



MIDDLETOWN
Rhode Island

FINANCE DEPARTMENT

TOWN OF MIDDLETOWN

350 East Main Road, Middletown, RI 02842
(401) 842-6500 | MiddletownRI.com

To: The Honorable President & Members of the Middletown Town Council
From: Marc W. Tanguay, Finance Director
Thru: Shawn Brown, Town Administrator
Subject: Beach Operations Financial Report - Twelve Months Ended September 30, 2021
Date: October 11, 2021

Enclosed is the beach season financial report for the twelve months ended September 30, 2021 and year-end reports. The financial report includes beach, harbor master and campground operations.

It is important to note the attached financial report is *preliminary and unaudited*:

Preliminary operating results:

Beach season operations – Total revenue exceeded total expense by \$766,807 and is comprised of the following activities.

- a. Beach total revenue exceeded total expense by \$202,094
- b. Harbor master total expenses exceeded total revenues by \$7,111
- c. Campground total revenue exceeded total expense by \$156,724
- d. Capital replenishment fund revenue is \$415,100 The total capital replenishment revenue received since inception is \$1,759,617

Please contact the Finance Office if you have any questions or need clarification on the attached.

Town of Middletown
Beach Harbor Master and Campground Operations
Twelve Months Ended September 30, 2021

		2018	2019	2020	2021	Variance 2021-2020
REVENUE						
45222	Appropriation from Rescue Wagon SRF	\$ —	\$ 26,113	\$ —	\$ —	\$ —
47402	Season Passes-Residents	149,150	153,870	240,655	280,870	40,215
47403	Season Passes-Non-Residents	319,985	370,160	865,730	697,620	(168,110)
47404	Parking Fees-Weekdays	419,000	319,520	(30)	291,405	291,435
47405	Parking Fees-Weekends	445,945	529,735	—	235,235	235,235
47406	Parking Fees-Holidays	64,965	69,285	—	18,435	18,435
47407	Concessions	141,000	142,000	19,500	92,500	73,000
47408	Campground-Seasonal	156,600	127,080	128,100	199,000	70,900
47409	Campground-Daily	41,534	47,899	1,810	(400)	(2,210)
47410	Campground-Monthly	29,947	54,095	11,375	—	(11,375)
47411	Mooring Fees-Seasonal	12,957	25,645	17,616	16,912	(704)
47412	Mooring Fees-Transient	13,022	7,134	5,880	4,447	(1,433)
47602	Restricted Income-Capital Replenishment *	330,617	560,500	—	415,100	415,100
	Total revenue	2,124,722	2,433,036	1,290,636	2,251,124	960,488

EXPENSES

Beach Operations

51110	Regular Salaries	378,897	478,758	363,717	433,777	70,060
51131	Differential Pay	507	606	309	10,710	10,401
51133	Longevity	9,450	9,821	10,075	11,030	955
51201	Overtime-Regular	35,236	31,989	62,499	38,595	(23,904)
51306	Vacation Payoff	937	699	604	1,051	447
52102	Life Insurance	1,883	2,149	2,214	1,954	(260)
52121	Health & Med-Risk Pool-Active	20,063	20,414	20,707	21,365	658
52124	Dental-Risk Pool-Active	1,352	1,290	1,220	1,067	(153)
52208	Pension-MERS	16,347	17,645	18,412	17,052	(1,360)
52211	Pension-MERS DC Plan	1,579	1,614	1,636	1,485	(151)
52220	Town DC Plan	789	978	1,094	1,473	379
52301	FICA	25,929	32,213	26,854	30,104	3,250
52302	Medicare	6,137	7,607	6,366	7,214	848
52402	457 Plan Contributions	1,287	1,705	1,468	1,896	428
52501	Unemployment Insurance	6,732	—	910	—	(910)
52910	Auto Allowance	974	813	845	879	34
53406	Services-Other Professional	8,559	2,880	3,726	300	(3,426)
53506	Software License Fees	8,500	13,635	4,562	25,616	21,054
53701	Other Charges	—	—	638	—	(638)
53705	Shipping & Postage	—	—	—	40	40
54201	Refuse Disposal Services	8,214	5,900	7,106	5,127	(1,979)

Town of Middletown
Beach Harbor Master and Campground Operations
Twelve Months Ended September 30, 2021

