

Newburyport Harbor Commission

City Council Chambers

September 12, 2013

Minutes

1. Call to Order

A meeting of the Newburyport Harbor Commission was called to order by Chair Brad Duffin at 7:00 p.m. In attendance were Paul Dahn, Brad Duffin, Bob Dow, Steve Hines, Justin Dutcher and Jamie Knapp. Also in attendance was Harbormaster Paul Hogg.

2. Minutes

Bob Dow moved to approve the minutes of the July 7, 2013 meeting as amended. Paul Dahn seconded the motion. The motion was unanimously approved.

3. Harbormaster's Facility

Paul Dahn said it was very helpful for Geordie Vining to be have been involved in the RFQ process. The RFQ was sent out and ten responses were received. The subcommittee interviewed all of the respondents and narrowed the field down to the three top choices. He moved to create a separate account for the transient boaters'/ Harbormaster's facility upgrade in order to track expenses. Justin Dutcher seconded the motion. Once a cost has been determined for design and engineering services, the Commission will request that City Council authorize the transfer into this account from retained earnings. Brad Duffin said the funding stream for the entire facility must be investigated. He said a margin should be built into both the schedule and the cost estimate. Bob Dow said it would be prudent to determine the best case, worse case and most likely revenue scenarios from a review of the records from the past five years. He added that tracking the funds expended for the transient boaters' portion of the facility would be necessary for reimbursement from the US Department of Fish and Wildlife Boating Infrastructure Grant program. The motion was unanimously approved.

4. Transportation Dock Update

Bob Dow said he, Paul Hogg and Dan May met with Waterfront Trust members Joe Brown and Scott Sutherland. He read an email from Mr. Sutherland concerning the efforts to coordinate the management of the waterfront. Both groups agreed the Harbormaster should be more involved in the day-to-day operation of the Transportation Dock. They also agreed there should be a charge for power and water on the docks and an expansion of the docks is not necessary at this time. The Trustees suggested the east side of the embayment be used for short-term tie-ups but Paul Hogg said the demand is not present at this time. Brad Duffin said the Transportation Dock was established by the City Ordinance and there was a tacit agreement that a section of it would be used for short-term ties-ups. Bob Dow said the groups must reach an understanding about who owns the docks.

5. Committee Assignments

Justin Dutcher distributed the committee assignments that were established at the beginning of the year. It had been decided long-range planning would be done by a committee of the whole. The upgrade of the transient boater's/Harbormaster's facility will be overseen by an ad hoc committee. Jamie Knapp moved to approve the committee assignments as amended. Justin Dutcher seconded the motion. The motion was unanimously approved.

6. Harbormaster's Report

Paul Hogg reported that:

- he has been focusing most of his attention lately on the facility upgrade.
- the new boat is fully operational and is an asset to the city. The boat has reduced the amount of fuel used by his department.
- he forwarded the inspection report on the Cashman Park pier to the Commission members. The existing pier is in satisfactory condition but would need to be upgraded in five to ten years. A new pier is to be constructed. A decision must be made to keep the existing pier and build the new one next to it or tear down the pier and rebuild it in the same location. Retaining it would be desirable in that there would be complete control over one pier but it could be costly in the long run. The engineering cost for accessibility and other upgrades would be approximately \$50,000. Steve Hines moved to recommend that the existing pier be rebuilt with State funds. Bob Dow seconded the motion. The motion was unanimously approved.
- he was appointed as the Shellfish Constable.
- the bulkhead project is moving forward.
- he was been involved with the Whittier Bridge project. Brad Duffin asked to receive a schematic plan showing how the new bridge would impact the river.
- he would like a minimum fee to be charged at the docks. The issue will be discussed at the next meeting. Brad Duffin said he would also like to look at the cost/benefit ratio for having attendants on duty longer both at Cashman Park and the central waterfront.

7. Adjournment

Paul Dahn moved to adjourn the meeting at 8:20 p.m. Jamie Knapp seconded the motion. The motion was unanimously approved.