



**Jamestown Harbor Commission Meeting  
Wednesday, October 9, 2024 at 5:00 p.m.  
Jamestown Town Hall  
93 Narragansett Avenue, Jamestown, RI 02835**

**AGENDA**

**THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.**

**THIS MEETING WILL BE LIVE STREAMED: To view the meeting with no interaction:**

<https://jamestownri.gov/how-do-i/watch-live-streamed-town-meetings>

- I. Call to Order and Roll Call
- II. Approval of Meeting Minutes – Review, discussion, and/or potential action and/or vote;
  - A. September 11, 2024
- III. Executive Director’s Report – J. Heagney
  - A. Met with Bob Laman regarding Rights of Way;
  - B. New boat trailer has been registered;
- IV. Harbormaster’s Report – B. Totten
  - A. Radar installation is complete on one boat, the other radar unit will be installed on the second boat in the spring;
  - B. TPG will be winterizing both boat motors;
  - C. Soliciting estimates for shrink wrapping the boats;
  - D. Post-Labor Day Harbor Activity;
  - E. Boat Registration Project;
  - F. Wind Farm – West Passage Power Cabling;
- V. Year-to-Date Financial Report
- VI. Sub-Committee Reports
  - A. Budget – S. Romano and T. Alexander – Review, discussion, and/or potential action and/or vote;
  - B. Facilities – W. Banks and J. Archibald – Presentation of Asset Inventory from 2014 - Review, discussion, and/or potential action and/or vote;
  - C. Gould Island Restoration – W. Banks, M. Campbell, and B. Laman – Review, discussion, and/or potential action and/or vote;
- VII. Liaison Reports
  - A. Conservation Commission – B. Laman – Review, discussion, and/or potential action and/or vote;
  - B. Town Council – R. White – Review, discussion, and/or potential action and/or vote;

- VIII. Old Business
  - A. Capital Expenses in FY 26 Budget – Review, discussion, and/or potential action and/or vote;
  - B. Proposed Budget for FY 26 – Review, discussion, and/or potential action and/or vote;
- IX. Correspondence
- X. New Business – None at this time;
- XI. Open Forum
  - A. Scheduled Requests to Address – None scheduled at this time;
  - B. Non-Scheduled Requests to Address
- XII. Adjournment

***Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website, at the Town Hall, and at the Jamestown Police Station. Notice is also posted at the Jamestown Philomenian Library and on the Internet at [www.jamestownri.gov](http://www.jamestownri.gov).***

ALL NOTE: If communications assistance or other accommodations are needed to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to [rfagan@jamestownri.net](mailto:rfagan@jamestownri.net) not less than three (3) business days prior to the meeting.

*Posted on the RI Secretary of State website on October 4, 2024.*

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

**Approved:**

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, September 11, 2024 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:**

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman  
James Archibald, Commissioner  
Robert Laman, Commissioner  
Mark Campbell, Commissioner  
Susan Romano, Commissioner

Absent:

Jessica McCarthy, Commissioner  
Thomas Alexander, Commissioner

Also in Attendance:

Fred Pease, Interim Executive Director  
Bart Totten, Harbormaster  
Keith Ford, Deputy Town Clerk

**II. Approval of Meeting Minutes – Review, Discussion, and/or Potential Action and/or Vote:**

**A. July 10, 2024**

Commissioner Romano moved to approve the minutes with a second by Commissioner Archibald. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

**III. Executive Director’s Report – F. Pease.**

Interim Executive Director Pease not present at this time.

**IV. Harbormaster’s Report – B. Totten**

Harbormaster Totten reported that the new boat is at East Ferry and they are very happy with it. He invited the commissioners down to the boat to check it out.

The new kayak/dingy rack was installed within the last month at Park Dock. Applications have been received already.

Both Harbormasters boats have had radar installed on them, they should be 100% operational by next season.

The Harbormasters have been training Jamestown Police Officers to operate the boats if needed in emergencies and a harbormaster was not available. They have also trained the Jamestown Fire Department in the use of the boat at West Ferry.

The Harbormasters have supported both the Folk and Jazz festivals both on the dock and on the water in Newport. Also supported was the Save the Bay Swim and the Fool's Rule's Regatta which were both successful. Most recently was an unadvertised private airshow near Fort Getty which they assisted with the US Coast Guard.

There are no upcoming events as of this time as it is towards the end of the season.

Usage reports have been attached in the meeting packets; they include the number of permits issued at each of the locations. Also on the report are new permits issued (reassigned) and a list of totals regarding waitlists. There are photos of the racks themselves in the packets as well.

