman, Caroline Mulhern, Maureen Martin, Anne Kotch, and Debra Tanner.

**Attendance:** The committee generally meets quarterly.

**February 27, 2025** Michelle Kershaw, Karen Flint, Terry Murphy, Deb Tanner, Lindsay Bush, Patty Alley, Donna Vignali

**May 29, 2025** Lindsay Bush, Michelle Kershaw, Karen Flint, Jean Ehmann, Donna Vignali.  
Excused: Caroline, Terry, Maureen (sick), Deb (another meeting), Susan (vacation)

**September 5, 2025** Deb Tanner, Lindsay Bush, Michelle Kershaw, Karen Flint, Jean Ehman, Susan DiMasi, Terry Murphy, and Donna Vignali (late).

**November 28, 2025** Michelle Kershaw, Karen Flint, Jean Ehmann, Susan DiMasi, Terry Murphy, and Lindsay Bush

### **Committee Work for 2025:**

In February discussion on survey results and responses were continued. The group questioned how we can use the survey moving forward. Though the survey isn't scientific to the exact problems/needs of our seniors, it is a good reference. Highlights of the survey and results will be posted on our respective town websites. We may do an additional (paper survey) again, focusing on the needs of our seniors. Our organizations can adjust based on the survey results. Let our seniors know that "we are hearing what you are saying." A possibility of focus groups that discuss specific topics was considered.

Membership was discussed as our numbers are low. We should have twelve (12) participants on the committee. A veteran from each town as well as a representative from senior housing (like Beechwood apts.), South County Hospital, each Police Department, and active and non-active senior representatives were suggested. Terry pulled up the old agenda when the committee was formed, and there were a lot of people listed.

In May, discussion topics of Hoarding, Affordable Housing (ADUs), and How to Deal with Difficult People were suggested for the rest of 2025 and into 2026. Trips were discussed. The cost is usually the issue. Transportation has been a problem since Covid. Businesses of the past are not in the travel business anymore. Thoughts on planning trips with less walking and less movement involved. The Mobile Integration Unit was discussed (Narragansett – and Officer Kevin O'Connor, who's a great asset). A "Mobile Library" was discussed. This resource could be performed by High School students in need of community service hours.

In September an update on trips and the mobile library were discussed. Both are works in progress. Between both towns, we have very good library services. A mobile library is difficult to run and potentially cost-prohibitive. Staffing is an issue. South Kingstown does outreach programs (library for the blind). The SK recycling center has an excellent book exchange. People really don't ask for books anymore. Jean categorized survey responses in order to find gaps in needs presented by seniors. We need to promote what we have available for our seniors. Seniors have a responsibility to get to the centers and find out what's available to them. A resource guide is discussed. Seniors need to tell us that they want. The Gerontology program at URI and the possible use of interns to assist us with this process was suggested.

In November, cumulative survey responses were passed out. Discussed how to get the information to our seniors. Show our seniors that we are listening to their needs and wants. Take survey responses and provide results/information to our seniors in small doses, like via a flyer posted monthly. Discussion amongst members with regards to the purpose of our group brought questions of the group's purpose and what our mission statement is. Does the council find this group useful?

### **Guest Speakers**

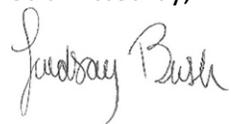
In both February and May our Mental Health Speaker Rebecca Zola was scheduled; however, she unfortunately did not show.

### **Calendar:**

The committee meets quarterly on the 3<sup>rd</sup> Thursday of the month at 3 pm. Locations vary. 2026 meetings will be held on February 19, May 21, August 20, and November 19. February and August will be at Narragansett locations and May and November will be at South Kingstown locations. Proposed locations are as follows February at The Clarke Center, Narragansett, May at the South Kingstown Senior Center, August at the Narragansett Community Center, November at The South Kingstown Guild and topics will be included on the schedule. Agendas including location and topic will be provided to town government for public access through town webpages approximately 2 weeks prior to meetings. The agenda is emailed to committee members and town clerks directly. Public access to information is provided by town government through town webpages.