		2018	2019	2020	2021	Variance 2021-2020
54205	Rodent and Pest Control Services	450	510	—	—	—
54215	Sewage Disposal	20,779	34,092	42,246	69,048	26,802
54311	Maint/Rprs-Fixtures & Equipment	12,628	19,042	8,102	18,953	10,851
54312	Maint/Repairs-General	19,584	18,161	4,695	32,967	28,272
54315	Maint/Rprs-Municipal Vehicles	10,703	5,713	3,114	3,071	(43)
54321	Maint/Rprs-Electrical	8,281	3,304	631	3,359	2,728
54324	Maint/Rprs-Plumbing	6,652	5,650	3,552	4,444	892
54340	Water Quality Testing	3,315	8,395	6,700	3,538	(3,162)
54402	Water	10,438	11,377	6,607	4,301	(2,306)
54403	Telephone	—	—	74	796	722
54405	Sewer Fee	13,347	11,311	12,916	5,956	(6,960)
54406	Wireless Communications	—	—	40	—	(40)
54407	Internet Connectivity	365	1,890	405	—	(405)
54410	Mobile Data Access-Broadband	415	373	686	699	13
54601	Rental-Land and Buildings	44,172	42,273	42,273	33,476	(8,797)
54602	Rental-Equipment and Vehicles	19,885	8,322	7,526	25,277	17,751
54902	Alarm and Fire Safety Services	882	831	2,409	1,506	(903)
54905	Vehicle Registration/Inspection	201	92	258	68	(190)
55215	Insurance Deductible	(2,500)	—	—	1,221	1,221
55401	Advertising Costs	—	—	9,263	842	(8,421)
55501	Printing	5,263	5,752	—	9,401	9,401
55804	Travel & Meetings-Municipal	230	—	16,151	136	(16,015)
56101	General Supplies & Materials	32,874	23,841	172	25,592	25,420
56102	Gen Office Supplies/Materials	884	362	3,040	514	(2,526)
56112	Uniform/Wearing Apparel Supplies	3,378	11,469	—	4,701	4,701
56115	Medical Supplies	—	—	16,178	—	(16,178)
56119	Preparation & Winterization	13,862	21,630	3,304	43,612	40,308
56130	Small Equip Purch-General	4,961	13,947	—	4,450	4,450
56132	Small Equip Purch-Radio/Comm	1,358	883	—	—	—
56133	Small Equip Purch-Computer Equip	6,112	1,229	—	—	—
56202	Gasoline	—	—	—	1,840	1,840
56203	Diesel Fuel	724	691	586	412	(174)
56204	Propane	3,365	2,416	—	1,001	1,001
56215	Electricity	—	4,969	3,688	3,982	294
56216	Lumber and Hardware	2,750	—	—	180	180
56217	Plumbing and Heating Supplies	180	—	—	—	—
56219	Custodial Supplies	6,085	8,530	537	7,086	6,549
56222	Traffic Signs	9,797	5,323	9,920	8,650	(1,270)
57301	Vehicles	—	—	—	83	83
58905	Cash Over/Short	(815)	543	25	141	116

Town of Middletown
Beach Harbor Master and Campground Operations
Twelve Months Ended September 30, 2021

		2018	2019	2020	2021	Variance 2021-2020
58914	Special Events	1,250	26,938	7,077	20,388	13,311
	Total beach expenses	795,227	930,575	747,137	952,426	205,289
<u>Lifeguard</u>						
51110	Regular Salaries	264,862	267,716	322,331	324,695	2,364
52301	FICA	16,421	16,598	19,985	20,131	146
52302	Medicare	3,841	3,882	4,674	4,708	34
55401	Advertising Costs	—	—	5,533	—	(5,533)
55501	Printing	—	326	14,868	—	(14,868)
56101	General Supplies & Materials	691	933	43	—	(43)
56112	Uniform/Wearing Apparel Supplies	12,588	11,939	2,062	18,517	16,455
56115	Medical Supplies	298	434	—	—	—
56130	Small Equip Purch-General	2,381	1,998	—	—	—
56132	Small Equip Purch-Radio/Comm	1,358	1,765	—	—	—
58102	Other Dues and Fees	215	120	—	—	—
	Total lifeguard expenses	302,655	305,711	369,496	368,051	(1,445)
<u>Security</u>						
51110	Regular Salaries	19,020	21,179	—	—	—
51201	Overtime-Regular	59,050	59,278	92,031	86,850	(5,181)
52301	FICA	4,697	4,825	5,706	5,385	(321)
52302	Medicare	1,127	1,161	1,334	1,259	(75)
	Total security expenses	83,894	86,443	99,071	93,494	(5,577)
Total Beach Operation Expenses		1,181,776	1,322,729	1,215,704	1,413,971	198,267
<u>Harbor Master Operations</u>						
51110	Regular Salaries	18,192	20,420	8,492	12,320	3,828
51201	Overtime-Regular	—	—	—	1,080	1,080
52301	FICA	1,128	1,266	178	831	653
52302	Medicare	264	296	538	194	(344)
53303	Conferences/Workshops	—	—	126	—	(126)
53506	Software License Fees	—	—	—	1,188	1,188
54311	Maint/Rprs-Fixtures & Equipment	706	2,207	—	5,046	5,046
54315	Maint/Rprs-Municipal Vehicles	25,096	26,963	—	1,148	1,148
54406	Wireless Communications	—	—	—	131	131
55501	Printing	495	503	—	620	620
56101	General Supplies & Materials	221	1,003	1,734	1,189	(545)
56112	Uniform/Wearing Apparel Supplies	—	584	1,341	—	(1,341)
56115	Medical Supplies	—	—	—	—	—
56119	Preparation & Winterization	2,750	3,083	—	4,411	4,411
56202	Gasoline	—	—	6,172	312	(5,860)
	Total harbor master expenses	48,852	56,325	18,581	28,470	9,889

Town of Middletown
Beach Harbor Master and Campground Operations
Twelve Months Ended September 30, 2021

	2018	2019	2020	2021	Variance 2021-2020
<u>Campground Operations</u>					
51110 Regular Salaries	11,137	10,658	8,723	10,251	1,528
52301 FICA	691	661	541	636	95
52302 Medicare	162	155	127	149	22
54201 Refuse Disposal Services	2,930	1,825	2,268	5,239	2,971
54312 Maint/Repairs-General	132	—	—	3,615	3,615
54321 Maint/Rprs-Electrical	589	2,308	1,826	532	(1,294)
54324 Maint/Rprs-Plumbing	1,874	4,714	184	388	204
54403 Telephone	778	693	1,267	525	(742)
54407 Internet Connectivity	365	2,019	405	—	(405)
54902 Alarm and Fire Safety Services	—	45	—	—	—
56101 General Supplies & Materials	819	2,085	924	1,984	1,060
56102 Gen Office Supplies/Materials	87	—	—	—	—
56112 Uniform/Wearing Apparel Supplies	—	3,021	—	—	—
56115 Medical Supplies	—	2,386	—	—	—
56119 Preparation & Winterization	511	1,288	736	4,545	3,809
56130 Small Equip Purch-General	435	—	1,592	—	(1,592)
56204 Propane	888	—	—	569	569
56214 Paint	—	—	—	—	—
56215 Electricity	24,842	13,388	9,415	13,443	4,028
56219 Custodial Supplies	55	—	52	—	(52)
Total campground expenses	46,295	45,246	28,060	41,876	13,816
Total Expenses	1,276,923	1,424,300	1,262,345	1,484,317	221,972
Net Income/(Loss)	\$ 847,799	\$ 1,008,736	\$ 28,291	\$ 766,807	\$ 738,516

