

MINUTES OF WATERWAYS MANAGEMENT COMMISSION MEETING

APRIL 15, 2008

A meeting of the Waterways Management Commission was duly called and held on Tuesday, April 15, 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.

The minutes of the meeting of March 18, 2008 was discussed. Mr. Peloquin moved to accept the minutes. Mr. Hathaway seconded. So Moved.

Harbormaster Report.

2009 Budget & FY 2009 overhead breakdown. Mr. Melo said that the budget has been submitted to Town Hall with some revisions. The interest on the Rogers St. house dropped. The overhead to the Town also dropped. He handed out a copy of the breakdown of overhead charges he received from Town Hall.

CVA Journal Entry. Mr. Melo gave a copy of the Journal Entry transferring money from the Clean Vessel Act to the salary and expense budget. Mr. Melo stated that CVA money not used during a fiscal year carries over to the next year. The CVA grant still has \$11,000. in it. He said that he could do as many journal entries as needed.

Dartmouth Windmill Tour Map. Mr. Melo said that they went on a tour of the area for future wind energy. He said that the State would be looking at different areas. He said some state representatives, speaker of the house, plus representatives were on the tour. The Barney's Joy area is targeted.

Vacation Leave. Mr. Melo stated he will be using three days of vacation leave and will be out of town from Friday to Thursday. He is taking a course Friday at Mass Maritime to keep his HAZWOPER certification.

Old Business.

Concordia, Inc. Ms. Hill was not present due to her injury. Mr. Melo stated that she has heard from Mr. Brian Valiton. Mr. Valiton stated that due to public requests for a public hearing, they would like to set up something in Dartmouth with the Harbormaster present. Mr. Melo said that he has not heard anything from Mr. Valiton. Mr. Race asked if Mr. Michael Gagne should be present. Mr. Melo said he will look into where it can be held when the ACE request comes to him. Mr. Hemingway said that Ms. Hill reported under a dozen people that wrote in. Mr. Melo will wait until he hears from Valiton before doing anything on this.

Rogers Street Update. Mr. Race said that he spoke with Mr. O'Reilly and there has been no final document received from DEP. He said that while talking to Mr. O'Reilly, we have permission to clear the area from the Conservation Commission. He stated that the DEP would like to see the whole area paved over and no drains installed. Mr. Melo said that there is storm water run-off in the area. Mr. Race said that it should be looked into. Mr. Hemingway said that the quote to clear the area they received is only valid until May 1st, or the end of the burning season. Mr. Hemingway said that the cost could go up after May 1st. Mr. Race said that it should be started in the near future. He would like to make a motion to hire the person and get started. Mr. Melo said that he inquired with the Sheriff's Office to get inmate help and he hasn't received a reply yet. Mr. Peloquin moved to contact the company, AMI Construction, Mark Roderick, and get the work done. Mr. Metcalf seconded. So Moved. Mr. Race said that they have ordered the LED lights and will set it up at the Rogers St. site when they are received. Mr. Race will contact the CPC and tell them we are ready to start using the money from the grant.

Mr. Melo asked if we should start notifying the neighbors that work will be starting. Mr. Hemingway said that they wanted a working plan before calling the neighbors. Mr. Hathaway said that a sketch from Mr. O'Reilly will help to show the neighbors what is proposed. He suggested letting the neighbors know that we will be clearing the land and supply a phone number they can call if they want further information. Mr. Melo wanted to just let them know people will be working in their neighborhood. He suggested sending them a simple letter, the same to each abutter. Mr. Hemingway said that Mr. Roderick has been in contact with the Fire Department and is ready to start. Mr. Metcalf said that he saw design plans for 55 cars in the past. The DEP wants only paving, not plantings or islands. Mr. Hemingway said that the Town Engineers could also help. Mr. Metcalf said that U-Mass student engineers could also help. Mr. Melo was told to draft a letter to the neighbors this week.

