

MINUTES OF WATERWAYS MANAGEMENT COMMISSION MEETING  
MARCH 18, 2008

A meeting of the Waterways Management Commission was duly called and held on Tuesday, March 18, 2008 at 7:00 p.m. The meeting was called to order by the Vice Chairman, Chris Hemingway. The following people were present: Robert Metcalf, Roger Race, Warren Hathaway, and Norman Peloquin. Excused was Mr. Gerald Hickey. Also present was Mr. Steven Melo, Harbormaster.

Mr. Hemingway reviewed the agenda for the meeting. Mr. Peloquin moved to accept the agenda. Mr. Race seconded. So moved.

Harbormaster Report:

25' Whaler. Mr. Melo said that the Whaler is here. It cost approximately \$2,000 to get here from Florida, and was told to store it behind the Police station. The whaler hull was manufactured in 1999, it went into federal service in 2000 and was declared surplus after five years of use in Guantanamo, Cuba. Mr. Hemingway asked if Mr. Melo had made the inventory of the vessels his department has. Mr. Melo said he hasn't had time to put one in writing, but will as soon as possible. He reported the orange boat engines have undergone free computer re-programming under warranty as a manufacturer recall.

2008 Billing Process. Mr. Melo described the waterway billing process for 2008. His department prints, collates and mails out a renewal form for every boat, mooring, dinghy and waitlist account. This is being done on the equivalent of a home computer system. The forms are returned to the Collector's address at Town Hall where they are set aside for processing separately from other receipts. He now goes to Town Hall daily to open the returns, reviews each returned form and payment check for accuracy, stamps and initials the back of each check, notes the payment information on each renewal form, tallies the checks, leaves those checks for deposit by the collector, and brings the renewal forms to the office for data entry into Quickbase. Charley Howland has been assisting with the data entry of well over 2,500 renewal forms.

Clerical Assistant Harbormaster. Mr. Gagne has told Mr. Melo that the selectboard will take up the appointment the selected Assistant at the next opportunity, likely an open work session of that Board. Mr. Melo said that the person they have selected is ready to start as soon as approval is given from the Board. Mr. Peloquin said that he will call Mr. Gagne to see what the hold up is. All hiring paperwork is in order.

Open Space and Recreation. Mr. Melo has participated with that committee and formulation of the survey being distributed to the Commission. He will return any of those completed by the Commission.

Padanaram Village Planning Board. Mr. Melo has also been attending meetings of this board which has been asked to make recommendations to the planning board for the re-vitalization of the village and businesses.

Surplus float. Mr. Melo was offered three dinghy floats from Marshall Marine. He will attempt to integrate one into increased dinghy access at either the landing or Hill Street for this summer.

2008 Budget. Mr. Melo has been notified by the Town Accountant that the waterways 2008 fiscal budget is out of money for expenses. He gave the Commission a breakdown of expenses showing that the unexpected charges for utilities, insurance, DEP oversight at Rogers Street and overhead back to the General Fund prematurely depleted our operating budget. He reported that the \$1,400 water bill to the Department was abated in full due to the inordinate use by the DPW to cool the bridge last summer. Mr. Melo gave the Commission a line-by-line breakdown of the 2009 fiscal budget. He noted that rent was increased on the office space, dock rental for one boat is charged to the Clean Vessel Act. A jet ski will not be available for use from Kawasaki this year, likely increasing fuel consumption. Money will be transferred from the Clean Vessel Grant to supplement some of the remaining needs through June. That CVA money, if not applied to current year salaries and expenses would likely roll into the Enterprise fund retained earnings. In addition to that CVA funding, a list of unexpected expenses should be covered by a transfer from retained earnings this fiscal year. Mr. Race said that there are two large projects on the horizon; Rogers Street and the harbor regrid. Mr. Race said that this year there really were unexpected expenses against the Department as pointed out by Mr. Melo and those should come from retained earnings. Mr. Peloquin suggested taking only those funds from retained earnings that would be necessary to fund through June 30. Mr. Melo said that he could manage with taking the funds for the financing of the Rogers Street property, as well as the DEP compliance assurance fees Rogers Street. Mr. Peloquin moved to take the sum of \$32,200 from retained earnings. Mr. Race seconded. So moved.

Old Business.

Concordia, Inc. Mr. Melo reported that Ms. Carol Hill has suffered a broken leg and couldn't attend tonight's meeting. She reported there was no news from the ACE regarding their permit application.