The general public is welcome to attend as guests, each meeting agenda will provide a time for public comment.

Submitted by,



Lindsay Bush  
Interim Chair  
February 9, 2026



**TOWN OF NARRAGANSETT**

Town Hall • 25 Fifth Avenue • Narragansett, RI 02882-3699  
Tel. (401) 789-1044 TDD (401) 782-0610 Fax (401) 783-9637

Tax Assessment Board of Review

**2025 Annual Report**

The Narragansett Tax Assessment Board of Review hears and considers appeals of any property owner concerning the amount of his/her assessed valuation as determined by the Tax Assessor.

The Tax Assessment Board of Review consists of three (3) members appointed by the Town Council for 3-year terms.

The Tax Assessment Board of Review held four (4) meetings for the 2025 calendar year. One of these meetings was scheduled as an organizational meeting for the upcoming Tax Appeals for 2025.

One individual was appointed to the Tax Assessment Board of Review in 2025. Barry McPeake was appointed on November 3, 2025.

Each hearing date consisted of approximately one (1) to two (2) appointments for taxpayer appeals to the Board.

A total of four (4) appeals were heard by the Tax Assessment Board of Review in 2025.

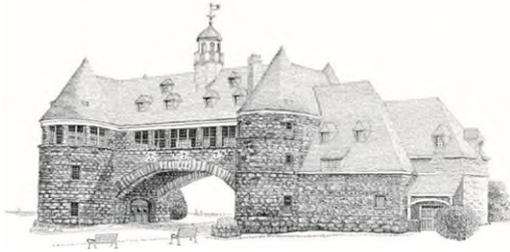
**Meeting Date**

**Members present**

|            |   |
|------------|---|
| 08/15/2025 | John C. Ball, Michael Oakes, and Joseph Oosterman<br><i>(Also present Carmen LaBelle, Tax Assessor)</i>         |
| 10/23/2025 | John C. Ball and Michael Oakes; Absent: Joseph Oosterman<br><i>(Also present Carmen LaBelle, Tax Assessor)</i>  |
| 11/20/2025 | Michael Oakes, Joseph Oosterman, and Barry McPeake<br><i>(Also present Carmen LaBelle, Tax Assessor)</i>        |
| 12/12/2025 | Michael Oakes and Barry McPeake; Absent: Joseph Oosterman<br><i>(Also present Carmen LaBelle, Tax Assessor)</i> |

Respectfully submitted,

\_\_\_\_\_  
Michael Oakes, Chairman



# Town of Narragansett TOWERS COMMITTEE ANNUAL REPORT TO THE TOWN COUNCIL

February 10, 2026

Members of the Town Council:

There were 9 meetings of The Towers Committee in 2025. The attendance record of the current committee members is as follows:

|                  |            |             |
|------------------|------------|-------------|
| David Ousterhout | Attended 9 | Absent 0    |
| Ryan Torrealday  | Attended 6 | Absent 3 *  |
| Jim Durkin       | Attended 4 | Absent 5 *  |
| Michelle Kershaw | Attended 4 | Absent 5 *  |
| Jim Tierney      | Attended 0 | Absent 9 *  |
| Deb Kopech       | Attended 6 | Absent 2 ** |
| Terrie Quinn     | Attended 6 | Absent 3 *  |
| Gina Ankner      | Attended 6 | Absent 3 *  |
| Kelly Cartwright | Attended 8 | Absent 1 *  |
| Gwen LaRiviere   | Attended 8 | Absent 1 *  |
| Mary Phillips    | Attended 8 | Absent 1 *  |

\*Excused Absence

\*\*Resigned Effective 12/8/26 to serve as Chair of Library Board

## 2025 Activities

- Hosted 177 public and private events compared to 116 in 2024 generating over \$371,000 in operating revenue (net of \$50,000 Town Council appropriation) which resulted in an increase in the Towers Fund balance from \$271,779 to \$339,000
- Hosted the second **Taste of The Towers** fund raising event since Covid
- Revised the schedule of fees for private events to increase net revenue and improve The Towers Fund balance
- Hosted a Speakeasy Gala organized by the Gloria Gemma Foundation October 10th and illuminated The Towers in pink in support of Breast Cancer month
- Greatly expanded the Public Events Program in cooperation with the Friends of The Towers including many with free admission
- Finished second floor improvements including additional furniture and fixtures for the board and bride's rooms
- Awarded a contract for 3rd floor refinishing and repair to Abcore Restoration

The committee would like to recognize the work of Donna DiCicco and her part-time staff for managing day to day operations and staffing events. Private event bookings for 2026 and beyond are strong. The Towers continues to be a leading venue choice for private events.

