

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the August 9, 2023 meeting of the Jamestown Harbor Commission.

Approved: 9/13/23

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, August 9, 2023 at 5:00 p.m. in the Town Council Chambers of the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Harbor Clerk Joan Rich called the meeting to order at 5:00 p.m.

Present:

Dan Wurzbacher, Commissioner
Eric Lexow, Commissioner
Jessica McCarthy, Commissioner
Sue Romano, Commissioner
Mark Campbell, Commissioner

Absent:

Wayne Banks, Chairman

Also in Attendance:

Steven Bois, Executive Director
Joan Rich, Harbor Clerk
Bob Laman, Conservation Commission Liaison

Wayne Banks was not in attendance to chair the meeting, so Harbor Clerk Rich asked for a nomination for a Chairperson Pro Tem. Commissioner McCarthy nominated Commissioner Wurzbacher, with Commissioner Romano seconding. So voted: 4 aye, 0 nay, with Commissioner Wurzbacher abstaining.

II. Approval of Meeting Minutes – Review, discussion, and/or action and/or vote;

A. Wednesday, May 10, 2023

Commissioner Romano moved to approve the amended minutes of the meeting of May 10, 2023 and Commissioner McCarthy seconded. So voted: 5 aye, 0 nay.

B. Wednesday, June 14, 2023

Commissioner Romano moved to approve the minutes of the meeting of June 14, 2023 and Commissioner McCarthy seconded. So voted: 5 aye, 0 nay.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-Scheduled Requests to Address

Antonio and Joseph Pinheiro of Sunset Oyster Farms have submitted a request to DEM to expand their oyster farm, and they are asking for support from the Harbor Commission in their request. They will submit a letter, along with a copy of their application, to the Executive Director explaining their plan, and it will be placed on the agenda for the September meeting.

IV and V. Executive Director and Harbormaster Report – S. Bois

Executive Director Bois reported on the Harbormasters' activities – the motor on the Freedom boat is undergoing repairs again, and the trailer repairs have been completed. The Save the Bay Swim, and the Jazz and Folk festivals were incident-free. The harbormasters are currently conducting an audit of the occupancy rates of the mooring fields, kayak racks and outhauls.

For his report, Executive Director Bois stated that he is still looking for input from the Commission members as far as updates to the Harbor Ordinance, Management Plan, and Guidebook, along with the roles and responsibilities of the various members of the Harbor Commission/Department, and a long-range facilities plan.

Executive Director Bois gave an update on the Gould Island restoration. Shake-A-Leg and RAMP are two organizations that provide adaptive sailing programs for disabled people and are interested in building a small marina on Gould Island for their program(s). They are in the discussion stage and there is a meeting in Newport on August 16 for further updates.

Executive Director Bois also went over the mooring, kayak rack, dinghy dock, and outhaul occupancy rate. The average occupancy rate for the kayak racks and dinghy dock is about 80%. The kayak rack permits have been oversold by 25% and they are still not full. Executive Director Bois would like to ensure 100% occupancy and make changes to the way the Harbor Office has been offering permits in order to get to 100% occupancy. The harbormasters have been monitoring the water assets on a weekly basis, and Executive Director Bois would like to add a budget item next year to purchase a drone for easier monitoring. He is also gathering data from other towns around the bay to see what their occupancy rates are and how they ensure 100% occupancy. There was some discussion.

VI. Year-to-Date Financial Report – Review, discussion, and/or action and/or vote;

The final budget vs. actual numbers for FY 2023 are not available yet.

VII. Sub-Committee Reports

A. Budget – E. Lexow – Review, discussion, and/or action and/or vote;

Commissioner Lexow had nothing to report.

B. Facilities – W. Banks and D. Wurzbacher – Review, discussion, and/or action and/or vote;

Chairman Banks was absent and Commissioner Wurzbacher had nothing to report.

C. Mooring Implementation – W. Banks – Review, discussion, and/or action and/or vote;

Chairman Banks was absent.

D. Gould Island Restoration – W. Banks – Review, discussion, and/or action and/or vote;

Chairman Banks was absent, and Executive Director Bois had given an update on Gould Island in his report, but he added that he has asked Town Administrator Mello to set up a meeting with Terry Gray of DEM to discuss the status of the Gould Island restoration.

