

**Warren Harbor Commission
Minutes from the October 4th, 2011 Meeting**

Present

William J. Kemp (chair)
Mark Amaral
Julie Blount
Peter Tekippe
Tom Culora
Don Betts
Craig Lippman
Matthew Calouro, Harbormaster
Zack Pendelton, Law Fellow, Roger Williams University Law School
Jared Ballin, Observer, Roger Williams University Law School

Meeting Opened by Chairman at 7:07 p.m.

1. M/S/C: Approval of the Harbor Commission Minutes of September 2011.
2. Introduced new law fellow who will be working with the Commission to submit Rights of Ways for approval to CRMC.
3. Harbormaster Report for Month.
 - a. Updated status of the cluster of docks in the Kickemuit River that are reportedly being used as transient dockage. These docks are there without a CRMC permit. Harbormaster reported that CRMC is taking appropriate and necessary action to have the docks permitted or removed and that he is tracking this process. He will provide copies of appropriate correspondence regarding this issue with the Harbor Commission.
 - b. Reported that there may be funding available through the USCG's Port Security program for building a harbormaster facility on the Town's Wharf. Commission supported the idea of an onsite harbormaster's office.
 - c. Reported that there may be funding available through RIMTA that could be used to augment funding in harbormaster's budget for harbormaster training and education.
 - d. Reported that the online moorings payment system introduction has been delayed because of internal issues related to the vendor; implementation is expected this fall.
 - e. A full report is attached.
4. Marina and Commercial Dock Update
 - a. Discussed the harbormasters and commission's interest in creating adequate transient docks and moorings for boaters that wish to visit Warren's waterfront and downtown without reducing the number of slips available for annual leasing. To pursue this, the harbormaster and selected representatives of the harbor commission will seek meetings with the restaurant and adjacent building owner/ slip holder to explore options and opportunities for transient boat parking that are mutually beneficial to all parties. The harbormaster and Chair of the commission will take the lead on this effort.
5. ROW Status and update.
 - a. Introduced Zack Pendelton, Law Fellow, Roger Williams University Law School who will be working with the commission during the next three months to complete and submit ROWs packages to CRMC for approval. He will begin with the existing packages that have been prepared but not completed and take the next series of four as far as possible given the time he has available.
 - b. He will also work to streamline the commission's ROW process by creating and managing a tracking sheet (attached) and using a standard ROW submission template. This will allow the ROW work to transition from current to future Law Fellows more easily.

- c. Chairman and commissioner Blount will schedule a pre-construction meeting with the vendor awarded the work to build ROW markers. This meeting will confirm final locations and inscriptions on the markers (summary attached). The tracking sheet prepared by the law fellow will be used to guide final decisions about where to install ROW markers.

6. Motion to Adjourn at 8:20 p.m.

William J. Kemp, Chairman

Mark Amaral, Secretary