New Asst. Harbormaster. Mr. Melo said that Lisa is working on Monday, Wednesday, Friday and Saturdays. He said that it is working out very well for customer support, especially this time of year. He can't recall how everything that is needed at this time of year ever got done before.

Boat Inventory List. Mr. Melo said that he has done a list of all the boats that are owned by the Town and Waterways. He said that some of the boats were purchased before the Enterprise was set up and they were purchased with General Fund money. One vessel was purchased with the CVA funds, and CVA a 75% interest in the boat. Mr. Melo reviewed the list of vessels. He said that one boat is 'junked' and Mr. Gagne will put it up for auction. Mr. Melo said that the Federal surplus program can ask for the boats obtained from them back but they will reimburse us for any money spent on it. Mr. Hathaway asked who is the owner of these boats. Mr. Melo said that the Town of Dartmouth is listed as the owner. Mr. Peloquin said that this list was to see what boats we have and what can be eliminated. Mr. Melo said that his goal is to have a boat with a cabin ready for use in the winter. He said that the Police Zodiac has a good trailer. Mr. Hemingway wants to list to show the needs of the department and how it will be met; then sell or dispose of the rest of the equipment. Mr. Peloquin asked if Mr. Melo puts in for boats without first getting approval from the WMC. Mr. Melo said that he has to do it that way because the surplus equipment goes online and gets taken quickly. He said that if he waits to contact everyone, the boat is gone; after an award of property is made he e-mails the WMC he can cancel any request before retrieval. Mr. Hathaway said that this list will come in handy because he can order boats knowing where it will go to the list. Mr. Melo said that Mr. Joe Vieira of the Police Dept. also puts in for surplus material. Mr. Hemingway feels that if we have a needs list then Mr. Melo will know what to get on the Federal surplus material list. Mr. Hathaway said that Mr. Melo is the only person that knows what is needed to fully service the harbor now and in the future; this is the wish list that should be made. Mr. Peloquin said that this is a good way to build a fleet, other Towns envy us. Mr. Peloquin said that the Zodiac will be a good, safe boat in the winter. Mr. Melo said that he will devise a written plan for the boats.

Mr. Melo said that he put in for two Jet-Skis in Washington State but he didn't get them. He said that Kawasaki distributes loaners only through the local dealer. He said that a resident in Dartmouth has a jet ski for sale and will try to work with the Town. Mr. Melo said if he has money left at the end of the year, he would like to purchase a Jet Ski for under \$5,000 to replace the loaner program if he can't obtain one from Federal surplus.

New Business.

Marine Insurance. Mr. Peloquin handed out information he gathered on boat insurance. He said that he compared new policies with the present policy. He said that last year the insurance was \$16,900., with the WWE responsible for \$13,678. He said that the policy is up front payment; if we cancel we don't get anything back. He also said it only covered the waters of Dartmouth, and if Mr. Melo went out of the boundaries of Dartmouth, there was no insurance coverage. The policy also excluded non-emergency towing, which is what most of the towing is for. He met with another insurance company that works with other municipalities and they came in with a quote of \$13,000.; about a \$3,500. savings. This also covers some items not covered before. He said this policy would include floating docks and moorings the Town plans to have this year, the old policy didn't cover this. It would include all towing, and extend the coverage to all of Buzzards Bay including the islands; the quote also includes over road coverage. The only thing not covered completely is Jet-Ski coverage. He said that St. Paul is a good company that deals with municipal policies; there will be winter coverage. Mr. Peloquin will also get other quotes and give to Town Hall. Mr. Peloquin said that dive operations are not covered in most policies. Mr. Hathaway said that the Harbormaster has to be covered when he goes out on emergencies.

