

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Approved: 11/13/24

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, October 9, 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:**

Vice-Chairman Tom Alexander called the meeting to order at 5:00 p.m.

Present:

Tom Alexander, Vice-Chairman  
Sue Romano, Commissioner  
Mark Campbell, Commissioner  
Jim Archibald, Commissioner  
Bob Laman, Commissioner

Absent:

Wayne Banks, Chairman  
Jessica McCarthy, Commissioner

Also in Attendance:

Jim Heagney, Executive Director  
Bart Totten, Harbormaster  
Joan Rich, Clerk

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

**A. September 11, 2024**

Commissioner Romano moved to approve the minutes of September 11, 2024 with a second by Commissioner Archibald. Commissioner Campbell had a question regarding the radar installation on both harbormaster boats, because the minutes indicate radar had been installed on both boats, but tonight's agenda states that only one of the boats has had the radar installed. The minutes will be amended to reflect that only one of the boats has had the radar installed. Commissioner Romano made a motion to approve the minutes as amended, with a second by Commissioner Campbell. So voted: Vice Chairman Alexander, Aye; Commissioner Romano, Aye; Commissioner Campbell, Aye; Commissioner Archibald, Aye; Commissioner Laman, Aye.

### **III. Executive Director's Report – J. Heagney**

Executive Director Heagney stated he met with Bob Laman and Carol Nelson-Lee from the Conservation Commission to familiarize himself with the Right of Way program. The new boat trailer has been registered. Commissioner Campbell asked if the trailer had a police plate, but it was issued a trailer plate, like the old boat trailer.

Commissioner Archibald addressed the Asset Inventory from 2014 that was included in the packet. Executive Director Heagney stated he met with Commissioner Archibald, Mike Gray, Public Works Director, Bart Totten, and Wayne Banks to define the capital budget line item and what areas need to be prioritized for future projects. The Park Dock kayak/dinghy rack and the new boat need to be added to the list. There was some discussion.

Commissioner Campbell asked what the status is of the updates to the Harbor Management Plan and Ordinance. There have not been any changes to either document, and once the boating season has wrapped up, it will be Executive Director Heagney's primary focus. Town Administrator Ed Mello has assured Executive Director Heagney that there is no firm deadline for updating the documents.

### **IV. Harbormaster's Report – B. Totten**

Harbormaster Totten stated that the on-the-water part of the season is winding down, and that the radar on the new boat will be installed before the start of the season next year. He has contracted with TPG to winterize the motors on both of the boats after they are pulled in early November, and has been soliciting estimates to shrink wrap the boats. The pumpouts will be decommissioned in November, and the touch and go docks will be removed for the winter.

Harbormaster Totten also updated the Commission on the status of the vessel registration project. The Harbor staff has been working all summer to ensure that everyone with a mooring permit has a registration for the boat that is associated with that permit, and that the mooring is being used. Ten to fifteen moorings were identified as not having had a boat on it, and the permit holders were sent a letter informing them their permit would be revoked. Some have responded and corrected the issues, but the Harbor office will reclaim some of those permits, which will in turn move the wait lists along. If there was a boat on a mooring that did not have a registration, those permit holders were notified that their permit would not be renewed next year unless a current registration was provided.

Harbormaster Totten also provided a heads up that the Revolution Wind Farm has had vessels operating in the West Passage in the vicinity of the Jamestown Bridge, preparing the cable route. The Coast Guard has instituted a safety zone of 250 yards around the barge. There was some discussion.

Commissioner Laman asked if the staff, given the price increase, has looked into a reusable cover for the boats as opposed to shrink wrapping them every year. Harbormaster Totten stated there is a town resident who is involved with a company that manufactures a recyclable shrink

wrap, and he is considering it. There was some discussion, including the cost benefit of purchasing reusable covers.

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

Commissioner Romano reviewed the budget and expenses for the first quarter of the 2025 fiscal year, specifically the Admin Fees, which are charges from other Town departments when they perform work for the Harbor Department.

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

##### **A. Budget – S. Romano and T. Alexander – Review, discussion, and/or potential action and/or vote;**

Commissioner Romano addressed the question from last month's meeting regarding maintenance of the old Harbormaster boat, and that Town Administrator Mello had clarified that that cost is included in the Capital line item of \$75,000. The budget has not changed since last month, the rate increase has been approved by the Commission, and will be presented to the Town Council after the budget is approved. Commissioner Romano moved to approve the FY 2026 budget and the motion was seconded by Vice-Chairman Alexander. There was no discussion. So voted: Vice-Chairman Alexander, Aye; Commissioner Romano, Aye; Commissioner Campbell, Aye; Commissioner Archibald, Aye; Commissioner Laman, Aye.

##### **B. Facilities – W. Banks and J. Archibald – Presentation of Asset Inventory from 2014 – Review, discussion, and/or potential action and/or vote;**

This item was discussed during the Executive Director's report.

##### **C. Gould Island Restoration – W. Banks, M. Cambell, and B. Laman – Review, Discussion, and/or potential action and/or vote;**

The Gould Island Restoration Advisory Board meeting was held last night. The Army Corps of Engineers is supporting a request by DEM and the Town of Jamestown to go back and re-do the assessment for the cleanup of Gould Island so that it can potentially be used for public recreation as opposed to just being used for a bird sanctuary. This process could take years because the ACOE has to clean up Gould Island, and then they will turn it over to DEM. DEM will then develop a master plan for the use of the island, but there is currently no money in their budget for the plan development. There was some discussion. The next Restoration Advisory Board meeting will be held June 25, 2025.

#### **VII. Liaison Reports**

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

The Rights of Way adoption program that the Conservation Commission had begun has run into some hiccups with the one right of way that has been adopted, and one other that has a pending application. After some deliberation, the Conservation Commission is recommending to the Town Council that the program be suspended for the time being. There was some discussion.

**B. Town Council – R. White – Review, discussion, and/or potential action and/or vote;**  
Councilor White was not present.

**VIII. Old Business**

**A. Capital Expenses in FY 26 Budget – Review, discussion, and/or potential action and/or vote;**

This item was discussed during the Budget Sub-Committee Report.

**B. Proposed Budget for FY 26–Review, discussion, and/or potential action and/or vote;**

This item was discussed and voted on during the Budget Sub-Committee Report.

**IX. Correspondence**

There was no correspondence.

**X. New Business**

There was no New Business on the agenda.

**XI. Open Forum**

**A. Scheduled Requests to Address – None scheduled at this time;**

**B. Non-Scheduled Requests to Address**

Mike Pinksaw of East Shore Road addressed the Commission about his objections to the new kayak/dinghy rack that was installed at Park Dock. He feels the rack is in a bad spot because the out of town fishermen set up their encampments right in front of the rack and they are in the way. He also thinks it is ridiculous to pay \$70/year to put a 10-foot dinghy on a rack he did not ask for, and it is yet another fee he has to pay on top of all the other fees the Town charges for trash, recreation parking, etc. There was some discussion.

There being no further business, Commissioner Romano made a motion to adjourn with a second by Commissioner Archibald. So voted: Vice-Chairman Alexander, Aye; Commissioner Romano, Aye; Commissioner Campbell, Aye; Commissioner Archibald, Aye; Commissioner Laman, Aye. The meeting adjourned at 5:47 p.m.

Attest,



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Joan Rich, Harbor Clerk