



**MEETING MINUTES**  
**Waterways Commission Meeting**  
**Wednesday, November 7, 2018**  
**Maritime Center**  
**Edward Foster Road**

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

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

**Also in Attendance:** Steve Guard; David Haley and Shawn Harris

The meeting was called to order by Brian Kelly at 7:01 PM.

**Brian Kelly asked for a motion to approve the minutes from the October 3, 2018 meeting, David Sincoski made a motion, seconded by David Friedman; Unanimous Vote (8-0).**

**Brian Kelly asked for a motion to approve the agenda Mike Gibbons made a motion, seconded by David Friedman; Unanimous Vote (8-0).**

**OPENING REMARKS: Brian Kelly**

Brian Kelly introduced the company, MooringInfo and said that the company's product worked with the iCloud and cell phones and explained that the software has a lot of functionality.

**MOORING SOFTWARE PRESENTATION: MooringInfo, John Vigilante & Chris McDermott**

John, President/CEO, explained that his company is local and based in Duxbury and that it has been around for four years. He further stated that he had a technology background and a passion for boating so he started the company. He explained that his software would cover the Harbor and North and South Rivers. The contract with the Town would include system support with a guaranteed 3 hour response time.

The software is divided into the following areas:

Spotlight:

- Search tool which works with partial names and finds addresses, registrations, documented vessels. Would include inner and outer coverage.

Dashboard:

- Decisions would be displayed here

Charts:

- Beta Data Stage
- All data is compared with the State so the data can be scrubbed before being entered
- Still putting markers in place
- Color reflect status of permit

Harbor Log;

- Equivalent to a ships log. A place where Stephen and his team can record daily events of the Harbor.
- You have the ability to search for a previous entry/note. Records weather and tides. Stephen has requested 4 iPads for use of this system.
- Site Administrator designates access to the log.
- Can be used for recording pump outs.

Transient:

- Book on-line transients
- Slip transients have the ability to pay on line
- Financial side very strong, it connects to most town Financial Systems. Will connect to Munis
- Can search other harbors

Waitlists:

- Waitlist will be published for the public to see

*David Sincoski asked what active means [regarding slips], Stephen said it means assigned.*

*Mike asked about markers, John said it is an ongoing process and they are still putting them in.*

Brian Kelly explained that you can drill down on markers for additional information.

*Craig Rosenquist asked if it would be connected to the Scituate website. John said yes*

*David Sincoski asked if you could look online for a specific day for a transient slip, John said yes you can see what days/slips would be available.*

Stephen Mone said the process is all manual today, by phone calls and recorded on paper. Stephen said that this system would also handle payments and send confirmation emails.

*David Sincoski asked if it was linked with the Coast Guard, John said you can share with Coast Guard, State Police etc. if desired.*

*David Friedman asked if the information was real time and if there are privacy issues since it is linked with the State for registrations, John said it has been approved.*

*David Friedman asked about all the other stated departments, John said it is just linked to registrations.*

Brian Kelly further explained that the system will highlight if there is a mismatch in the data. John said if it sees a difference in vessel, name, address it will show that there is not a match so the harbormaster can reconcile.

*David Friedman asked if the software would help with re-gridding and could we use it to move moorings back into place. Stephens said it would help the engineer if we wanted to re-grid. Stephen said it will also help us renumber moorings.*

*Mike Gibbons asked about cost, Brian said less than \$10 a marker/user. Mike asked if you add a new mooring, do you pay an additional cost, Brian Kelly said yes.*

Brian Kelly further stated that the software would be about \$10,000 a year.

*David Friedman asked if there was a setup fee, John said the setup has been done already.*

*David Friedman also asked if the company takes a percentage of fees, John said that there is only the credit card processing fee from the independent credit card processor that is imbedded in the system and he added that it has "Level 1" security.*

*Craig Rosenquist asked about transient moorings, Stephen said that they are not done through the Harbormaster's office.*

Stephen said this is an opportunity to rent out more slips and make more money.