Submitted by:  
David Ousterhout, Chair



TOWN OF NARRAGANSETT  
 ZONING BOARD OF REVIEW  
 2025 ANNUAL REPORT

**OVERVIEW**

The Zoning Board of Review is empowered to hear and decide appeals, to grant special use permits, use variances, and dimensional variances in accordance with the specific provisions called out in the Narragansett Zoning Ordinance and under RIGL 45-24 et seq. The following report provides a description of the Board’s key accomplishments for the 2025 calendar year.

**SUPPORT STAFF**

The Zoning Board is supported by the Building Inspections Office and the Community Development Department through administrative support. Organizationally, the Building Inspections Office staff consists of six employees - the Building/Zoning Official, the Assistant Building Inspector, two (2) part-time Community Housing Officers, the Building Inspection Clerk, and the Rental Registration Clerk. The Community Development staff consists of four employees – the Director, the Environmental Planning Specialist, the Planning Technician, and the Community Development Clerk/Clerk of the Zoning Board. The Community Development staff provides primary assistance to the Zoning Board with application analysis, review and reports, along with meeting arrangement, conduct, decisions, and minutes.

**2025 KEY HIGHLIGHTS**

In July 2025, Tony Brunetti, Chairman of the Board, and Albin Kaimer-Alternate 1, were not re-appointed to the Zoning Board. David Trenteseaux was appointed as a full Member and Karen Catuogno was appointed as Alternate 1 to the Zoning Board in July 2025. And in December 2025, Leslie McKnight was appointed to the Zoning Board as a full Member.

The Board and Staff would like to thank Tony Brunetti for his 20 years of dedicated service to the Town of Narragansett and the Zoning Board of Review.

In 2025, the Zoning Board had 36 docketed agenda items over the course of 11 meetings as noted below and depicted in **Appendix A: Site Reviews**.

**RESIDENTIAL IMPROVEMENTS:** The Zoning Board heard and rendered a decision on 18 separate applications for single family developments – new construction, additions or demolition/rebuild. Of those applicants, 17 were approved and 1 was denied. There are 12 applications that are still pending before the Zoning Board.

**COMMERCIAL IMPROVEMENTS:** 1 application, for Hook Line & Pizza, 1 Angell Road, Plat K, Lot 198, was filed in July of 2025 but was found to have defects in the filing, resulting with the application not being heard or certified complete by the Planning Board, therefore not being forwarded to the Zoning Board for a public hearing.

**APPEALS:** There was a total of six (6) appeals filed in 2025:

| APPLICANT | PLAT | LOT | LOCATION                  | APPLICATION     |
|-----------|------|-----|---------------------------|-----------------|
| Kearney   | A    | 113 | 39 Starr Drive            | Withdrawn       |
| Robbins   | N-S  | 251 | 163 Col John Gardner Road | Yet To Be Heard |
| McCarthy  | Z    | 2   | 170 Gibson Avenue         | Yet To Be Heard |
| Teverow   | G    | 2   | 40 Newton Avenue          | Yet To Be Heard |
| Robbins   | N-S  | 251 | 163 Col John Gardner Road | Yet To Be Heard |
| McCarthy  | Z    | 2   | 170 Gibson Avenue         | Yet To Be Heard |