The online mooring database was used to find those moorings that did not have a boat registration attached to it. From there our office checked the moorings to see if they had been occupied. If you didn't have a boat registration uploaded it would be assumed that you do not have a boat. So, this was an easy way to find unoccupied moorings in which a letter was sent to the permit holder requesting documentation. This could lead to a turnover of around 10 moorings with this project.

Chairman Banks asked what the usage rates were for outhauls, kayak racks and moorings. Harbormaster Totten commented that the racks were almost completely full and the outhauls were full except for a few that took grace periods this year. The moorings were all permitted, the ones that aren't being used are being investigated about turning them over and re-issuing them. Commissioner Campbell asked if we would pursue occupying those moorings during a grace period. Harbormaster Totten that there are plans to possibly do this in the future.

Commissioner Archibald asked regarding the new boat, is there adequate space to complete their jobs on the boat. Harbormaster Totten commented there is plenty of room for mobility, they have installed radar and boarding ladders. One major advantage is that the two boats are very similar to operate.

### **III. Executive Director's Report – F. Pease.**

Interim Executive Director Pease now present had no formal report, he did comment that there should be a way to allow for moorings to be used while unoccupied for a period during the season. This would be immensely clerical but may be beneficial. A discussion ensued.

Commissioner Romano asked for the status of all the documents; ordinances, rules, etc. Also, the decisions that the Town Council made regarding the Conanicut Island Sailing Foundation and the usage of shared areas. A discussion ensued. No action/vote taken.

### **V. Year-to-Date Financial Reports**

Commissioner Romano commented they do not have a report at this time.

### **VI. Sub-Committee Reports**

#### **A. Budget**

Commissioner Romano commented that herself, Joan Rich, and Commissioner Alexander met with Town Administrator Mello to review the budget and components. Commissioner Campbell inquired about

boat capitalization, as there is nothing on that line item. There should be funds on that line for future replacement of the older boat. He also asked about the line item 'Utilities' and what utilities we pay, Commissioner Romano commented that this line item as added as the police station has limited space for the executive director, harbormasters, and interns. She had asked the Town Administrator to investigate an alternative space for the summer season. Commissioner Campbell inquired as to the \$75,000 capital that is in the budget. Commissioner Romano commented that is money that the Commission has in its budget for use.

Commissioner Archibald inquired as to if there is a 5-year plan, as this should be in line with the budget. James Heagney commented that once he begins his position as Executive Director that is one of the items he wants to complete. No action/vote taken.

**B. Facilities**

Commissioner Archibald commented a previously mentioned was the 5-year plan. He has also been approached by several individuals regarding "No Wake, 5 MPH" signs on the Fort Getty Pier. Commissioner Romano stated that there is a need and funds available.

**C. Gould Island Restoration**

Commissioner Banks commented that there is a meeting in October. There is a wait on the Army Corp of Engineers report as the RI Department of Environmental Management has not made a change in their usage law. They need to recalculate the data of the risk of 365-day usage over 90-day usage. No action/vote taken.

**VII. Liaison Reports**

**A. Conservation Committee**

Commissioner Laman commented he has no report from Conservation. He did comment that the Right-of-Way (ROW) program is active, Mr. Aquino is maintaining the Hull St ROW and two other groups interested in other ROW's. The ROW on the southern part of East Shore Rd is still under litigation.

**B. Town Council**

Councilor White was absent, no report.

**VIII. Old Business – None at this time;**

**IX. Correspondence**

Commissioner Romano made a motion to accept the letter from Mr. Pinksaw with a second by Councilor Campbell. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

**X. New Business**

**A. Letter to Public Works**

Commissioner Campbell made a motion to approve the letter as written and send it with a second by Councilor Laman. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

**B. Proposed Budget for FY 26**

Commissioner Romano commented that this budget will go to the Town Council once it is approved by the Harbor Commission. This budget will be for year starting July 1, 2025 through June 30, 2026. This includes a \$75,000 capital project planning. Maintains a part-time executive director for 600 hours per year, harbormaster for 1,000 hours a season, two assistance harbormasters, and two interns. This assumes a 5% increase in the rate across the board. A discussion ensued. No action/vote taken.