*David Friedman asked if it interacted with Dockwa (System used in Maine), John said yes. You can pick a harbor from the list.*

*Mike Gibbons asked where the system is hosted, John said it is collected in a server in the Midwest and Mid-Atlantic and they mirror each other and information is stored every 24 hours. The company is InMotion and it has a "Series 7" level of security.*

*Mike Gibbons asked about additional hardware and software costs, John said it was all included in the contract price.*

*David Friedman asked if any of the harbors have advertising for restaurants, etc. displayed, John said there is an opportunity to add concierge space for this purpose.*

**Rick Murray, 16 Collier Road,** *Stated that he thought this will increase revenue and asked who owns all the information that is in the system. Meaning, if the company gets bought out where is the information. John said that The Town owns all the data, it is part of the contract. We are just the host.*

**Kathy Donahue, Cushing Landing,** *Asked how the system interacted with MapTech books (cruising guides) she wanted to know how the company advertises so people know to call you, John said they would be on the list, and that he would put a reference to the company's website.*

*Kathy also asked how long the length of the contract was, John said it could be year-to-year or a 3 year contract.*

*Kathy further asked if there was an additional service (fee), to interact with the Munis system, John said no, it is included in the contract.*

## **HARBORMASTER REPORT: Stephen Mone**

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

- Dredge documents went out to bid and will be returned as early as next Tuesday. Three (3) contractors took out the paperwork on the bids. Should be done by December 2018. Marshfield's half of the funding was approved at their Town meeting. Brian Kelly clarified that the dredging is for Zone A in the South River

*Brian Cronin asked who was running the project and Stephen said CLE and both Towns.*

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

- We received a Draft Chapter 91 License, the abutters had 30 days to decide if they wanted to move forward, one of the abutters took issue and they are appealing we are currently working towards a settlement . No time line is available from DEP. We are running out of time for this spring, probably will be done next winter. Might need to request an extension from Seaport.

## Shellfish Commission Update: Stephen Mone

- Attended the Board of Selectmen meeting last night and presented the charge for the Shellfish Commission. The selectmen approved it with one minor change (shall to may). The proposed Shellfish Commission would be a sub-commission of the Waterways Commission. Applicants will go to Town Hall and pick up an application to apply. The Commission will be made up of 7 people: The Shellfish Constable (will be permanent) Waterways Commission member(s) (2 year), a recreational permit holder, (3 year) a commercial permit holder, (3 year) and three interested parties (3 years).
- Will update rules and regulations, then they would go to Town Meeting for a vote to be adopted as a by-law.

*David Sincoski asked about a 3 year plan to budget for this, Shawn Harris said there should minimal cost.*

*David Haley added that other Towns did not take in account extra time for boats on ramp due to equipment. Stephen said that there are time limits as to how long the shellfish can be out of the water. It has to be done quickly, so boats should not be on the ramps too long.*

*Shawn Harris said that Jim Boudreau (Town Administrator) spoke with Cohasset who is going through a management plan, and that they want to talk to us. **We may want to have a meeting with their Shell Fish Constable. Brian Kelly said it is planned.***

***Kathy Donovan said that water quality is the key to get the shell fish bed open and that Sarah Grady has experience and would be a good addition to the Shellfish Commission.***

*Mike Gibbons asked for an update on the new boat, Stephen said they are just finishing the specs and he was going to reach out to Tucker to take a final look at them.*

*Brian Kelly asked if anything changed, Stephen said that just the fire pumps are being discussed with the Chief.*

*David Haley asked about handling foam, Stephen said the Chief wants to make sure we get the correct size.*

*David Friedman asked about an harbor update, Stephen said that the coast guard was looking for lobster boats in Scituate harbor and called each boat by name over the radio, they received a call for help and were trying to find out what was going on, Stephen said everything looked in order, Mike and Stephen went out as well as the police, they called off the search after dark.*

*David Haley asked where the Coast Guard got the list of boats, Stephen said they must have a list of all the boats in Scituate harbor.*

Stephen also said that regarding the closing of the harbor, so far the waterlines have been blown out, the docks were taken apart in small sections, electric system repaired. We just

have to drop deicers in, make repairs to A dock and blow out water lines in the Maritime marina. Winter sticks are not required.

*David Friedman asked about the choice for the Mooring Company and if he had prior experience with the company or software, Stephen said no but he chose them because they were on board with pump outs and they are able to provide us what we are looking for in functionality.*

*David Sincoski asked if he spoke to other Harbormasters and Stephen said yes.*

**Mike Gibbons said he was trying to look for moorings at other harbors, but did not see that the functionality was available.**

## **OLD BUSINESS:**

### **Marshfield MOU: Brian Kelly**

Met with Jim Boudreau and asked if they could simplify the process and if he would sponsor back to the Marshfield side, Jim agreed. They also met with Mike DiMeo and Rick (Chair of the Marshfield WWC). Howie added that we are making progress and the beauty of it will be to capitalize on grant in the future.