VIII. Liaison Reports

A. Conservation Commission – B. Laman – Review, discussion, and/or action and/or vote;

Mr. Laman stated the Conservation Commission did not meet this month, and he would discuss the Rights-of-Way letter under New Business.

B. Town Council Liaison – R. White – Review, discussion, and/or action and/or vote;
Councilor White was absent.

IX. Old Business

A. Ft. Getty Engineering Study-Proposals – Review, discussion, and/or action and/or vote;

Executive Director Bois stated that Mike Gray, the Public Works Director, is in the process of reporting on the condition of the Harbor facilities but it is not complete yet. This item will be continued to September.

B. East Ferry Area Potential Improvements-Adding a floating pier adjacent to wood pile pier – Review, discussion, and/or action and/or vote;

Commissioner Romano made a motion to continue to evaluate the possibility of adding a floating dock/pier adjacent to the wood pile pier in East Ferry, in particular the floating pier that has been offered to the town by the New York Yacht Club. Commissioner Wurzbacher seconded. So voted: 5 aye, 0 nay.

C. Committee Reassignments – Review, discussion, and/or action and/or vote;

There was discussion about current sub-committee assignments, if the current sub-committees are appropriate, and how commission members should be allocated among the sub-committees. The following members volunteered to be on sub-committees:

Budget – Sue Romano, primary member;

Facilities – Mark Campbell, alternate member; Jessica McCarthy, alternate member (if Wayne Banks gives up his seat on this sub-committee);

Mooring Implementation – Dan Wurzbacher, primary member;

Gould Island – Sue Romano, alternate member;

Voting on the sub-committee primary and alternate members will be put on the September meeting agenda.

D. Roles and Responsibilities of Harbor Commission Members – Review, discussion, and/or action and/or vote;

There was discussion about adding defined roles and responsibilities of the Harbor Commission members to the Harbor Management Ordinance and Plan. Executive Director Bois will provide commission members with a spreadsheet outlining the additions and it will be placed on the agenda for a vote at the September meeting.

E. One Year Lease of Approved Grace Period Moorings to Wait Listed Applicants – Review, discussion, and/or action and/or vote;

Executive Director Bois stated that he was still researching this item and asked that it be continued to the September meeting.

X. Correspondence

A. Letter from Attorney Richard D’Addario regarding East Shore Road Right of Way #20 – Review, discussion, and/or action and/or vote;

Commissioner Wurzbacher moved to accept the letter into correspondence and Commissioner Campbell seconded. So voted: 5 aye, 0 nay.

XI. New Business

A. Nomination of New Vice-Chair of the Harbor Commission – Review, discussion, and/or action and/or vote;

No vote was taken.

B. Adding a kayak rack to Park Dock – Review, discussion, and/or action and/or vote;

Executive Director Bois stated that the Friends of the Rights of Way organization had approached him and asked for some more kayak racks around town, with Park Dock being at the top of the list. It would cost approximately \$2,900.00 for materials and labor to build another rack. There was some discussion. Commissioner Wurzbacher made a motion to construct a kayak rack to be placed at Park Dock and it was seconded by Commissioner Romano. There was more discussion regarding who would use the use the kayak rack, and if mooring holders in Park Dock would get priority. Commissioner Wurzbacher withdrew his motion and Executive

Director Bois stated he would conduct further study about the size of the rack and how many kayaks/paddleboards/dinghies would fit on the rack, and report back at September's meeting.

C. Endorsement of Conservation Commission letter to the Town Council regarding Town Rights-of-Way – Review, discussion, and/or action and/or vote;


Bob Laman from the Conservation Commission is asking the Harbor Commission to endorse the Conservation Commission's request to the Town Council to update the 2013 Town Rights-of-Way report. There was some discussion. Commissioner McCarthy made a motion that the Harbor Commission agrees that the Rights-of-Way report needs to be updated, and it was seconded by Commissioner Romano. So voted: 5 aye, 0 nay.

XII. Open Form – Continued (if necessary) – Review, discussion, and/or action and/or vote;

Tony Pinheiro of Beacon Avenue had some comments on items discussed during the course of the meeting. He agreed that having vacant moorings is not a good idea, and he did not think getting a drone to fly over the mooring fields was a good idea because of privacy issues.

There being no further business, Commissioner Romano made a motion to adjourn and Commissioner McCarthy seconded it. So voted: 5 aye, 0 nay. The meeting was adjourned at 5:58 p.m.

Attest,


Joan Rich, Harbor Clerk