Summary of Beach Operations for Season

Beach, Lifeguard, Security and Concession Ops	\$ 358,269	\$ 261,841	\$ (89,851)	\$ 202,094	\$ 291,945
Harbor Master Operations	(22,873)	2,567	4,917	(7,111)	(12,028)
Campground Operations	181,786	183,828	113,225	156,724	43,499
Net income before restricted income	517,182	448,236	28,290	351,707	323,417
Profit Margin	24.34 %	18.42 %	2.19 %	15.62 %	33.67 %
Capital Replenishment Fund	330,617	560,500	—	415,100	415,100
Net Income	\$ 847,799	\$ 1,008,736	\$ 28,290	\$ 766,807	\$ 738,517

*Capital replenishment implemented July 1, 2016.

Capital replenishment fund fee increased on July 1, 2019

Capital replenishment program suspended for 2020 beach season, reimplemented in 2021.



MIDDLETOWN

Rhode Island

Parks & Beaches

TOWN OF MIDDLETOWN

350 East Main Road, Middletown, RI 02842

(401) 846-6273 |

MiddletownRI.com/campground

To: Shawn Brown, Town Administrator

Cc: Bob Hanley, Department of Public Works Director

Mike McGourty, Beach Manager

From: Will Cronin, Operations & Facility Manager

Re: 2021 End of Season Report Campground, Concessions, Town Events, Sachuest Point Wildlife Refuge, Special Events, Water Quality

Campground:

25 campers enjoyed the campground this summer. To help reduce the spread of COVID-19, the campground operated at a 50% capacity and we did not admit transient campers. The extra spacing was appreciated by the campers. In the spring, the Town increased the length of the season by three weeks. Town staff asked for feedback in the form of a survey and invited the campers to meet to review their input. A list of campers' feedback is included at the end of this report.

Concessions:

Salty's Burgers & Seafood completed their first summer in our concession stand, food and service earned high grades from beach patrons and staff. This was the first of a four-year contract with an option for a one-year extension.

In the Surfer's End parking lot, we dedicated two parking spots for the mobile food concession to allow patrons to safely spread out while waiting in line. This was the fifth and final year of the contract for both the mobile food concession contract and the equipment rental concession contract

Third Beach's mobile food concession and equipment concession were not there due to the limited parking.

Sachuest Point Wildlife Refuge & Wildlife:

Middletown's Beaches played host to plovers that were some of USF&W's standouts in terms of productivity of plover chicks. US Fish & Wildlife installed large poles at Second Beach to rope off the nesting area for a third year. The poles were removed after the chicks fledged.

	Total Nesting Pairs	Fledged
Sachuest Point- Second Beach	3	5
Sachuest Point- Third Beach	1*	3

*plus one pair that never nested

Wellness and Fitness Camps:

The beaches were well used by two yoga studios and two fitness camps. All fitness activities at Second Beach were in a designated area to the east of the rock at surfer's end. It continues to be popular with both people looking for a fitness activity and local organizations looking to hold work outs.

Monday Nights Concerts and Other Town Events:

The Monday night concert series in August were a huge success. We had eight to ten fire pits on the beach and there were eight to 12 food trucks in the lot for each of the events. We now have a nice relationship with food vendors and artists for future events. The final night, capped off with fireworks, brought over 6,000 people to Second Beach.

Next year: Additional lighting in the food truck area and investigate the cost of purchasing a tent and stage vs renting.

Water Quality:

Third Beach was closed once for forty-eight hours (June 24-26). During the season, Third Beach was tested once a week by RIDOH, Clean Ocean Access and our third-party lab, BAL. The Town's section of Third Beach (not including Peabody's Beach) has two sample locations, the south side of the swim zone and the north side of the swim zone.

There were no issues reported at Second Beach this summer. Four points were tested at Second Beach (Surfer's End, Path 8, Path 5 near the main tower and path 1).

Social Media:

For the second year in a row, the beach took advantage of the Town's social media accounts to post when the beach parking lots were at capacity, to alert of a high bacteria level in the water at Third Beach (and subsequent low level), announced the sale of seasonal passes (both online and in person) as well as promoted the Monday night music series in August. It was also used to advocate beach rules, such as when dogs are allowed on the beach, the carry in-carry out policy, and extended hours, among others. The messaging was successful, and we heard from multiple beachgoers about how much they appreciated the "real time" messaging.

Department of Public Works: Submitted by Bob Hanley, Public Works Interim Director

Prior to the Memorial Day opening, DPW personnel constructed two lifeguard towers and made repairs to others where needed. Opening activities by DPW personnel included grading of beach and beach paths with a bulldozer, cleaning parking lots of sand, beach picking and raking, installation of the twelve lifeguard towers, pedestal shower installation, overseeing of concrete repairs on the boat ramp by JAM Construction, pump station maintenance, assist plumber with turning on domestic water at campground and beach buildings, sunshade installations, removal of storm shutters on the pavilion, etc.