**C. Proposed 2025 Harbor Rates**

Commissioner Romano commented that a 5% increase across the board was recommended. This is lower than other towns that were compared. Commissioner Campbell moved to accept the proposed harbor permit fees with a second by Commissioner Archibald. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

**XI. Open Forum**

Marian Falla, 75 Green Lane, commented that she had worked with Mr. Steven Bois on documents that will be reviewed by the Commission. She inquired about the process going forward with the review of the Town Ordinance and Harbor Plan, will it be an open forum and public comment? Mr. Heagney commented that he plans to meet with the Town Administrator regarding the plans, review them to see what the next step will be. No action/vote taken.

**XII. Adjournment**

Commissioner Banks made a motion to adjourn with a second from Commissioner Romano. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously meeting was adjourned at 5:44 P.M.

Attest:

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Keith Ford, Deputy Town Clerk

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

**ASSET INVENTORY**

*APPROVED BY THE JAMESTOWN HARBOR COMMISSION ON 2-12-2014*

*APPROVED BY THE TOWN COUNCIL ON 4-7-2014*

**FEBRUARY 2014**

## **Introduction**

This asset management plan identifies waterfront infrastructure maintained by the Harbor Commission on behalf of the Town of Jamestown. The purpose of this plan is to identify and prioritize projects for planning and budgeting purposes. This is a working document that will require review and updates as new assets are developed and improvements are made.

This document is divided into project areas. Town assets and annual maintenance activities have been identified for the following six project areas:

1. East Ferry
2. West Ferry
3. Fort Getty
4. Fort Wetherill
5. Heads Beach
6. Sheffield Cove at Maple Avenue

The Harbor Commission shall review the assets for deficiencies and prioritize project needs as outlined below:

### **Critical Deficiencies**

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

### **Long Term Needs:**

- Improvements to existing conditions that is not required for basic function of the facility
- Overall usability improvement
- Long term maintenance cost reduction

A maintenance and capital planning section is included to identify assets that require annual routine maintenance needs and long term capital improvement planning.



## **East Ferry**

Figure 1 includes the following facilities identified for East Ferry.

1. Wood Pile Pier
  - Wooden pier structure
  - Boat pump-out
  - Touch and Go
    1. In board float
    2. Eastward float
    3. North side float
2. Stone Seawall - Parking area
3. Steel Concrete Pier - Conanicus Avenue to Eastward end
4. Dinghy Storage
5. Boat Ramp
6. Seawalls for Memorial Squares
7. Ferry Landing & Rip Rap Slope

Note: The seawall identified under item 2 above and shaded in red on figure 1 has been identified as a Harbor asset with 100% of funds from the Harbor budget for repairs and maintenance. The seawall identified under item 6 above and shaded in green on figure 1 has been identified as a shared asset between the Town and Harbor budgets. Future costs for repairs and maintenance will be funded 50% from the Harbor budget and 50% from the Town's capital budget.

## **Infrastructure Improvements**

The following summary includes improvements that have been made to the facilities at East Ferry by the Harbor Commission within the past 7 year period.

1. Repairs were conducted to the stone and mortar seawall wall located along the parking area and sidewalk to the wooden pier in 2006. The repairs included replacement of the voids in the wall with stone and re-grouting of the mortar. In addition a portion of the sidewalk was replaced.

2. The curbs and rails were constructed on the steel pier in 2009. This project capped the sheet pile wall with a concrete curb, installed concrete posts and steel railing, and electrical service upgrades for the pier.
3. The wooden pier was repaired in 2010. The work included replacement of cross bracing, stringers, decayed piles, and decking. In addition a new touch and go float was constructed on the north side of the pier.
4. The pump-out on the wooden pier was repaired in 2010 with the installation of new pedestals, electrical upgrades, and force main piping.
5. The wooden pier received damage from Tropical Storm Sandy in October 2012. Repairs were made to the structure that included replacing stringers, cross-bracing, electrical pedestals, electrical conduit and wiring, ladders, and all of the pressure treated decking.
6. The East Ferry Seawall was reconstructed in the winter of 2013. The project included a new concrete retaining wall, sidewalks, and concrete repairs to the boat ramp.

