

## **Newburyport Harbor Commission**

City Council Chamber

April 14, 2011

Draft Minutes

### **1. Call to Order**

A regular meeting of the Newburyport Harbor Commission was called to order by chair Brad Duffin at 7:00 p.m. In attendance were Brad Duffin, Neil Bleicken, Andrew Casson, Bob Dow, Paul Dahn, Paul Rooney, Steve Hines and Jamie Knapp. Also in attendance was Harbormaster Paul Hogg.

### **2. Minutes**

Bob Dow moved to approve the minutes of the March 10 meeting as amended. Jamie Knapp seconded the motion. The motion was unanimously approved.

### **3. Meeting with Marina Owners**

Brad Duffin said the meeting with the marina owners that was organized by Jamie Knapp and Paul Hogg took place on April 11. Issues that were discussed included the addition of three “no wake” buoys and additional hours for pump-out boat services. The additional buoys would be located between the Coast Guard Station and the Gillis Bridge. The American Yacht Club offered to be responsible for the installation and maintenance of the buoys. Andrew Casson moved that the Harbormaster should determine the cost of the buoys, get approval from the Coast Guard and then obtain and deploy the buoys. Neil Bleicken seconded the motion. Brad Duffin amended the motion to state that the Harbormaster should obtain and install the buoys. Jamie Knapp seconded the motion. The amended motion was unanimously approved. The pump-out boat is currently operated Friday afternoons, Saturdays and Sundays. It was requested that it be put in service on Thursday afternoons as well. Brad Duffin recommended that Paul Hogg look into training about blood-borne pathogens for the boat operators.

### **4. New City Docks**

Bob Dow said four bids were received for the replacement of the City docks. A tax id number and a 10% deposit are required of all bidders. Atlantic Dock and Marine is a Canadian company that helped to write the bid specs. The company did not have a tax ID number and paired with a local vendor in order to be able to bid on the job. The bid was thrown out because it did not meet the requirements. The low bidder was Boston Tug and Tow. The second lowest bid was from C. White Marine. Bob Dow said the two low bidders were interviewed and the decision was made to make the award the job to Boston Tug and Tow. He said he would like to pay Atlantic Dock and Marine a specification development fee for its design and engineering work for the bid package. The company generated a general design that was distributed to all bidders, but not a drawing that was stamped by an engineer. If the package had been sent out as a design/build project the bids would have been higher and therefore the work done by Atlantic Dock and Marine was of value. Brad Duffin said that while the Commission should ethically and morally pay for the service it received, the company did the work at its own peril, believing it would provide a competitive advantage. Steven Hines said that while the company had the responsibility to submit a complete bid package, stamped plans would have a value. Because the company is a Canadian one, it is not known if its stamp would be valid. Brad Duffin moved to pay Atlantic Dock and Marine \$3,500 for design development services on the condition that the

company's stamp is valid. Neil Bleicken seconded the motion. The motion was unanimously approved. Bob Dow said the Commission should solicit three quotes for stamped drawings in the event that Atlantic Dock and Marine's stamp is not valid. The expected timeframe for the work on the docks is six weeks. Andrew Casson said only \$1,500 had been used of a \$7,000 line item in last year's budget for the docks and this could be used to pay for the stamped drawings.

#### **5. Potential Development of Plum Island Point**

Neil Bleicken said the Harbor Commission has jurisdiction over Plum Island Point and the area is underused. He suggested the former Coast Guard Station might be developed as a bar with a history theme. The building could be leased to a developer and generate income for the City. Brad Duffin said this type of discussion is best left to the Mayor's office.

#### **6. Harbormaster's Budget**

Brad Duffin said the Commission did not review the Harbormaster's budget this year before it was sent to the City Council budget and finance subcommittee. Andrew Casson said he worked with Paul Hogg on the budget and, while the preliminary budget has been submitted, it may still be reviewed and line items may be added. He distributed a handout showing the current retained earnings and the FY 2011 budget. He said this is the first year the Commission will easily be able to review the numbers quarterly. The City Council subcommittee will review the draft budget. The Commission's finance committee will schedule a meeting before it does to review the line items.

#### **7. Transient Boater's Facility**

Steve Hines said he is planning to meet with Andy Port about moving the old Towle barn and using it for a Harbormaster operations center. Brad Duffin said he would like to attend the meeting.

#### **8. Vacancy**

David Russell plans to spend more time in Florida and will be submitting his letter of resignation from the Harbor Commission. Some past candidates will be contacted about their continued interest in joining the Commission.

#### **9. Harbormaster's Report**

Paul Hogg said the docks have been put in at Cashman Park and the central waterfront docks are to be installed over the upcoming weekend. The NRA wants the docks to be removed from the parking lot but there is a concern that the docks could be damaged by ice from up river if they are put in too early. The "no swimming" signs will be installed at Plum Island Point by Memorial Day.

#### **10. Coast Guard Cities Application**

Neil Bleicken said the Coast Guard City application package should be complete by Memorial Day. Brad Duffin said Chief Holm of the Coast Guard attended the meeting with the marina owners and is very supportive of the Harbor Commission.

#### **11. Adjournment**

Jamie Knapp moved to adjourn the meeting at 9:00 p.m. Steven Hines seconded the motion. The motion was unanimously approved.