During the season, daily operations include beach picking and raking, checking and maintaining sewer pump station, vacuuming of shower catch basins, removal of sand piling up in the parking lots, and supporting beach operations as needed.

Tropical Storm Henri: Storm prep included limited removal of the most vulnerable lifeguard towers, removal of mobi-mats and sunshades, mobilization of concrete blocks and jersey barriers (for road closers at Paradise Ave and Sachuest Point Road, Paradise Ave and North of Tri-A, Third Beach Road at Indian Avenue and Third Beach Road at Hanging Rocks Road). Concrete Blocks were also installed at Purgatory Chasm to secure the parking area. Temporary gates were installed at Sachuest Point Road (access for emergency vehicles, residents removing boats from 3rd beach boat ramp). After the storm event, DPW personnel had the beach ready for normal operations by noon the next day.

Closing activities commenced following Labor Day Weekend.

Beach Operations: Submitted by Mike McGourty, Beach Manager

Parking:

Main Lot: The main lot has approximately 1,200 spots and are allocated to 50% Resident Passes and 50% Non-Resident Season Passes or day passes. Being able to fill the main lot was an improvement from last year with the addition of day passes which were not sold last year. However, the allocation of spots required constant and accurate counting of both vehicle categories throughout the day. The continued use of separate entrance lanes for Residents and Non-Residents allowed Residents to enter the parking lot smoothly and with minimal wait, usually a few minutes at most on busy days for safety. Keeping the Gate Attendants until 6pm on weekends and 5pm or later during the week alleviated the increased parking at 4pm as in previous years. This change started last year after several instances of the lot filling after 4pm and went above the COVID capacity limit that had been maintained throughout the summer. On weekends and busy days, the presence of Middletown Police is essential for a smooth and safe operation. Our biggest challenge is on busy days when the main lot fills to capacity and the Non-residents line back up on Sachuest Point Rd beyond the gazebo.

Solution: On busy days open St George's parking area. The average number of cars turned away on busy days was approximately 250 + cars. The St Georges (SG) lot holds about 200 cars which would alleviate most cars turned away. This solution would require a sufficient number of beach staff and still require three police officers to maintain safety and control, especially for patrons crossing the Paradise Ave and Sachuest Point Rd.

Surfer's End Lots:

Surfer's End parking lot was reserved for Residents Passes only and rarely filled. Across the street Triangle A was for Non-residents, daily passes, and Residents. The problem with both lots occurred on high surf conditions when both lots would be full before 8am.

Solution: Establish a parking Ordinance from Memorial Day through Labor Day requiring all vehicles to have a valid Season Pass starting at 7:30 am or pay for a daily pass. All cars not complying by 8:30am would be ticketed or towed.

Third Beach Ramp parking lot:

The lot was reserved for Residents Passes only. Non-residents with a mooring were allowed to park in the lot with verification of mooring. The lot utilization was usually between 30 to 40% on busy days throughout the summer and less on non-busy days. The parking lot's capacity is 160 vehicles and only once did we have over 80 vehicles.

Town Beach Lot (former Navy Lot): Also reserved for only Residents Passes. seldom reached filling capacity.

Seasonal Passes:

This season we sold 9,412 seasonal passes (4,239 resident seasonal passes and 5,173 non resident seasonal passes). Of those nine thousand plus seasonal passes sold this summer, 35% of them were sold online. A seasonal staff member was brought in early to handle the influx of sales (there were 580 passes sold the first day) and to verify residency, assign stickers and prep passes for mailing. Two weekends of preseason, in-person seasonal pass sales were held prior to the opening of the beach and in-person sales continued throughout the season as well as online. During the season, to avoid delays with mailing and to have greater control, patrons who purchased seasonal passes online were directed to the gazebo where staff applied the pass to their vehicle.

Staffing: Submitted by Mike McGourty, Beach Manager

Lifeguards and Beach Safety:

Overall it was a safe summer with no life-threatening injuries or near drownings. Tide washouts (Rip tides) were more frequent than usual years but did not require closing areas of the beach. The amount

of patron alcohol use was consistent with previous years, however the number of patrons who exhibited excessive alcohol was lower. I believe the reduction in excessive drinking is due to ongoing lifeguard vigilance/interaction with patrons, the presence of Public Safety Interns and their interaction with patrons, police patrols on the beach on weekends/busy days, and continued signage.

The presence of Jelly fish was unusually high this past summer during July and August with one single day having over 40 stings. None of the stings resulted in a severe anaphylactic reaction and only a few required the Fire Department response.

Lastly Lifeguard staffing was sufficient for the third consecutive season due to continued early preseason recruitment. Sachuest Beach remained one of the few beaches on the East Coast that did not have a shortage of lifeguards returning and qualified new applicants.

Crew staff: Overall a more efficient, reduced staff due to a mostly returning staff and an extremely well qualified Crew Manager with an engineering background. A more capable crew manager resulted in less calls to DPW for assistance with plumbing, electrical, and maintenance problems. The reduced staff was partly enabled due to the trash policy started last year of "Carry In and Carry Out".

Our biggest challenge is servicing the women's restroom due to lack of female beach staff hired to clean and maintain supplies throughout the day. To work around the lack of staffing, we closed the female restrooms for 15+ minutes as needed to clean and restock essentials.

Recommendation: Continue to advertise and hire a capable and qualified Crew Manager. Hire female staff to maintain Women's Restroom or hire a cleaning service for the female restroom.

