

**Newburyport Harbor Commission**  
City Council Chambers  
April 14, 2016  
Minutes

**1. Call to Order**

Acting Chair Justin Dutcher called a meeting of the Newburyport Harbor Commission to order at 7:10 p.m. In attendance were Dan May, Bob Dow, Jamie Knapp, Andrew Casson, Paul Dahn, Chris Kealey and Justin Dutcher. Harbormaster Paul Hogg was also present. Brad Duffin and Paul Rooney were absent.

**2. Minutes**

Andrew Casson moved to approve the minutes of the March 10, 2016 meeting as submitted. Jamie Knapp seconded the motion. The motion was approved.

**3. Harbormaster's Facility**

Paul Hogg will send the minutes of the weekly construction meetings to the Commission members. He said once the pilings have been driven, work on the building should proceed quickly. He will document the progress with photographs. He reported the trailer that will house the office during construction has been set up. The old building will be demolished once the power to it has been turned off. National Grid must first transfer the power to a temporary service for the trailer. National Grid must also upgrade the transformer from 200 to 400 amps.

**4. Subcommittee Reports**

**Subcommittee Assignments**

Chris Kealey will be added to the budget and finance committee.

**Budget and Finance Committee**

The figures were updated and submitted to the City Council. The architects provided maintenance estimates for the new facility as requested. The facility will be under warranty for the first year. There should not be any expected maintenance needs during the first few years. The members also discussed the costs of operating the facility. The City should share the responsible for the cost of supplying and maintaining the public restrooms. The hours of operation for these restrooms have not yet been decided. The seasonal nature of the Harbormaster's operations would not allow the restrooms to be open year round. The issue will be discussed further at the next meeting.

**Regulations, Safety and Moorings Committee**

Changes must be made to the on-line ordinance to make it current with amendments regarding fees. A vendor for the City makes any necessary changes on a quarterly basis.

**Coast Guard City Liaison and Community Outreach Committee**

A letter was received from the Coast Guard about recertification as Coast Guard City. A simple cover letter should be sent from the Mayor in response with enclosures that outline

Newburyport Harbor Commission  
April 14, 2016

the accomplishments of the past four years and letters of support. Dan May will help prepare the package, which must be submitted by June 22.

**5. Harbormaster's Report**

Paul Hogg reported that:

- the docks are in.
- the work at Cashman Park has been completed.
- the boat obtained from Salisbury will be a big asset and \$1,500 will be needed to make it operational.
- there were ten participants at a boater safety training at the Whittier Bridge. Man-over-board training will be held on April 27.
- he is working on summer staffing. There will be two head lifeguards this season.
- a youth fishing clinic will be held at Cashman Park on May 21.
- June 11 will be "touch-a-boat day" for kids.
- the Waterways permits have been set up.
- arrangements have been made for the docking of a Spanish galleon on Memorial Day weekend.

**6. General Discussion**

The 5th Annual Flag Day 5K road race will start and end at Cashman Park on Saturday, June 11. A sign will be placed at the boat ramp indicating delays should be expected on that day.

**7. Adjournment**

Andrew Casson moved to adjourn the meeting at 8:00 p.m. Bob Dow seconded the motion. The motion was unanimously approved. The next meeting of the Newburyport Harbor Commission will take place on Thursday, May 14.