## STATISTICAL HIGHLIGHTS

### 2025 BOARD MEMBERSHIP ATTENDANCE

|                          |  |
|--------------------------|--|
| <u>Keith Kyle</u>        | <u>Absences: 1_12/18</u>                                 |
| <u>Ellen Corneau</u>     | <u>Absences: 4_2/20, 4/24, 6/18, 10/23</u>               |
| <u>Christine Brochu</u>  | <u>Absences: 3_2/20, 7/17, 10/23</u>                     |
| <u>David Trenteseaux</u> | <u>Absences: 1_17/17_Appointed July 2025</u>             |
| <u>Leslie McKnight</u>   | <u>Absences: 0 - Appointed December 2025</u>             |
| <u>Karen Catuogno</u>    | <u>Absences: Appointed July 2025</u>                     |
| <u>John Ball</u>         | <u>Absences: 0</u>                                       |
| <u>Anthony Brunetti</u>  | <u>Absences: 0–appointment ended July 2025</u>           |
| <u>Albin Kaimer</u>      | <u>Absences: 0–appointment ended July 2025.</u>          |
| <u>Chris Almon</u>       | <u>Absences: resigned from the Board in October 2025</u> |

### MEETINGS

- 11 Regular Monthly Meetings
  - ❖ August 21, 2025, Zoning Board meeting was canceled due to lack of a quorum

### AGENDA ITEMS OF NOTE

- Request for Extension of Approval pursuant to Section 28d of the Zoning Ordinance
  - ❖ Grant, I-J\_64-27, 1137 Succotash Road: Granted

## 2026 OUTLOOK

In June 2025, the State General Assembly approved zoning enabling changes that will require the Staff, with the assistance of the Planning Board and legal counsel, to revise several portions of the Zoning Ordinance. This draft will move forward to the Town Council in winter/spring, 2026. Once any ordinance changes are approved, the information will be provided to the Zoning Board of Review so that the new ordinance can be applied.

In addition, the Board wishes to pursue two (2) administrative objectives in 2026.

1. Training programs to enhance efficiency in conducting public hearings, deliberations, and formulation of decisions. The Board is aware of the new State law requiring local board training and will seek opportunities from RI Statewide Planning, Grow Smart RI and other appropriate sources to take advantage of training opportunities. Staff regularly provides the Zoning Board with training opportunities as they become available.
2. The Board may review the Rules of Procedure for any potential amendments and should finalize the decision template, which will assist with making sound and thorough decisions. Legal guidance should also be sought regarding this so that the template is accurate and complete.