Gate staff:

Gate staff did a great job again this summer monitoring and communicating the lot capacity to management. Counting vehicles coming and going (and noting what type of pass holder they are) while taking payments and answering questions is a tricking job. Gate staff also performing quality checks matching license plate numbers to seasonal passes. While we have a reduction in gates accepting payments (resident passes only at the boat ramp and Surfer's End and not using St. George's) the hours of parking operations were extended, and more staff was needed.

CAMPGROUND SURVEY

Feedback given from the campground's campers through the survey and follow up meeting:

1) Do you agree that the individual campsites are in good condition?

Strongly disagree		Agree		Strongly agree
1	2	3	4	5
0%	20%	30%	20%	30%

2) Do you agree that the common areas of the campground are kept up and well maintained?

Strongly disagree		Agree		Strongly agree
1	2	3	4	5
0%	20%	20%	20%	40%

3) Do you agree that the access to the beach and beach amenities are well maintained?

Strongly disagree		Agree		Strongly agree
1	2	3	4	5
0%	20%	30%	10%	40%

4) Do you agree that the utilities are well maintained?

Strongly disagree		Agree		Strongly agree
1	2	3	4	5
0%	20%	30%	20%	30%

For an improved Campground Facility

Bathrooms:

- Install outdoor showers with hot water
- Install better door closure for bathroom doors (slams at night)
- Improve water pressure & temperature in men's bathroom

Recreation:

- Re-stripe shuffleboard court & purchase new equipment
- Schedule the fire pit to be cleaned monthly
- Improve the quality of grass on the green
- Install more swings

At campsites:

- Repair pedestal lights
- Replace outlets & circuit breakers
- Install individual fire pits at each site
- Install cable

General:

- Repaint the parking lot lines, lines to mark sites & walk ways
- Install site number markers
- Improve drainage in parking lot to reduce flooding issues
- Replace connex box (for storage)
- Replace & move firewood hut
- The office needs new flooring
- Implement a poison ivy & pest control
- Automated gate at the entrance
- Update the outdoor shower on the green

For an improved Quality of life

Provide laundry machines on site
Implement an orientation & issue rules to transient campers
Install speed tables and/or delineators at the crosswalk to help slow cars
Schedule weekly mowing & weed whacking
Removal of unused cinder blocks from sites would be helpful
Allow access to Third Beach
Would be nice to have a campground coffee & donuts once a month
Allow small dogs

For an improved Beach Facility

Install 'No Public Restroom' signage on pathways
Extend pathway rubber mats further onto beach
Enforce ordinances (dogs on the beach)
Groom the beach east of lifeguard tower 1
Reduce the height of the pathway leading to the beach



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Rhode Island

HUMAN RESOURCES

TOWN OF MIDDLETOWN

350 East Main Road, Middletown, RI 02842

(401) 842-6500 | MiddletownRI.com

October 12, 2021

Year-End Beach HR Report

For this season, I utilized last year's model of electronic onboarding as much as possible to get documents in the hands of applicants and then returned to me. This process was very efficient and allowed for quick hiring of applicants as they came through our hiring system. We had much more time this year to recruit applicants and process their hiring, however, utilizing the electronic processing of documentation was much quicker and much more organized than years past.

We had one (1) lifeguard who tested positive for COVID-19 during the season. It was NOT acquired through the Town but from a family event. Protocols in place that were set forth with guidance from RIDOH and CDC were effective; there were no resulting cases in other employees from this case. Masks were worn as recommended, social distancing was promoted, and many employees were fully vaccinated.

FTE Information:

Pay Date	Guard Hours Per Pay Period	FTE Per Day	# Days in Pay Period
21-May	0.00	0.00	5
4-Jun	20.12	0.18	14
18-Jun	1,837.90	16.41	14
2-Jul	2,859.63	25.53	14
16-Jul	3,442.40	30.74	14
30-Jul	3,799.15	33.92	14
13-Aug	3,805.08	33.97	14
27-Aug	3,476.73	31.04	14
10-Sep	2,121.38	18.94	14
24-Sep	700.50	29.19	3

Pay Date	Crew Hours Per Pay Period	FTE Per Day	# Days in Pay Period
21-May	269.67	6.74	5
4-Jun	820.60	7.33	14
18-Jun	1,773.95	15.84	14
2-Jul	2,190.63	19.56	14
16-Jul	2,443.78	21.82	14
30-Jul	2,774.25	24.77	14
13-Aug	2,576.87	23.01	14
27-Aug	2,416.87	21.58	14
10-Sep	1,477.80	13.19	14
24-Sep	567.23	23.63	3

Pay Date	TOTAL BEACH HOURS PER PAY PERIOD	TOTAL FTE per DAY	# Days in Pay Period
21-May	269.67	6.74	5
4-Jun	840.72	7.51	14
18-Jun	3,611.85	32.25	14
2-Jul	5,050.26	45.09	14
16-Jul	5,886.18	52.56	14
30-Jul	6,573.40	58.69	14
13-Aug	6,381.95	56.98	14
27-Aug	5,893.60	52.62	14
10-Sep	3,599.18	32.14	14
24-Sep	1,267.73	52.82	3
TOTAL FOR SEASON	38,106.81	39.69	120



Middletown Police Department

To: Chief William Kewer
From: Captain Michael Faria
Date: September 20, 2021
Subject: 2021 Beach End of Season Report

The beach season kicked off as scheduled on Memorial Day weekend this year. Stickers were available at the Collections Trailer prior to the opening day. When the beach opened, sticker sales was re-located to the Tri-B gazebo as it has been in the past.