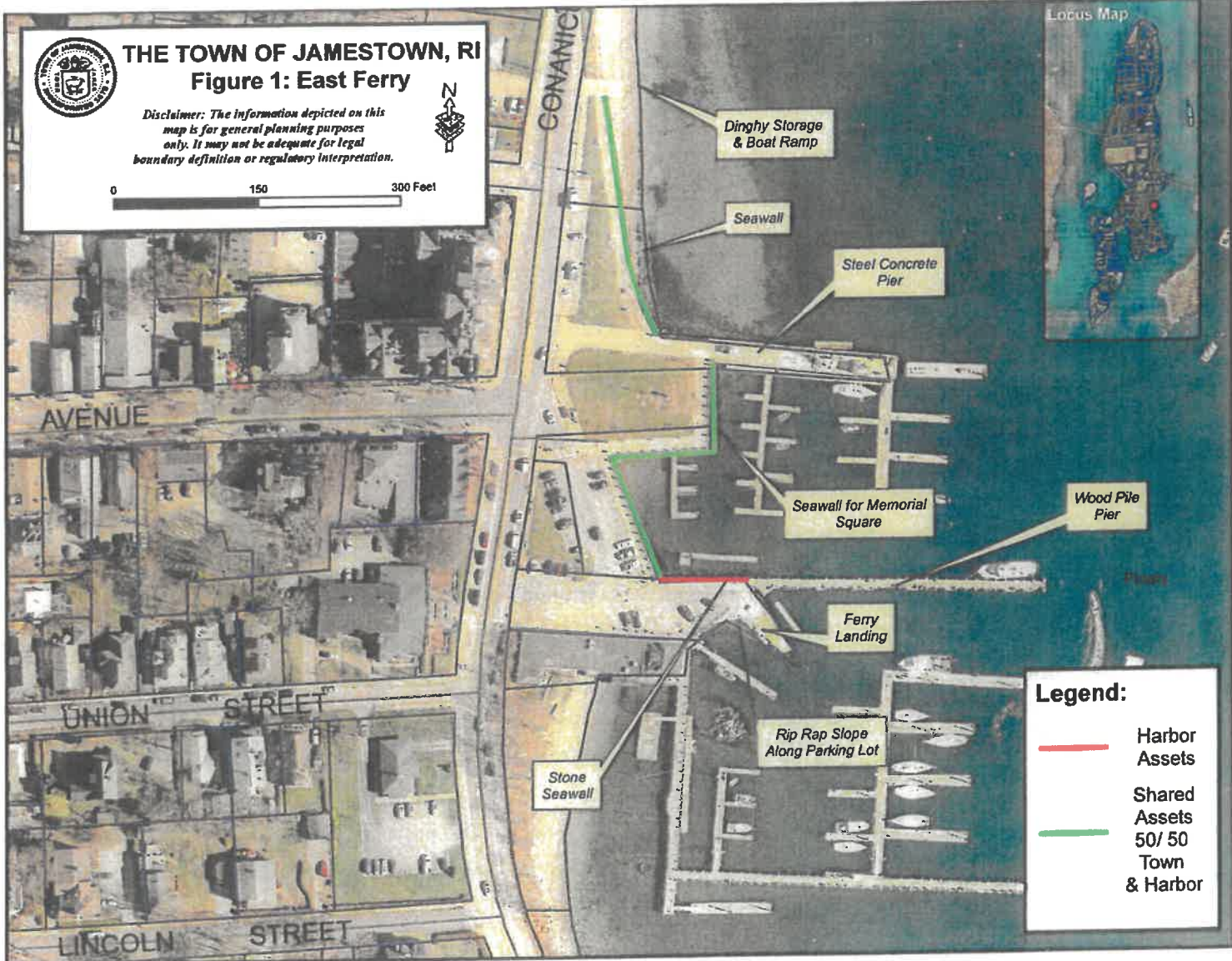


**THE TOWN OF JAMESTOWN, RI**  
**Figure 1: East Ferry**

*Disclaimer: The information depicted on this map is for general planning purposes only. It may not be adequate for legal boundary definition or regulatory interpretation.*



0 150 300 Feet



## **West Ferry**

Figure 2 includes the following facilities identified for West Ferry:

