I. **Call to Order** - At 7:10 p.m. a Saco Coastal Waters Commission meeting was held in the City Hall Auditorium.

II. **Roll Call of Members** - The members present constituted a quorum. The members present: Chairman James Basille, Treasurer Robert Barris, Council Liaison Ron Michaud, Robert Lapointe, Glenn Chadbourne, Robert Morowski, and Peter Scontras. Harbormaster Don Abbott and Assistant Harbormaster Tom Casamassa were absent. Wayne Hutchins arrived at 8:10 p.m.

III. **Approval of Minutes - July 7, 2004**

On page 6 under River Patrol, 2nd paragraph, 3rd sentence (last word). It should read "relocated" rather than "removed". This correction will be made.

Robert Lapointe moved, Robert Morowski seconded to approve the July 7, 2004 minutes. The motion passed with six (6) yeas.

IV. **General**

A. **Mayor’s Appointments Confirmed 8/2/04 - Robert Barris & Peter Scontras - Three (3) year terms to Expire on 5/7/2007**

Chairman Bastille informed the members that the Mayor confirmed their appointments of Robert Barris & Peter Scontras, with three (3) year terms to expire on 5/7/2007.

B. **5000 Account Review**

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Original Appropriation for FY2004</th>
<th>FY2004 Revenues Pre Final Year Ending Adjustments</th>
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<tr>
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<td>CENRP5</td>
<td>Non Resident after 5:00PM</td>
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**Balance of Revenues and Expenditures**

| Funds available at end of FY2003 | $47,149 | Year To Date Available: | $81,262 |

Year End Report - A FY2004 year-end report will be provided once all Revenues and Expenditures have been finalized by the Finance Department.

Adjustments - The $27,347.00 adjustment to the Budget will be added to the account when the FY2004 is finalized. This adjustment was from an allocation that should have gone to Public Works for work at Camp Ellis on a Sea Wall for Shaw Brothers Trucking.

Crane Repair - In the Revenue and Expenditures Activities between 7/1/04 and 8/2/04 for FY05, there is an expenditure of $742.20 for account #500410F - Repairs/Maintenance to New England Crane for repair work on the Chain Lift on the Center Crane. This repair work was due to a combination of an Ice Vendor and Fishermen who misuse the crane. A precautionary letter explaining that repairs are being done, and that in the future there will be accountability for misuse and damages done to the crane, will be drawn up by the members, and mailed out to this Vendor. Need clarification on who the vendor is.
Robert Lapointe moved, Glenn Chadbourne seconded to send a precautionary letter to the Ice Vendor stating that there will be accountability in the future for misuse and damages done to the crane. The motion passed with six (6) yeas.

Mike Bolduc will check out the Purchase Order to Shaw Brothers for $5460.00 to find out what this was for.

Robert Morowski moved, Robert Lapointe seconded to approve the 5000 Account review. The motion passed with six (6) yeas.

V. Old Business

E. Parking Lot Space Issues - Chevy’s Bait & Tackle, 7 Bay Ave. - Mr. Lionel Chevalier

The reason family members are being stopped from going through the lot is because the original issue was people where going to the Bait & Tackle Shop, they were not paying the parking lot fee, and they would then sometimes go to the pier and fish, and you can't tell who Mr. Chevalier's family is from who his customers are, so Mr. Farrington said not to allow anyone to go through the parking lot free.

Mr. Lionel Chevalier and his son Gerald Chevalier stated that they have been co-existing with the City for 43 years, and they feel that their family members should be allowed to go through the parking lot with out being charged to get to Mr. Chevalier back yard.

It was decided to issue Mr. Chevalier's family nine (9) cards, which will state "Chevy Parking Card". These cards will be kept at the Attendant Gate, and returned to the Gate when the person leaves.

This will be worked out with the City Administrator.

Meet other Board Members night

Dick Brindle from the Indian Whale Watch informed the commission members that the City Administrator Rick Michaud has chartered the boat for August 22, 2004 at 3:30 p.m. - 6:00 p.m. to provide an opportunity for members of the City Council, and various Boards and Commissions to meet each other and mingle. No more than 45 people may attend. If interested contact the City Administrator.

VI. New Business

A. Camp Ellis Floating Dock Issues - Trina Lyn Fishing Charters - Todd Stewart

From: Todd Stewart [mailto:captaintodd@mailaka.net]  Sent: Sunday, August 01, 2004 6:20 PM  
To: rmichaud@sacomaine.org <mailto:rmichaud@sacomaine.org>  Cc: mbolduc@sacomaine.org; bpaul@sacomaine.org; rmichau2@maine.rr.com <mailto:rmichau2@maine.rr.com>  Subject: Camp Ellis Floating Docks

Hello Mr. Richard Michaud,  
My name is Todd Stewart owner and captain of Trina Lyn Fishing Charters. (www.trinalyn.com <http://www.trinalyn.com/> I spoke with you by phone quite a few years ago, when you were first hired as City Manager regarding the problems that I encounter while docking at Camp Ellis to pick up or drop off customers.