Traffic entering the Main Lot was arranged such that the far-right lane along the guardrail was dedicated to both non-resident sticker holders and people withing to obtain a daily pass, the center lane was reserved for Middletown residents with a sticker and the far-left lane was left open for motorists travelling beyond the beach. There was some confusion by non-resident sticker holders using the middle lane, despite the signage in the road.

A sign just prior to the lane splits depicting the three lanes and their dedicated use would be helpful. Also, a sign identifying the beach as "SECOND BEACH" in addition to the Sachuest Beach sign would help with confused motorists who stop in undesirable places because they are not sure they are at the correct place.

Town implemented the following parking lot protocols:

- Third Beach Lot (boat ramp) – Middletown Residents w/sticker Only
- Town Beach Lot (Navy lot) – Middletown Residents w/sticker Only
- Surfers End Lot (Big Rock) – Middletown Residents w/sticker Only
- Surfers End Tri-A Lot - Non-resident stickers and daily pass
- Second Beach (Main Lot) - Resident (spots reserved)/Non-resident and daily pass
- St. George's Lot- Not used this season

Once the main lot was filled, traffic was allowed to stack up and wait up until a point that the line got close to the end of the lane splits. Once the line reached that point, motorists was waved on and not allowed to wait. This procedure started last year and works very well to prevent or minimize the gridlock that the beach area has experienced in past years. Utilizing the St. George's lot on busy days would also help alleviate traffic on the area when the Main Lot fills.

The Middletown resident sticker holders were able to use their designated lane to enter the main lot and never had a backup. This change was overwhelmingly appreciated by Middletown residents, recognizing the Town has given them priority beach access over non-residents. On average, the Third Beach parking lot and boat ramp seemed to only fill to 1/3rd its capacity.

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Weather dependent, gate staff was kept on the gates as late as 1800 hours. This also worked very well to combat the late afternoon traffic backup experienced in past years when people would show up at 1600 hours to avoid paying the entry fee.

The Public Safety Interns (PSI's) program was very successful. The funding was approved for July 1st, and the PSI's were hired and trained by July 15th, 2021. The safety interns were assigned to the beach area from 0700 hours until 2000 hours daily. Their schedules were staggered to ensure coverage early and later in the beach day. They would monitor the area for parking issues, dogs on the beach and other ordinance violations. If the safety interns identified a violation, they would take appropriate action to properly address it. The safety interns would patrol the Easton's Point area in a red explorer looking for problematic parking areas and conducting enforcement. They were extremely visible in bright yellow uniforms and spent a lot of time walking the beach. They had interactions and conversations with beach patrons and the feedback regarding their interactions from both residents and beach management was all very positive. The public safety intern program had a positive impact on curbing some of the quality of life issues such as parking, and minimizing alcohol and dog complaints that we have seen in previous seasons. In addition, two of the public safety interns will be taking part in our upcoming police officer recruit process.

The following improvements would help with traffic in the area:

- Utilizing the St. George's lot for main lot overflow parking
- Improved signage identifying:
 - Improve signs designating traffic lanes to enter main parking lot and gates
 - Sign also identifying beach as Second Beach

The following went very well:

- Use of Public Safety Interns for ordinance and parking violations
- Use of Town wide radio channel to communicate with MFD
- Staggered Public Safety Interns and Beach personnel schedules earlier & later in day, particularly on good weather days.
- Great collaboration with New Harbormaster and beach staff, who worked well together.

Middletown Police Department statistical data for the beach May 29, 2021 to September 6, 2021.

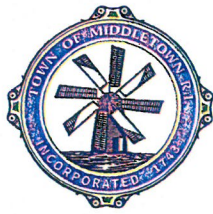
Accidents	4	Disturbance	2
Alcohol Ordinance Enforcement	41	Larceny	3
Fire/EMS	1	Missing Person/Juvenile	2
Parking Violations	279	Animal Complaints	17

Respectfully Submitted,



Captain Michael Faria

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MIDDLETOWN
Rhode Island

Fire Department

TOWN OF MIDDLETOWN

239 Wyatt Road, Middletown, RI 02842

(401) 846-1031

MiddletownRI.com/fire

In 2021, the Middletown Fire Department increased its profile on Second and Third Beach to enhance the overall experience and safety of beachgoers. In addition to standby coverage and fire tending at Family Nights, the fire department began staffing a two-person beach team at Second Beach on high usage days. These days included weekends and holidays with forecasts favorable for beach activities. Beach teams were staffed between June 26th and September 6th. Shifts were generally scheduled from 10am to 5pm, corresponding to peak attendance times. Shifts were shortened if conditions changed and crowds were absent. The beach team contact hours for the 2021 season are shown in Table #1.

Month	Shifts	Total Hours
June	2	28
July	8	94
August	7	84
September	1	14
TOTAL	18	220

Table #1: Fire Department Beach Team Contact Hours

The two firefighters assigned to the beach team used a 4-wheeled, utility task vehicle (UTV) to patrol Second Beach and Third Beach. They were equipped to provide basic medical care and acted as ambassadors for the town, providing information and assistance to beachgoers. The teams coordinated with lifeguards and stood by at the pavilion between patrols. The leased UTV was equipped with a stretcher mount to permit transport of a supine patient. A UTV has been purchased for future use at the beach, as well as in remote areas inaccessible by other fire department vehicles.

The fire department responded to 16 emergency calls in the beach area during the 2021 beach season. As shown in Table #2, four of these calls occurred when the beach teams were staffed during weekend day hours facilitating more immediate care.

