



**MEETING MINUTES**  
**Waterways Commission Meeting**  
**Wednesday, January 2, 2019**  
**Community Room**  
**Scituate Public Library**

**Commission Members in Attendance:** Brian Kelly, Chair; Howie Kreutzberg; Vice Chair; Michael Gibbons; David Friedman; Craig Rosenquist; David Sincoski; Stephen Mone, Harbormaster

**Commission Members not in Attendance:** Tucker (James) Patterson; David Glancy

**Also in Attendance:** David Haley; Elise Russo, Advisory Committee

The meeting was called to order by Brian Kelly at 7:00 PM.

**Brian Kelly asked for a motion to approve the minutes from the December 5, 2018 meeting, David Friedman made a motion, seconded by Howie Kreutzberg; Unanimous vote (7-0).**

**Brian Kelly asked for a motion to approve the agenda, David Friedman made a motion, seconded by Howie Kreutzberg; Unanimous vote (7-0).**

**HARBORMASTER REPORT: Stephen Mone**

- When the disconnects were turned on, a lot of smoke came from the pedestal, electrical system was shut down and the fire department was called. It appears that the pedestal has corroded wires from sea water coming in due to storms. Stephen said it can happen because once they are taken apart, they do not go back together well. The old pedestal will be used a splice box and be replaced with a new one.
- Replaced undersized conductor
- Will look at the rest of the pedestals to determine if they need replacement

*Craig asked how many de-icers we have, Stephen said about 45.*

*David Sincoski asked if the de-icers were on a timer, and Stephen said no they are manually turned on.*

*David Friedman asked if they de-icers were on and Stephen said they have not run yet.*

*Brian asked when they were going to be turned on, Stephen said they are going to do it as soon as Mike is feeling better [this week].*

### **Cole Parkway Marina Project: Stephen Mone**

- Still waiting to hear back from the State regarding mediation.
- Town Counsel is running point

### **River Dredging Update: Stephen Mone**

- Putting back out to bid in March, hoping to get people interested in the project.

*Brian Kelly asked about the cost and Stephen said the money has to come out of the Grant and it should be renewed.*

*David Sincoski asked if Marshfield was paying half, and if it was just the South River, Stephen Mone said yes*

Brian said you cannot exceed a certain percentage to negotiate, Stephen said the one bid that came in was almost double of what it should have been.

### **Harbormaster Boat process update:**

- Going out to bid, finalized the contract
- Target date: Summer 2020

### **Capital meeting:**

- The Town Administrator approved the comprehensive dredge plan (\$100,000), pump out boat: \$25-\$28,000 (budgeted for \$80,000) we should get the grant.

*David Friedman asked if we still have the old pump out boat and Stephen said yes.*

- The Town Administrator , pushed off the new main float until next year and did not approve the replacement truck.

### **Brian said he will get an updated Capital plan that he will share with the Commission**

- Capital approved dredging plan, pump out boat and replacement truck.

*David asked about the timing of the invoices Stephen said that all invoices go out on March 1<sup>st</sup>.*

*Brian Kelly asked if it would be beneficial to move the date up closer to February because you do not have pay the balance until April 15<sup>th</sup>, Brian asked if people give up their slip can it be filled, Stephen said with the current time period, we can fill the slips, but not with the right size boat and it would be beneficial to move the date to February.*

*Mike Gibbons thought it was not done in the past because it was tough to move the date closer to Christmas.*

*David Haley said it is a hard time period [February] financially due to the weather for fisherman to come up with a \$400 deposit. Stephen said they could separate out commercial fisherman.*

**Agenda item - FY20 New Business: Discuss and vote on changing the date that invoices are mailed out, segregating out commercial vs. recreational.**

Phyllis Karlberg, Hewes Road, asked why the trailers were parked in Cole Parkway where it floods during the “moon tides.” Stephen said the water does not get into the axil or wheel bearings and it was a temporary placement because one is getting shrink wrapped and will go to the Maritime Center and the other boat is going to be fixed and will go back into the water.

David Sincoski asked how many slips do not produce revenue, Stephen said 6: 3 for the Town , 1 for the police, 1 for the coast guard and 1 for the fire department.

*Brian asked if Stephen could rent them out, Stephen said he could.*

*Craig asked if the Police and Fire Department should pay for slips, cross charge them. The Commission thought it was a legitimate cost that could be charged back.*

**Brian Kelly asked for a volunteer to work with Stephen to figure out the number of boats the Waterways Commission is paying for (insurance on boats that are going out to auction or boats owned by other departments. Stephen has already acquired all the titles and registrations so the boats can be sold. Mike Gibbons volunteered. Brian will request documentation from Joe Divito.**

## **OLD BUSINESS:**

### **Financials: Brian Kelly**

- Debt service published in May that goes out to 2025 is not correct.
  - Cost identified in debt service that caused the \$349,000 to increase to \$409,000.
  - Money was incorrectly allocated. Nancy will run the new debt service in the middle of January once the Bond is released.
- Pro-rated percentage may be added due to the purchase of the new boat and the new dredging plan.

*Stephen and David were wondering when the mistake happened, Brian Kelly said we are still waiting for the detailed information.*

*David Friedman pointed out that next year will be flat. Mike Gibbons said that it is a zero sum budget and that \$500,000 is the target and that is where we are. Brian said that there are always unforeseen expenses.*

**Agenda Item – New Business: Discussion and vote of increasing Slip, Mooring and Dinghy Fees for March 2019 or 2020.**

The majority of the Commission thought it should be an increase for 2020. David Friedman thought it was not too late to increase for 2019.