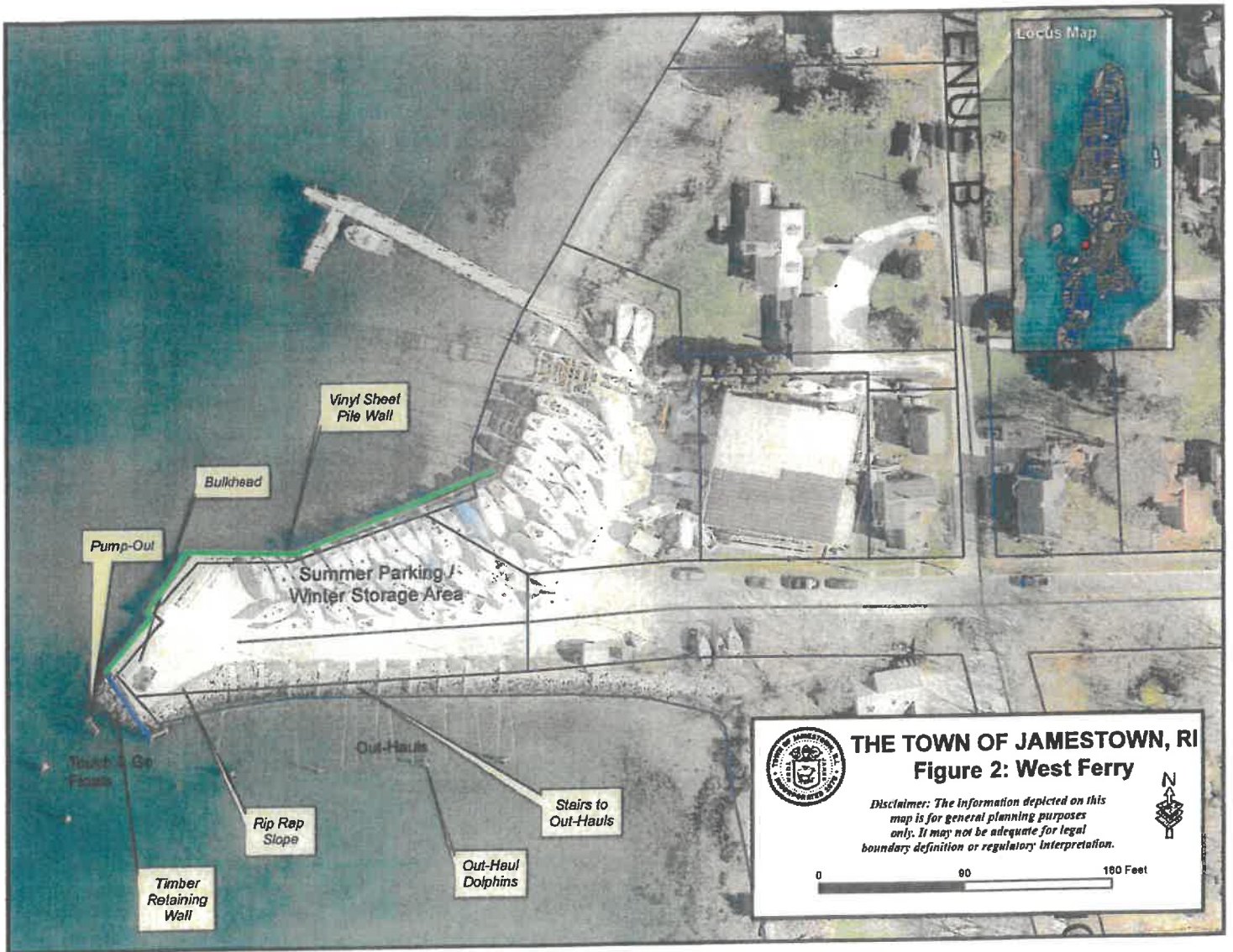
1. Bulkhead
  - Vinyl sheet pile wall
  - Timber Retaining wall at western end
2. Rip-rap slope (south side)
3. Stairs to outhauls
4. Boat outhauls
5. Touch and Go Floats
6. Boat Pump-outs

### **Infrastructure Improvements**

The following summary includes improvements that have been made to the facilities at West Ferry by the Harbor Commission within the past 7 year period.

1. Stairs to the boat outhauls were reconstructed by the Highway Department in 2008.
2. The boat pump-out forcemain piping was replaced by the highway department in 2010.
3. Engineering design drawings and permits were completed for repairs to the eastern end of the vinyl sheet pile wall in 2011.
4. Repairs were made during the summer of 2012 by the DPW at the eastern end of the vinyl sheet pile wall that included a new tieback concrete structure, new tie backs, concrete encasement of the bottom of the wall, and rip rap embankment stabilization.
5. Although not identified as a Harbor Asset, a new public bathroom was constructed at West Ferry using Harbor funds in the summer of 2011. The project includes a new unisex bathroom serviced by a sewer pump station and public water. The project will be maintained by the Town.
6. In the winter of 2013 the Boat Outhauls pilings and cables were replaced.
7. New stair treads for the boat outhauls were installed by the DPW in 2013.





## **Fort Getty**

Figure 3 includes the following facilities identified for Fort Getty:

1. Boat Ramp
2. Wooden Pier
3. Kayak Storage Rack
4. Boat Outhauls

### **Infrastructure Improvements**

The following summary includes improvements that have been made to the facilities at Fort Getty by the Harbor Commission within the past 7 year period.