Beach	Total Calls	Weekends		Weekdays	
Second Beach	16	10am-5pm	3	10am-5pm	8
		6pm-9pm	2	6pm-9pm	3
Third Beach	3	10am-5pm	1	10am-5pm	1
		6pm-9pm	1	6pm-9pm	0

Table #2: Fire Department Beach Calls

Table #3 shows a breakdown of these 16 calls by type. Phoned in and walk-up requests for medical assistance on the beaches were predominantly minor in nature such as jellyfish

stings and small lacerations, etc. A distressed surfer was assisted to shore by fellow surfers and evaluated by responding fire department personnel. A stranded boater was rescued from the Sakonnet River after a brief night search and transported to Newport Hospital for care.

Call Types	Number
Service Calls (Car Lockouts, etc.)	3
Good Intent	5
Emergency Medical Calls	9
Water Search	1
Surf Rescue	1
TOTAL	19

During the Family Nights, fire

#3: Fire Department Beach Call Types department beach crews started and maintained the fire pits and ensured safe public enjoyment of the festivities. The fire marshal coordinated with the fireworks vendor throughout the

Table #4: Fire Department Family Night Contact Hours planning, set-up and launch of the fireworks to make certain practices were safe and compliant. As a result of a quick,

coordinated response between fire, police, and public works personnel, a lost child was reunited with his parents in less than 10 minutes just before the fireworks. Fire department contact hours for the Family Nights are shown in Table #4.

Event	Crew Size	Total Hours
Family Night, 8/02	2	10
Family Night, 8/09	2	10
Family Night, 8/16	2	10
Family Night/Fireworks, 8/30	8	71
TOTAL	-	101

has been an incident regarding a kayak or two missing from the rack which is commonly sorted through the owner reporting to the police/dispatch. Lastly, make certain that people who have paid for a space affix the new seasons sticker to a visible portion of their kayak or just at all as some of them forget to.

In regards to rescues there were minimal issues. Most common challenges facing paddleboarders, sailors, etc, is returning to shore if they are fighting against the wind as they head back in. Rescuing these is simple, low risk, and is in essence the summary of what is needed of the harbor master to go out further than potential lifeguard ability. Alongside this assisting boaters at the boat ramp is incredibly common as its condition results in vehicles becoming stuck in the sand whenever the tide is too low.

Enforcement at Third Beach is really much more informing than enforcing. A vast amount of boaters simply need to be reminded of certain rules or asked to, for instance, not throw a wake too closely to the mooring field. This usually results in never experiencing an issue from them for the rest of the summer. No one truly gets too angry or frustrated as long as they are given alternatives in terms of where to anchor, where they can go speed around on their jet skis, or how they are able to get a mooring. A large portion of my time as Harbormaster was informing boaters to the towns change over to using Dockwa and educating them in regards to how to reserve moorings for the future. Many boaters came in under the assumption that it was still first come first serve and needed to be told to reserve through Dockwa or anchor for the day if all the moorings were already reserved. Dealing with jet skiers or boaters going too fast through the no wake zone or entering the swim zone at Second or Third Beach as mentioned in prior years is a constant issue but again is resolved easily and quickly as long as proper attention to the common areas is maintained.

Our Boat:

The boat had almost no issues this year, the motor has continued to run incredibly well as mentioned in prior years by previous harbor masters of the town. The pump out system while working is not commonly used and not incredibly practical in terms of its amount it can store before the boat must be pulled to dump its contents. The problem that the boat had last year with

the VHF radio persisted resulting in only receiving signal from boats inside of the mooring field. This is something that needs to be fully addressed as harbor masters from other towns, the coast guard, as well as boaters in distress will not be able to hail for help if they are out of range. Operationally the boat is great. It received replacement of both batteries this season as the original batteries reached the end of their lifespan this season. Outside of this cosmetically the inflatable portion of the boat is a bit weathered as well as the valves to inflate it need replacing as more than one has slow leaks.

An issue that was consistent across the season was the bilge of the boat having bits of what seemed to be flimsy plywood washing out from the center of the boat where it is not accessible. Most likely a box of some sort was left down there and decayed/fell apart and as the bilge pumps out water it washes it out. However, having this addressed by Toni Marine would put any fears to rest in regards to the integrity of the boat.

The boat on the water was a breeze, however transporting it to and from the beach to Public Works or the police station was, again, the biggest problem I faced. The truck is past its prime and is simply surviving off of the multiple repairs it has had in the past summer, winter, and again in this season. From my understanding the truck faced major issues in prior seasons and it was no different in 2021. The emergency brake feels as if it is weak or has no impact on the truck alongside the normal brakes feeling below average at best. I can with absolute confidence give my highest compliments to the employees at public works. They did a phenomenal job maintaining the truck, trailer, and even the boat to the point that I can confidently say they are responsible for the summer running as smoothly as it did. The truck unfortunately needs to be decommissioned. It continues to need repetitive repair, is in rough condition after years of being used as a plow alongside many other tasks, and simply is not worth the investment of both the time and money of the town. Leaving the boat on mooring 100 for periods of a week to two weeks resulted in less need for the truck but putting a coat of bottom paint on the boat could result in leaving the boat in for longer periods of time only needing to trailer to refuel and clean the rest of the boat. This could easily be done and scheduled with public works with a truck that is not such a hazard.

Leaving the boat on a mooring means less scheduling around the tide in terms of when to launch and more time where myself or future harbor masters are able to be on the water assisting persons in distress, patrolling, as well as resolving mooring issues. Police response from the station would be much quicker, the time cost alone each week justifies the change.