*David Friedman was concerned that WWC is paying the Police Department salaries.*

*David Sincoski pointed out that the Commission is also paying for their slip.*

**The Commission asked Lianne to confirm when the Harbormaster is reporting to Advisory.**

Brian said the police have 3 boats. Howie thought it could be around \$50,000 coming from the budget. The former Town Administrator had made the decision.

**David Friedman made a motion for the Commission to disagree with the proposed Waterways budget that includes the Police Department Marine Unit line item for salaries of \$45,090 (project FY20). Seconded by David Sincoski. Majority vote (6 in favor, 1 opposed Mike Gibbons) .**

Mike Gibbons said that the services that the Police provides is to the Waterways and beaches. He thought Chief Stewart made good points when he had presented as to why it comes from the WWE Fund.

David Sincoski thought it should not be in our budget.

Howie thought we also did not have any control over the money/decisions. Howie said the fund is for the betterment of the waterways and that we should have influence over decisions.

*David Friedman asked if we should inform the BOS and Advisory that the WWC voted.*

**David Friedman made a motion that the Waterways Commission notifies the Board of Selectmen and the Advisory Committee of the outcome of the vote regarding salaries being deducted from the Waterways Fund. Seconded by Howie Kreutzberg; Unanimous Vote. (7-0)**

**David Friedman will write a letter informing the BOS and Advisory of the vote that was taken at the Waterways Meeting.**

Stephen Mone asked how they use to rent out the Maritime Center, Howie said that they established a foundation that was in charge of bookings, cleanings etc. Any money from rentals would go back to the upkeep of the building. The former Town Administrator gifted the building back to the Town. Howie said the building was paid for by donations and volunteers, Mike Gibbons thought it was part of the Commission's expenses (\$205,000 a year for the land). Stephen wants to make sure we are doing a good job renting the building out. Stephen also said he sends his staff over to maintain the building and he pays for the

utilities and upkeep. Stephen said he is also paying for the new lock system. **Brian Kelly asked Stephen to find out what the cost of the new lock would be.**

Phyllis Karlberg, Hewes Road asked about the \$100,000 user fee which was supposed to be used for future dredging. Howie said it goes back into the WWF which is used for dredging.

*Mike Gibbons said for the next meeting we should understand revenue and increases, for example, if we increase marina slip fees what does that equate to in actual dollars. **Brian Kelly volunteered to run the numbers and add it to the financials (revenue projections and true debt service numbers).***

*Howie said over the past 10 years we have received many grants which has off set the expenses and has helped keep the enterprise healthy.*

**Howie pointed out that that the Scituate Boat Works lease has not been reviewed in the past 10 years.**

**David Sincoski wanted to add improving the ramp at the Driftway to the next Agenda.**

**Marshfield MOU:**

- 2 MOUs being tracked, one with Marshfield, date not established to meet at the Town Administrator level yet, **Brian will follow up with Jim Boudreau.**

## **NEW BUSINESS**

**Shellfish Commission update – Craig Rosenquist**

- Currently no meeting date. **Brian asked Craig to reach out to Lorraine.**
- “Letter of Notice” for closing certain waters for shell fishing was sent to Board of Selectmen, it appears that it is open and still available and just the inner harbor is closed.

**Cohasset HC meeting**

- Howie and Brian are in early stages of MOU

**Remote call in process**

- Town has approved an adopted call in process.

**Lianne to get a copy of remote call in process and send to Commission**

**Next Meeting: Wednesday February 6th at NOAA.**

**There being no more business to discuss, Brian Kelly asked for a motion to adjourn at 8:34 PM, a motion was made by David Friedman, seconded by David Sincoski; Unanimous vote (7-0)**

Respectfully submitted,

Lianne Cataldo  
Recording Secretary

**List of Documents:**

- Agenda
- Meeting Minutes from 12/5/18
- Financials
- Shellfish Committee Charge

**Agenda Items:**

- FY20 New Business: Discuss and vote on changing the date that invoices are mailed out, segregating out commercial vs. recreational.
- New Business: Discussion and vote of increasing Slip, Mooring and Dinghy Fees for March 2019 or 2020.
- Improving the ramp at the Driftway

**Follow Up:**

- Shellfish Commission, Craig to reach out to Lorraine for next meeting date.
- Brian said he will get an updated Capital plan to share with the Commission
- David Friedman will write a letter informing the BOS and Advisory of the vote that was taken at the Waterways Meeting regarding police salaries being included in the WWE Budget.
- Brian will follow up with Jim Boudreau regarding MOU meeting with Marshfield
- Stephen to find out what the cost of the new lock for the Maritime Center.
- Brian Kelly volunteered to run the numbers to understand revenue and actual dollar increases
- Mike Gibbons will work with Stephen to figure out the number of boats the Waterways Commission is paying for (insurance that are going out to auction or boats owned by other departments.
  - Brian will request documentation from Joe Divito for boats owned by the Town of Scituate

**On-Going Items:**

- Stephen Mone to start the process of selecting an engineering firm to start Master Dredging Plan

- David Friedman to work on discrepancies before sending final Slip Contract to Town Council for review
- Security Cameras for Harbor and Rivers:
  - Look into getting access to Marshfield cameras to see the rivers
  - Identify blind spots, check with Scituate Harbor Yacht Club to see if they would allow cameras on their property to help monitor the harbor.
  - Look into current live feed and to see if monitored by Police