1. A new concrete boat ramp was installed at Fort Getty at the existing location in the spring of 2011. The project replaced an asphalt ramp and extended the length an additional 25' seaward. A CRMC maintenance assent was approved for the project.
2. Relocation of kayak storage rack by Highway Department to increase access and use by the public.
3. In the winter of 2013 the boat outhaul pilings and cables were replaced.
4. In 2013 an engineering evaluation was conducted of the wooden pier at Fort Getty. The project included both top side and piling inspections beneath the waterline. The engineer provided a report with recommendations for repairs.

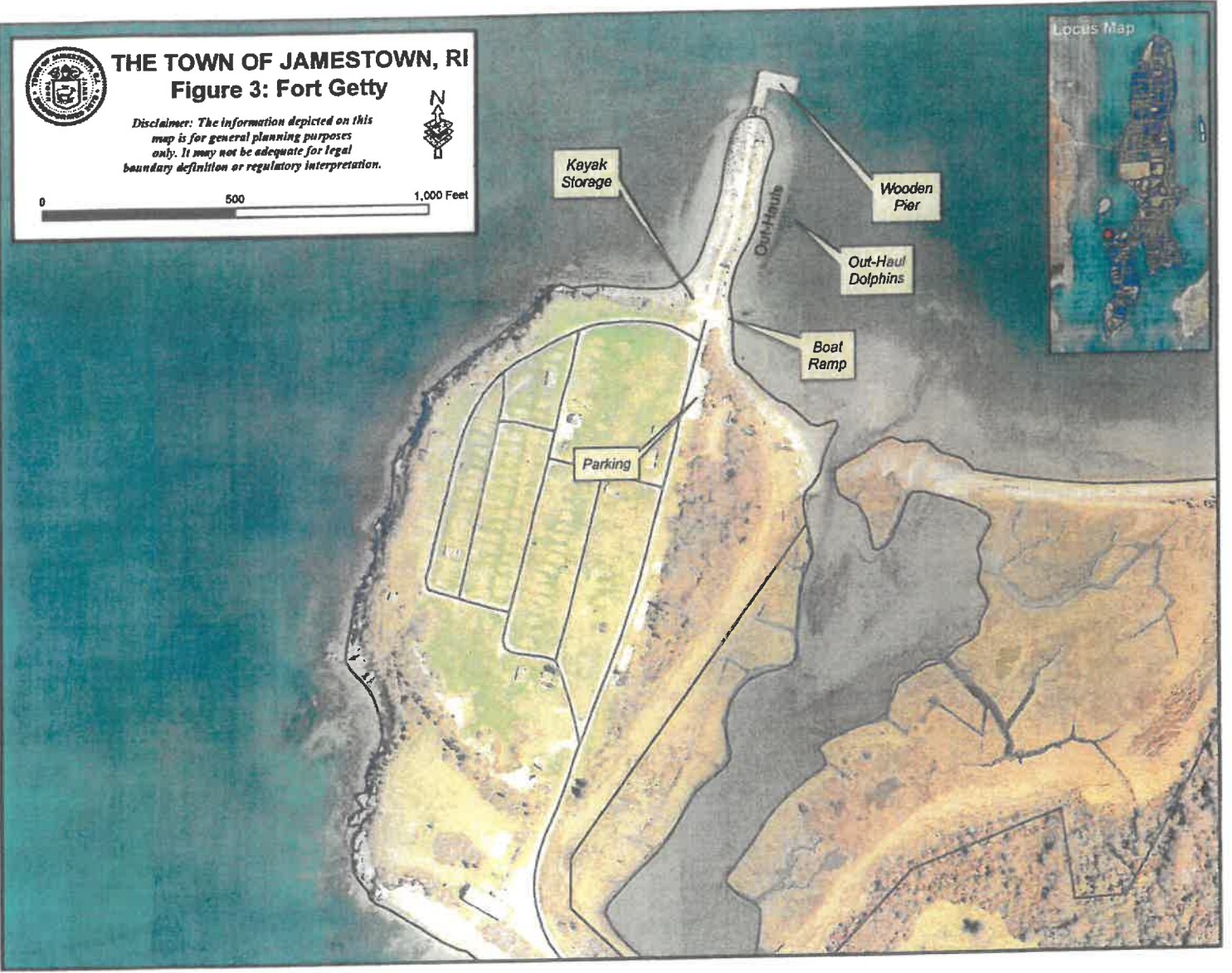


**THE TOWN OF JAMESTOWN, RI**  
**Figure 3: Fort Getty**

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0 500 1,000 Feet



### **Fort Wetherill**

Figure 4 includes the following facilities that the Harbor Commission is responsible for maintaining:

1. West Bulkhead and Rip-Rap slope

### **Heads Beach**

Figure 5 includes the following facilities that the Harbor Commission is responsible for maintaining:

1. Kayak Storage Rack

### **Sheffield Cove at Maple Avenue**

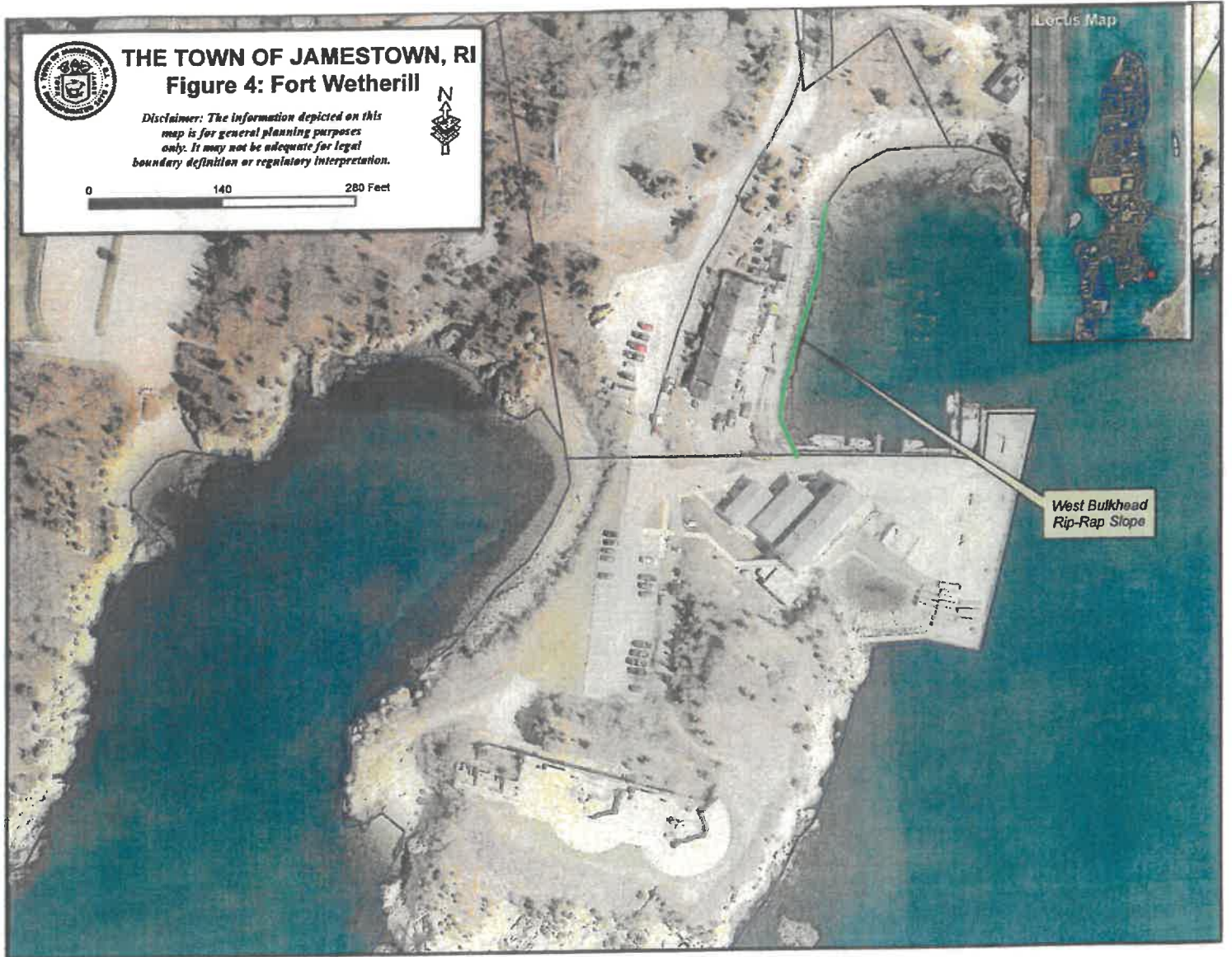
Figure 6 includes the following facilities that the Harbor Commission is responsible for maintaining:

1. Kayak Storage Rack

### **Infrastructure Improvements**

There were no improvements conducted at Fort Wetherill, Heads Beach, or Sheffield Cove at Maple Avenue by the Harbor Commission within the past 5 year period.