Rogers Street Update. Mr. Race spoke with Mr. Michael O'Reilly and DEP is working on their final written consent for the Rogers Street pollution remediation.

Mr. Melo reported that Mr. Ronald Linhares came to the Harbormaster Office and presented the map in the meeting packet. Mr. Linhares and a partner own a piece of land seaward of the Town land at the bottom of Rogers Street. He wants to know if the Town or Commission is interested in purchasing their interest in that area. Mr. Melo is unsure why their piece of land was not acquired with the other parcels back in the 1980's. All sketches of use of the land so far have excluded use of that area. Mr. Peloquin asked "how much?" and added that they acquired that land for \$5,000 from the president of Park Oil. It was suggested that perhaps the owners of this small piece should also participate in the evaluation and clean-up of the contaminated site. Mr. Metcalf feels that the Town should have this beach area. Mr. Peloquin feels that nothing should be done until the DEP signs off; he suggested getting an opinion from Town Counsel.

New Business.

FY 2009 Budget. Mr. Melo presented the budget he has prepared for the 2009 fiscal year beginning July 1, 2009. He said that once again he was on the conservative side. He explained the expected revenues and necessary expenses and salaries for the next year. The total expected revenue estimated for FY2009 is \$242,268.00. Mr. Melo still would like to see some by-law changes to allow the Department, instead of the State to benefit from any violations written by the Department. Research has been done showing that other jurisdictions have adopted such by-laws. Salaries were reviewed, including the CVA-funded positions, and the Clerical Assistant position which the subcommittee decided could be divided between two positions. The breakdown of each line-item expense was to be given to the Treasurer's office for scrutiny at Town meeting if requested. Added to budgeted department expenses for FY2009 was boat insurance, house financing and the surprises added during the past year. Mr. Peloquin said that he will be getting competitive boat insurance quotes for the next Commission meeting. Mr. Melo said that the Department will not be getting the free loaned demo jetski that in the past was shared with the Police Department this year. He was told that the owner of JEM motorsports in Dartmouth was not pleased with the Town about the split tax rate, and would therefore not supply the free loaner. Mr. Peloquin suggested contacting Kawasaki directly. Mr. Melo will explore any and all other options for the free use since it has provided an important service on the waterway at great fuel savings to the Department. Fire District #2 has a purchased unit and also got a loaned craft each year. The harbor is too distant from the Slocum River for them to keep one on our dock for shared use. Mr. Melo pointed out that the Department has funds in retained earnings to purchase a used jetski if the Commission decides. Mr. Metcalf said that a jetski is good for the Department to get around the Dartmouth coastline fast.

Overhead Charges. Mr. Melo handed out an informal breakdown of the Town's overhead charges to the Department. He explained what he was told about the breakdown for Treasurer, Collector and Accountant services. Mr. Race pointed out that we are charged a significant amount of money for computer services, yet all of our computer work is done by an Assistant Harbormaster.

Resignation of Ira Perry. Mr. Perry has sent an email to each of the Commission members indicating his desire to resign his appointment to the Commission due to his business growth. Mr. Race asked if a copy of that email was also sent to Mr. Gagne. Mr. Metcalf said Mr. Perry needs send a letter to Town Hall.

Mr. Peloquin thanked Mr. Melo for all the information gathered and given to the Commission.

Public Comment.

Mr. John Hayes asked about the money given to the State for boating tickets, if they would take the parking ticket fees from the landing instead. Mr. Melo explained that the Public Access Board governs the landing use, not the Environmental Police. It was very unlikely that either state agency would give up funds to the other.

Mr. Don White asked about the parking on only one side of West Smith Neck Road. Mr. Melo believes that allowing parking of trailers on only one side as an overflow from the landing was a compromise worked out long before he started between the Town and that neighborhood. Many neighbors would like to see no parking on both sides, and the ramp users would like parking everywhere. Mr. White stated that neighbors appear to have a lot of

input on parking issues. Mr. Melo agreed, noting the resident-only overnight signs in Padanaram village along the waterfront.

Mr. Melo said that he will notify Mr. Iacaponi in writing regarding the retained earnings transfer voted by the Commission this evening and sought from the June town meeting.

The next meeting is scheduled for April 15, 2008 at 7:00 p.m. at 12 Rogers Street.

It was moved by Mr. Peloquin and seconded by Mr. Hathaway to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Diane L. Vieira