### **Financials: Brian Kelly**

Nancy Holt is going to provide additional information on the Capital Plan because it changed, she just received all the updated information and it will take her 7 to 10 days to run it through the system. **Brian Kelly said he should be able to send out financial documents and spreadsheets before the next meeting for review.**

*Stephen Mone asked if there will be debt service with dredge, Brian said he believes so. It is spread out over 15 – 20 years and the total is \$15,000 a year.*

## **NEW BUSINESS**

### **Review Marina Contract- meet Mooring R&R T&C: Brian Kelly**

The Waterways Commission came up with an amendment to the contract for slips. In conversations, it became evident that more items needed to be reconciled. There are more discrepancies between moorings and slips, for example ownership, you can sell your boat with slip and still retain 1%. Brian said he would like to have someone from the Commission identify the discrepancies so we only have to change it once.

**David Friedman said he would volunteer to work on it.**

**Stephen stated that we still need a volunteer for the Shellfish Commission, Brian suggested Craig Rosenquist. Brian Kelly recommended that he go see Lorraine Devin at Town Hall.**

*Shawn restated Kathy's question regarding who forms a subcommittee, this group or the selectmen. Shawn said, for example when you did the moorings for the subcommittee? Brian said it was Waterways and we called them working groups. Shawn said the Shellfish Commission would be set up the same way and that the WWC member does not have to do an application they will be appointed.*

**Brian said that if people were interested in being on the new shellfish committee to put your name up for consideration at the next meeting and the Commission will vote.**

*David Friedman wanted to confirm that since the budget season is underway we are not suggesting any changes to the fees for this year.*

Brian Kelly said that the financial documents do not show accurate information for the capital plan or debt service. Stephen explained that fees do not go out until March 1<sup>st</sup> (due back April 15<sup>th</sup>) so we have time to decide when we take a deeper look into the financials. Brian Kelly explained that we will also add in unforeseen expenses.

***Kathy Donovan asked about the paddle board that was stolen off her boat and stated that there are no security cameras in the outer harbor and that it is difficult to see the outer harbor from the harbormaster's office. Stephen said there are existing cameras, but he does not have access to them, only the police have access. Stephen said he only has a few cameras in the inner harbor. Kathy thought it would be great to have more cameras in the outer harbor.***

***Shawn Harris asked if the existing cameras are live and if the police are watching the feed.***

*David Friedman asked if there was the ability to send out an email blast if something is stolen, Stephen said yes, but was concerned that the more emails you send the more people start to ignore them.*

***Rick Murray, thought there were two issues law enforcement and officer awareness. He thinks the harbormaster should be able to monitor the cameras as well as the police. He thinks it is a safety issue. Stephen said he is not opposed to having access.***

***Steve Guard, said there is also an issue with blind spots and we should come up with new camera locations as well. Maybe the SHYC would allow cameras to help monitor the harbor.***

*Stephen said he gave the police access to the harbormasters cameras , but the police may not give the harbormaster access to their cameras.*

***Brian asked if he had access to the Marshfield cameras to see the rivers, Stephen said no, but Brian thought we should look into getting it.***

## **Schedule January 2019 Meeting**

- Move to **Thursday January 3<sup>rd</sup>** at NOAA

**Next Meeting: December 5<sup>th</sup> 2018 (Maritime Center)**

**There being no more business to discuss, Brian asked for a motion to adjourn at 8:41 PM, a motion was made by Howie Kreutzberg, seconded by Mike Gibbons; Unanimous vote (8-0)**

Respectfully submitted,

Lianne Cataldo  
Recording Secretary

### **List of Documents:**

- Agenda
- Meeting Minutes from 10/3/18
- Brochure from Mooringinfo
- Electronic Presentation from Mooringinfo

### **Agenda Items:**

- Vote on Shellfish Commission Member(s)

### **Follow Up:**

- Brian will send out excel spreadsheet which will allow the Commission to manipulate the financials.
- 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

### **On-Going Items:**

- Brian wanted all the members to think about goals for over the next year and email him.
- Remote “Call-in” Process for meetings
- Stephen Mone to start the process of selecting an engineering firm to start Master Dredging Plan