# THE TOWN OF JAMESTOWN, RI

## Figure 5: Head's Beach

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0 100 200 Feet

Locus Map

Kayak Storage

BARK AVE

FRIGATE





**THE TOWN OF JAMESTOWN, RI**  
**Figure 6:**  
**Sheffield Cove at Maple Ave**

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0 140 280 Feet

Lotus Map

Kayak Storage

Sheffield Cove

## **Annual Routine Maintenance (Operating Budget)**

Each of the areas identified include assets that require routine maintenance and inspection by the Harbor Commission and Town Staff. The following includes a list of facilities for each area:

### **East Ferry**

1. Inspection of Floats and Ramps
2. Inspection of decking on Wood Pile Pier and general repairs to decking
3. Inspection of ladders to Wood Pile Pier and general repairs
4. Inspection and annual maintenance to boat pump-outs
5. Secure ramp access and railings at the end of the season
6. Inspection of seawalls and wood pile pier following the winter season and after major storm events to assess any damages.

### **West Ferry**

1. Inspection of touch and go floats
2. Inspection and general repairs to out haul stairs
3. Inspection of vinyl sheet pile wall and bulkhead wall following winter season and after major storm events to assess damages
4. Maintenance of brush along bulkhead and at stairs
5. Parking lot surface grading and maintenance

### **Fort Getty**

1. Inspection of boat ramp
2. Inspection of out hauls
3. Inspection of wooden pier following the winter season and after major storm events to assess damages

## Harbor Division Operating Budget 2025/2026

Description	Current Rates	5% Increase
<b>Revenues</b>		
Resident Moorings	\$ 97,277.00	\$ 102,140.00
Commercial Moorings	\$ 154,250.00	\$ 161,963.00
Non-Resident Moorings	\$ 7,140.00	\$ 7,497.00
West Ferry Outhauls	\$ 14,300.00	\$ 15,015.00
Ft. Getty Outhauls	\$ 14,300.00	\$ 15,015.00
Beach Permits	\$ 16,000.00	\$ 16,800.00
Ft. Getty Dock	\$ 5,500.00	\$ 5,775.00
Wait List Fees	\$ 7,200.00	\$ 7,560.00
Club Moorings	\$ 8,000.00	\$ 8,400.00
West Ferry Dinghy Dock	\$ 7,500.00	\$ 7,875.00
<b>TOTAL REVENUES</b>	<b>\$ 331,467.00</b>	<b>\$ 348,040.00</b>
<b>FUND BALANCE TRANSFER</b>	<b>\$ -</b>	
<b>TOTAL</b>	<b>\$ 331,467.00</b>	<b>\$ 348,040.00</b>
<b>Expenses</b>		
Harbor Director	\$ 24,000.00	
Harbormaster Salary	\$ 31,000.00	
Harbor Clerk Salary (75%)	\$ 36,652.00	
Harbormaster Asst. Salary	\$ 17,000.00	
Harbor Summer Intern	\$ 12,000.00	
<b>Total Harbor Staff</b>		<b>\$ 120,652.00</b>
Administrative Fees to Town	\$ 32,000.00	
Office Equipment Purchase	\$ 2,800.00	
Mileage	\$ 450.00	
Boat Maintenance/Repairs	\$ 9,000.00	
Maintenance-Docks & Harbor	\$ 18,000.00	
Floating Docks	\$ 6,000.00	
Pumpout Maintenance	\$ 7,000.00	
Patrol Craft Purchase/Fixtures	\$ 2,000.00	
Data Package	\$ 1,000.00	
Fees/Dues/Supplies	\$ 3,120.00	
Printing & Mailing	\$ 3,125.00	
Telephone	\$ 2,500.00	
Maintenance of Uniforms	\$ 800.00	
Maintenance of Vehicles	\$ 525.00	
Boat-Patrol Gas	\$ 4,000.00	
Training of Members		
Equipment	\$ 2,000.00	
Boat Capitalization		
Channel Markers and Buoys	\$ 15,000.00	
Inspection Services		
Social Security Tax	\$ 9,258.00	
Blue Cross/Delta Dental	\$ 15,000.00	
Worker's Compensation	\$ 5,320.00	
Life Insurance	\$ 175.00	
General Liability Insurance	\$ 10,000.00	
Utilities	\$ 3,315.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 273,040.00</b>	
<b>CAPITAL</b>	<b>\$ 75,000.00</b>	
<b>TOTAL</b>	<b>\$ 348,040.00</b>	