



MEETING MINUTES
Waterways Commission Meeting
Wednesday, June 6, 2018
Maritime Center
Edward Foster Road

Commission Members in Attendance: Fran McMillen (Chairperson), Brian Cronin (Vice Chairperson), Michael Gibbons, Brian Kelly, David Friedman, Stephen Mone (Harbormaster), Michael Lorusso; Keith Walo, David Glancy

Commission Members not in Attendance: Steve Guard

The meeting was called to order by Fran McMillen at 7:04 PM.

Fran McMillen made a motion to approve the agenda; seconded by David Friedman; Unanimous Vote (9-0).

There was a brief discussion about the meeting minutes from the previous meeting.

Fran McMillen made a motion to approve the minutes from the May 2, 2018; seconded by Mike Gibbons; Unanimous Vote (9-0).

HARBORMASTER REPORT - Stephen Mone

- The Lt. Governor is visiting Cole Parkway Marina tomorrow to review the project and hopefully talk about the request for additional funds from 1:30 -2:30 if anyone wants to attend.
- Made a grant request for \$49,000 for a gangway for the Cole Parkway Marina Project, The Dog park put in a request for \$27,000 and they are not able to use it, Office of Disabilities asked if Harbormaster was able to. It has to be spent by June 30, 2018 and will be in addition to the other grant. The estimate for the gangway is \$50,000, which includes general infrastructure repairs, seawall and electrical.
- Marina is open and in good shape just a few minor repairs needed
- Maritime Center is in very good shape
- Experiencing telephone issues at Harbormaster's office which are being caused by old wiring in the building.
- Received a few rescue calls from boats in distress, but nothing serious
- Repairs from flood damage are ongoing, the Coast Guard gave us their shed so we do not have to buy a one

Brian Cronin asked if they were running a 3rd shift. Stephen said that they are not running a third shift yet but will start July first.

David Friedman asked about the dive program and Stephen said it will most likely start after fiscal year end.

- Mooring inspection -- training the trainer

David Friedman asked how the fees were coming and how many moorings were lost Stephen said that all fees were in and that 25 moorings were taken back.

Brian Kelly asked how many moorings were open and Stephen said approximately 30.

- Project is moving along -- 65% of design is completed

Brian asked for a copy of the Marine design for next meeting and asked everyone to go back and look at their notes and questions from when they saw the original design.

NEW BUSINESS

Request for letter: To Seaport Council - Stephen Mone

Hoping to get a letter from Waterways in support of a request for additional funding for the project. Fran asked how much additional funding and Stephen said \$120,000 which would be used to pay for the gangway, additional electrical code issues, repairs to seawall and infrastructure improvements to hold the gangway.

David Friedman asked who would draft the letter Fran said would it be Waterways but they need additional information from Stephen first.

David Friedman and Brian Kelly offered to write the letter. Stephen said he needs it before the July meeting.

A motion to write a letter to the Seaport Economic Council in support of harbormaster's request for additional funds was made by David Friedman, seconded by Brian Kelly, Unanimous vote (8-0)

Brian Kelly:

Looking for an update on the North River regarding the submerged cars they tried to recover, he heard that the frame broke off one of the cars and it is now considered a boating hazard because it is now closer to the surface. They were supposed to attempt again in a few weeks. The hazard is marked and is located in Norwell on the west side of Bridge Street.

Keith Walo said they found 17 cars in the area. It is in the area where the kids jump of the bridge, Mike Gibbons said they just want to remove the two cars that are causing the hazard.

Scituate police has been using their dune buggy on the spit, and Stephen Mone said they were doing ATV training. Brian just wanted to make people aware.

OLD BUSINESS

Shellfish Progress and BOS Letter

Mike Gibbons said the letter was to inform the Board of Selectmen that the Town has had a request to start a Shellfish farm and a Scituate oyster and focused on the benefits for the Town (economic and environmental) and where the areas of interest were located. The letter also requested that the Board of Selectmen form a Shellfish Commission which would look into regulations, feasibility and how to get the process started. The Economic Council should also be involved and would be good for a potential cost sharing option.

Fran asked Stephen about sending out the consultant proposal, Stephen he will send it out.

David Friedman wondered who in town would be qualified enough to be on the commission. Fran said that we have a lot of qualified people and Fran took a few names at the Committee Interview meeting.

The shellfish constable and the harbormaster would be on the commission and then 3 – 5 rotating members, Brian Kelly said. Stephen Mone also said he would like to the shellfish constable and that he is taking the shell fishing course. There was a brief discussion regarding how the position is filled and Fran thinks it is a Town Administrator appointed position.

Fran asked if Brian Kelly was able to contact the UMass professor, Professor Barns, Brian said he has left two messages for her and has not heard back yet.

Contract and Regulations Language

Brian added word for word what the commission had discussed at the last meeting to the marina contract for item # 2 and # 11 (ownership and vacant slips).

Number 2 item was voted and approved already, but 11 needs to be voted tonight. There was a discussion regarding penalty fees and whether to charge \$25 a day or a \$100 fine.

David Friedman thought it should be up to their harbormasters discretion.

Brian Cronin suggested using the words Launch and Haul instead of pullout.

Howie Kreutzberg (Edward Foster Road) thought that Legal Counsel should review the changes to the document.

A motion to send the document to Town Counsel for legal approval was made by Brian Cronin; second by David Friedman. Unanimous vote (8 - 0)

Waterways Enterprise Fund: Fran McMillen

Nancy provided the financial information when she got back from vacation regarding long term debt and Fran distributed it to the Commission and wanted to know if there were any questions.