WPI Project, with Mr. Julian Race. Mr. Julian Race explained the present system and what we will be getting from WPI. He would like to design a system made specifically for the Dartmouth Harbormaster Office and he is working with WPI on it. He has secured two students for one semester that will be working with us to design the system. There is a base fee of \$5,000. that covers all the expenses of the two students. Mr. Race said that this will be a system that cannot be purchased in any store because it is made for us and our needs. Mr. Race said that he will be the project liaison and be the contact in the Harbormaster Office, an advisor will be assigned from the school and both will meet weekly with the students. Mr. Hathaway asked what will happen with problems in the future. Mr. Race said that it can be written into the contract with WPI to upgrade the system in the future or we can have someone come in and work with it. He said that it will be documented in a project report including all information on the system and we get a copy, which can be used by programmers in the future. Mr. Race said

that we have to purchase a server to host the system; he has been working with Town Hall to set up a server there. Mr. Race said to get a dedicated line to the Harbormasters Office will be expensive when it can be set up at Town Hall. Mr. Race said that we will be getting a system set up specifically for the Dartmouth Harbormaster and it can be set up to save time in the office because it will be set up for them. Mr. Melo said that the present system you have to link all the information because the system doesn't; this new system will link all information together. In the future on-line payments will be a possibility. He said that all the information on a person can be set up at the touch of a button; the billing and information can be co-ordinated to send out the bill automatically. Mr. Race said that the students can start end of August and be completed by December, payment is due at the end of the project. Mr. Peloquin said it can be written into the contract that one billing cycle be complete before final acceptance of the system. Mr. Race said that he would also like to make registration available on-line for the boat owners and also allow people to change their mooring requirements on-line. He said that the total expense the first year will be about \$7,000. for the school and server requirements. He should tell WPI as soon as possible to set up the students for next year. Mr. Melo said that the homework has been done and there is no other system that will help us. Mr. Peloquin asked who will own the system. Mr. Race said he thinks it will be WPI and the students since we are getting a cost price for the system. Mr. Race said that if this system is good, it could be sold to other Harbormasters in the future. Mr. Peloquin asked if we could share in any future sales to other departments. Mr. Race said to set up these terms in the contract. Mr. Metcalf moved to go ahead with the system. Mr. Roger Race seconded. So Moved, all in favor. Mr. Hathaway would like to be sure to have future back-up for the system. Mr. Julian Race said that it can be written into the contract and he will be working close with the students. Mr. Melo said that he will take the cost of this system from retained earnings.

Website Maintenance. Mr. Peloquin said that the website has to be maintained more frequently. He said that some of the information is obsolete. Mr. Hemingway suggested delegating this to one assistant. Mr. Julian Race said that he maintains it when asked and he will update it more regularly in the future. Mr. Melo said that some information is duplicated on the site, making updating more difficult. Updating will be put on the list of things to be done by the staff at this busiest of times.

Mr. Ira Perry Resignation. Mr. Hemingway asked what should be done on this. Mr. Peloquin said that we should get some nominations and present it to Mr. Gagne. Mr. Perry should forward a copy of his resignation to Town Hall. Mr. Peloquin moved that a list of nominations be made in the next 4 weeks and give it to Town Hall. Mr. Race seconded. So Moved.

E-Mail, Kevin Lee. Mr. Melo said that he received an e-mail from Kevin Lee regarding a rowing event from Apponagansett Park. He notified Mr. Melo since they will be using the waterways. The Whaling City Rowing Club will sponsor the race. Mr. Peloquin said that Mr. Melo will have to be staffed for the race. Mr. Hemingway said that they should be sure to have life jackets on the rowing boats.

Mr. Robert Linhares, Landowner. Mr. Melo said that he spoke with Mr. Linhares regarding the land between the Park Oil property and the water. He asked what Mr. Linhares would want for it and didn't receive an amount.

Public Comment.

Mr. Don White said that the Rogers Street neighbors will be happy to hear from the WMC and to be kept informed of what is happening. He said that CMAST might not like the site to be paved. Mr. Race said this direction was from the DEP. Mr. Julian Race said that cleaning the area would be similar to Blackmer Street in New Bedford, they are clearing a contaminated lot and paving over it.

The next meeting is scheduled for Tuesday, May 13, 2008 at 7:00 p.m. at Rogers Street.

It was moved and seconded to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Diane L. Vieira