While the time cost mentioned prior doesn't seem that large just to simply bring the boat down and launch, the challenge of Third Beaches ramp is that the boat cannot just be launched at any time of day. If I intend on pulling the boat near the end of a shift I will have to leave earlier or stay later dependent on when the tide will allow removing the boat, as well as if I intend on launching the boat the following day I must launch earlier or not be on the water until later dependent on tide. Removing this challenge means more time on the water helping others, managing the mooring field, performing the rest of the tasks that are much more beneficial then staring down the clock waiting for the tide to be sufficient in order to launch.

Enforcement/Safety:

Third Beach this year was a resident's only beach in regards to parking. While nonresidents are still able to use the boat ramp as it is a public access to the waterway, this has resulted in much less traffic then years where it was open to anyone in terms of parking. The benefit of this is that the residents who are able to park are much more familiar with the area, know myself and parking staff, to the point they do not raise many issues and this results in a much calmer, safer, atmosphere. The detriment of this is that nonresidents who do come to use the ramp then have launched their vessel only to not be able to park in the lot that across the entire summer never fully filled.

I understand that in previous years Steve Ponte had assistance at least on weekends at a minimum which can definitely benefit in regards to rescues, towing, and other situations where risk is at its all time high. While I am comfortable due to my past experience in a majority of these situations I can easily understand and appreciate that assistance on the busier days of the season would be very beneficial.

Overall safety and enforcement issues did not occur often with a majority of issues just being in regards to anchorage and mooring availability which are of course not dangerous or high risk.

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Traveling between boats in the mooring introducing myself and explaining anything needed was incredibly commonplace and was very appreciated by mooring holders and visitors. In regards to informing them of the change to Dockwa some were hesitant to embrace the change but upon explaining it further understood it well enough to be able to navigate the site or app.

The idea from 2020 of having Aquidneck Mooring place the swim buoys and no wake zone buoys is an incredibly smart idea as it keeps them in place during rougher weather and maintains uniformity in regards to them being placed exactly across multiple seasons. Extending this in regards to marking the no anchorage zone near Sachuest Point would be highly beneficial.

Lastly, I would like to emphasize how useful Dockwa as an app was this season. Coming from a marina that takes reservations over the phone and is taken down onto a clipboard of papers, using Dockwa as the harbor master for the Town of Middletown made a job that is much more extensive in regards to its responsibilities feel much easier then the systems I have been involved with prior. Dockwa does continue to make changes to the app that must be adapted to however the overall layout allows for the entire management of the seasonal moorings, transients moorings, and kayak rack storage all being done from a computer or even off of the phone. There is so much more to the system than what was just utilized this season and I hope the town will continue to work alongside this platform and take advantage of all it has to offer.

Ideas and Reflections:

Obviously some ideas came up as part of explaining the challenges of this season however there are also applicable changes for the following season I would like to suggest.

Firstly, our seasonal mooring system currently allows mooring holders to retain their mooring without ever placing a boat on them for the entire season. The prices of moorings in Middletown are so incredibly cheap compared to elsewhere in Rhode Island that seasonal holders will simply pay to retain their mooring to avoid ever having to be on the waitlist again. The extensive waitlists for both seasonal moorings as well as kayak rack spaces is only made worse by this fact.

Mooring holders are more than able to submit not only payment but proof of use of the moorings and spaces through Dockwa which is an incredible app to utilize for this issue.

As prior harbor masters have all stated, a boat dock is necessary. Prior end of year reports have emphasized that mapping out of and blueprints of the dock have been created however I would just like to reemphasize the point made by including it here.

Transient moorings versus seasonal moorings. There has become the issue of waitlisted people wanting a seasonal mooring simply purchasing as transient mooring for the extent of the season and just eating the added cost since both transient and seasonal mooring are cheaper than many others in the area. Transient moorings are meant to be a way in which we can offer daily, weekly, or at most, monthly stays for people coming to enjoy a beautiful summer day at Third Beach or who are traveling through. Placing some restriction on how long Transient reservations can be would help resolve this issue.

Seasonal and Transient mooring prices, the prices are low to a point that as I have said before people just reserve them in case they want to use them and then often do not and they end up being left empty. Not only would the town be able to make more money off of transient and seasonal moorings if there was even a slight price increase, but this issue would also be alleviated.

Transient mooring layout, transient moorings currently are scattered across the mooring field amongst all of the seasonal mooring holders. There should be a line of transient moorings closer to shore as well as how there are now a few furthest out for the larger vessels. Obviously closer to shore moorings are of higher demand for boats that are able to utilize them so having all transient moorings furthest out would not be beneficial, however having some in one spot some in another some in the very middle results in transient mooring holders who are least familiar with the area wandering the mooring field attempting to find their mooring based off of the best description I can give unless I am there at the moment they arrive to help them (not always possible since we are not a 24/7 system as well as patrolling 2nd beach, helping other boaters, etc). Adjusting the layout will help in this as well as having aquidneck mooring put out a different shape of mooring ball as well as paint them differently than the seasonal so they are

more identifiable. Being able to tell transient mooring holders to look for the red and white moorings for example while all of the seasonal moorings are blue and white would result in much less confusion. Also this is simple and was much more just a mistake in regards to this season but having the Transient Moorings numbered 1-12 instead of randomly assigned numbers will also resolve a vast amount of confusion for transient boaters.

Actions/Supplies Needed for 2021:

- Garmin GPS cord/pins damage addressed
- Truck issues addressed (Use a different truck)
- Speaker for Police radio fixed
- Speaker System for Siren/PA system fixed
- Inflatable Valves repaired
- VHF radio to be fixed
- Wear on inflatable at the bow addressed
- Damage to guard on bow fixed
- Wood washing up in bilge addressed
- Bilge pump automatically turning on but not pumping out fixed

Cheers to a successful summer,

John Lents

Middletown Harbormaster

September 30, 2021