Brian Kelly said he looked at revenues which have been flat since FY 2012 and are approximately \$1.1 million which was the projection for 2018 as well. He further stated that expenses have been rising, he looked at debt service out to FY 2025 and took cost of dredging and replacing unit 3 into consideration and felt that in FY 2021 the fund could be operating in the negative especially if expenses rise 5% a year and revenue remains flat. Brian said it did not have to be discussed at this meeting, but just wanted Stephen to look into the areas of revenue more closely. Stephen said there should have been a bump of \$80,000 from user feeds, Brian said it was reflected in FY 2016. Stephen said we picked up \$10,000 from the clean water act. Brian said that it was shown in the financials as well. Mike Gibbons thought 5% a year increase in expenses was a high estimate. It was discussed that dredging runs \$20,000 a years for 15 years and the boat is a 10 year note for \$55,000 a year starting in 2021. Stephen Mone said we could take retained earnings and put them aside for the down payment of Unit 3. Mike Gibbons said the debt service has been dropping since 2015. Brian Kelly pointed out that we have capital expenditures that are going to replace the dropping debt service. David asked if Cole Parkway will come out of retained earnings.

Brian Cronin asked what the increase in expenses were in the past 5 years, Brian said there were four areas of expenses that represent to total increase over 5 years (FY 2015 – 2019):

Personal Services	35.3%
Purchase of Services	69.3%
Materials & Supplies	67.0%
Indirect Costs	42.7%

Fran wanted to know about the \$40,000 that was taken from the budget to pay for police and how much control we had over that expense. It was discussed that it was not a Waterways decision that it was approved by the Board of Selectmen and Advisory.

There was a brief discussion that the Assistant Harbormasters only make approximately \$13.00 an hour and have been making a similar amount for the previous years. They act as first responders and Fran thought you should compare their salaries to other first responders that work for the Town.

David Glancy asked what the protocol was for another department to access the Waterways fund. Stephen Mone said that we pay a percentage to departments when they do things for Waterways. David Friedman said it was a budget item that is approved at Town Meeting. Stephen said nothing new has been entered into the budget since he started. If it is a line item in a budget and isn't looked at closely it can get approved into the Waterways budget.

Stephen reminded the Commission that when we add a 3rd shift it will add two more salaries to the budget. Mike Lorusso reminded the commission that things were stagnant prior to Stephen being hired 3 years ago. Fees, slips, moorings, etc.

There was a brief discussion regarding slip fees. Approximately \$600,000 in slip fees are currently brought in for revenue. Mike Lorusso said when the town bought the marina the slip fees went down on one side of the marinas and that we lost revenue and the expenses continued to climb. Fran said that the consultant recommended that we increase slip fees. David Friedman said that a 10% increase would only be \$65,000. Stephen said the consultant recommended a 30% increase over a few years. Brian Cronin said we need to look at our expenses first and then project fee increases.

David Dauphinee (356 Clapp Road) asked Stephen if the length of time boats can be kept in the marina will increase with the improvements to the marina and the recent purchase of the deicers.

Howie Kreutzberg (Edward Foster Road) said 5% increase year over year doesn't seem practical and maybe we need to take a closer look at the increases, Brian Kelly agreed and said that was his recommendation and that here are 4 areas with big growth. Howie said that Waterways should go to the Board of Selectmen sooner if they want to effect change. Fran said everyone should look at the Charter of the Enterprise so they are aware what expenses can be charged to Waterways. It was discussed that the budget was put together in Oct/Nov so changes need to be done prior.

Mike Gibbons said that from the \$1.1M a year in revenue that \$75,000 is put into retained earnings and that there is approximately \$700,000 in operating expenses (a million with debt included).

Brian Cronin would like to see Brian Kelly's analysis, Brian said he would send it out.

Brian Cronin asked Stephen Mone to figure out his personnel expenses.

Stephen said he has a good crew that work hard and he would hate to lose them.

Fran wanted to know if they should put together a working group to look more closely at revenues and expenses, Keith Walo said some of the Commission members terms are up so they should wait.

Keith Walo said Fran had a good point when he brought up looking at the Assist Harbormasters salaries compared to the police department and to try to make them more comparable.

Howie asked if the “Welcome to Scituate” sign could be put back in the harbor, the original one was destroyed in a storm. Mike Gibbons asked Stephen what he needed to put the sign back. Brian said it was good when it was by the #6 and it survived there a long time.

Keith Walo wanted to let people know his pump out boat is in the North and South River, but it needs a new engine and may go down. Keith has to get a mechanic to write a letter to have it fixed by the CVA. Stephen Mone said he could help him out.

Next Meeting: July 11, 2018

There being no more business to discuss, a motion to adjourn was made by Fran McMillen at 8:25 PM; seconded by Brian Cronin; Unanimous vote (9-0)

Respectfully submitted,

Lianne Cataldo
Recording Secretary

List of Documents:

- Agenda
- Meeting Minutes from 5/3
- Draft Shellfish Farming Letter to BOS
- Updates to Marina contract
- WWC Financials

Follow Up:

- *Brian asked for a copy of the marine design for next meeting, if everyone could go back and look at their notes and questions from when they saw the original design for the July meeting.*
- *Seaport Council letter. David Friedman and Brian Kelly*
- *Send out Consultant proposal, Stephen Mone*
- *Town Counsel should review the changes to the document.*
- *Charter of the Enterprise Fund, Fran McMillen*
- *Brian Kelly to send out financial analysis*
- *Stephen Mone to look at personnel expenses.*
- *Welcome to Scituate” sign could be put back in the harbor*

Outstanding items:

- *Keith Walo asked about the pilings he said the SHYC was doing there pilings as well and suggested to Stephen that we work together to save money*
- *Stephen will send out the Consultant proposal*
- *Brian Kelly said he could ask the UMass professor to attend a meeting*
- *Late Fees: Stephen to ask Ellen what she thinks would work best.*
- *Research what the other boat clubs are charging for ice*