

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Approved: *10/9/24*

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~~ *will have* 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:



Keith Ford, Deputy Town Clerk