|  | Received   | Owner / Applicant     | Plat | Lot     | Location                  | PLANNING   | REC.      | ZONING        | DECISION      |
|--|------------|-----------------------|------|---------|---------------------------|------------|-----------|---------------|---------------|
| **   | 12/17/2024 | Lukens                | M    | 167-108 | 9 Lane Three              | 01.22.2025 | Approval  | 02.20.2025    | Granted       |
| **   | 10/7/2024  | O'Dell                | M    | 167-81  | 25 Shore Road             | 11.19.2024 | Denial    | 03.20.2025    | Granted       |
| **   | 10/15/2024 | SVN Co                | N-R  | 1033    | 6 Algonquin Trail         | 02.19.2025 | Approval  | 03.20.2025    | Granted       |
| **   | 12/19/2024 | Battista              | N-S  | 495     | Namcook Road              | 02.19.2025 | Approval  | 03.20.2025    | Granted       |
| **   | 12/26/2024 | Gabriel               | N-R  | 19      | 40 Clara Lane             | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 1  | 1/6/2025   | Kitson                | N-S  | 36&37   | 63 Col. John Gardner Road | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 2  | 1/13/2025  | Bogdon                | M    | 167-92  | 9 Lane Two                | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| 3  | 1/30/2025  | Horan                 | D    | 88-4    | 16 Rockland Street        | 03.18.2025 | Approval  | 04.24.2025    | Granted       |
| **   | 12/26/2024 | Rotella               | S    | 51      | 29 Burnside Avenue        | 02.19.2025 | Approval  | 05.22.2025    | Granted       |
| 4  | 01/17/2025 | Knowles Camp          | S-1  | 291-26  | 64 Burnside Ave, Unit 26  | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 5  | 02/06/2025 | Paiva                 | U    | 62      | 3 East Pond Road          | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 6  | 02/19/2025 | Marci                 | S-1  | 271     | 7 Green Lane              | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 7  | 02/28/2025 | Lundstrom             | M    | 167-22  | 4 Hoberg Street           | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 8  | 03/27/2025 | Ahiljanian            | R-2  | 144     | 107 Conch Road            | 04.22.2025 | Approval  | 05.22.2025    | Granted       |
| 9  | 04/17/2025 | Kaufman               | Q    | 92      | 6 Blossom Way             | 05.20.2025 | Approval  | 07.17.2025    | Denied        |
| 10   | 04/30/2025 | Susca                 | M    | 167-34  | 15 Tellier Road           | 06.17.2025 | Approval  | 07.17.2025    | Granted       |
| 11   | 05/23/2025 | Taraszka              | N-R  | 1032    | 0 Algonquin Trail         | 06.17.2025 | Approval  | 07.17.2025    | Granted       |
| 12   | 07/28/2025 | Nero                  | N-R  | 283     | 80 Onondega Road          | 08.19.2025 | Approval  | O-09/18/2025  | c-1/22/2026   |
| 13   | 08/14/2025 | Martino               | S    | 108     | 801 Ocean Road            | 09.16.2025 | Approval  | O-10/23/2025  | c-1/22/2026   |
| 14   | 09/03/2025 | 140 Rodman Street LLC | H    | 65      | 140 Rodman Street         | 10.21.2025 | Approval  | O-11/20/2025  | c-2/19/2026   |
| **   | 11/22/2024 | Cherry                | S    | 32      | 48 Walcott Avenue         | 06.17.2025 | Denial    | O-11/20/2025  | c-2/19/2026   |
| 15   | 05/16/2025 | Gibson Court          | E    | 34-CM   | Gardencourt Drive         | 06.17.2025 | Approval  | Deferred to   | 1/22/2026     |
| 16   | 09/19/2025 | Skybound              | O    | 72      | 6 Lambert Street          | 11.18.2025 | Denial    | Deferred to   | 1/22/2026     |
| 17   | 11/06/2025 | Healey                | A    | 2       | 129 Boston Neck Road      | 12.16.2025 | Approval  | Docketed for  | 1/22/2026     |
| 18   | 11/10/2025 | Oneil                 | D    | 230     | 112 Caswell Street        | 12.16.2025 | Approval  | Docketed for  | 1/22/2026     |
| 19   | 08/22/2025 | Robbins               | N-S  | 251     | 163 Col John Gardner Road | 11.18.2025 | Denial    | O-12/18/2025  | c-2/19/2026   |
| 20   | 10/07/2025 | Pelosi                | W    | 155     | 24 Tern Road              | 11.18.2025 | Approval  | Deferred to   | 2/19/2026     |
| 21   | 07/24/2025 | Parrillo              | R-2  | 350     | 36 Mollusk Drive          | 08.19.2025 | Approval  | Deferred to   | 2/19/2026     |
| 22   | 10/1/2025  | Terek                 | R-2  | 318     | 26 Starfish Drive         | 11.18.2025 | Approval  | Deferred to   | 3/19/2026     |
| 23   | 10/16/2025 | Brooks                | L    | 1-12    | 39 Major Arnold Road      | 11.18.2025 | Continued | Not Yet Heard | Not Yet Heard |
| 24   | 01/6/2025  | Assante               | W    | 77      | 20 Gull Road              | 03.18.2025 | Approval  | Became a      | Staff Review  |
| 25   | 08/26/2025 | Lamagna               | N    | 9       | 23 Stanton Avenue         | 09.16.2025 | Denial    | Became a      | Staff Review  |
| 26   | 07/01/2025 | HookLine&Pizza        | K    | 198     | 1 Angell Road             | On Hold    | On Hold   | On Hold       | On Hold       |
| <p>Yellow highlighted Site Review applications could be negatively impacted by the “Westery Decision” and are waiting for the zoning ordinances to be amended to address the decision. <b>O-Opened c-continued</b></p> |            |                       |      |         |                           |            |           |               |               |