This has continued to be an ongoing problem several years later. Each year as directed by the harbor commission I am required to purchase a $300 commercial pier users fee in order to pick up and drop off my customers at Camp Ellis between mid-May and mid-September. This is the same fee the commercial fishermen pay who use the facility YEAR ROUND for 1) their vehicle, 2) the hoists for their catch every day, and 3) the docks for their skiffs. I only use the floating docks for pick up and drop off. I am usually there for a maximum of 10 minutes per landing.
Again, this past weekend on both Saturday and Sunday, while trying to dock the boat (with my customers onboard), I was faced with having to get into a shouting match with pleasure boaters from both Maine and out of state who happened to be tied up to the dock. All the other boats were just tied up there and left unattended. Most likely the people were busy having lunch or dinner at one of the restaurants and "just left" their boat for the 2-3 hours as if they "own" it..

This is a repeated scene every summer. I have complained several times to the chairman of the Harbor Commission. The only thing that he tells me to do is go to the harbor commission meetings. I have gone to harbor commission meetings in the past. The temporary "Band-Aid" solutions have done nothing to actually solve the problem. Following one meeting they posted a small barely readable sign on the downriver face of the dock that says "charter boats only". It is still there, but most people would not even notice it being there. Following another meeting they painted a red line on one section of dock. Nobody knows what the red line means other then a red line on a dock????

According to one of my competitors, Captain Jim of Rippin Lips Charters (www.rippinlipscharters.com <http://www.rippinlipscharters.com/>) he has encountered the same problems and arguments with pleasure boaters as I have, in the past few years that he has been running fishing charters. Captain Dick on the Indian Whale Watch had to call a boater on the radio and ask him to move so he could get to the dock, and unload his passengers this past weekend.

Aside from the permit fee that we pay. The parking lot charges our customers $10 per car to park. I run approximately 100 trips per season. Mostly half day trips consisting of 4 hours. That means that my customers pump in an additional $1000 to the City of Saco Parking lot. The other commercial passenger boats have similar figures. A reasonable person would think that the city would at least make sure that we can dock our boats for pick up and drop off?

Asking other boaters who have not paid any permit fees whatsoever, to move their boats should not be the responsibility of the Captains who actually do pay the city for a commercial permit.

There is another problem. The City seems to be in the business of Weekly Dock Rental to out of town boaters. Last week a boat with a Georgia Registration was tied to the dock all week. A few weeks ago a boat from Massachusetts or NH was there all week. Today a 25 foot NH registered boat was there all day, and since it arrived by trailer I am guessing it will be here for a while. What will happen when the entire dock is filled with out of town boaters who have paid the city for a week? Where will a Saco Resident like myself who not only pays taxes, but also pays to use the docks be able to dock my boat for the 10 minutes I need???

I could go on and on. However I think that you must be able to see the situation that we have. I don’t want to be labeled only a complainer. I do have a solution:

Post two signs 50 feet apart on floats on the ocean side of the main pier. NOT in the area of the angled dock, but where the docks run parallel with the river. These signs should read. "Commercial passenger vessels only between signs". The dock should be painted a distinct color in this 50-foot area. There should be a sign stating that there will be a substantial fine ($200-$300) for violations of this area. These signs should be large and professionally made. The city police boat should be in charge of enforcing this fine if called by a charter boat if there is a problem. The city police boat should also be on the water during the weekends when boating activity is at its peak.

This would resolve the problems for my charter business, as well as the other charter and whale watch businesses. It will not resolve the principle of the matter as to why Saco allows some boaters to use the dock for free, while charging others.

I would appreciate a reply from you with your thoughts on this matter by email only. I am on the ocean most every day and do not get home until after business hours. I do not want to have to discuss this by cell phone while taking away time from my customers.
Sincerely,
Todd Stewart, Trina Lyn Fishing Charters, Captain Todd Stewart, PO Box 431, Saco, Me., www.trinalyn.com
<http://www.trinalyn.com>
_________________________________End of E-mail__________________________________

Dick Brindle from the Indian Whale Watch stated that he hasn't had any problems. Sometimes you have to wait a few minutes. Mr. Brindle suggested that a sign that says “Do not leave your boat unattended” might help out.

Charter Boats shouldn’t be docking for an hour or more, they should be dropping off and picking up.

Dale Shannon from Public Works is having 3' x 1' signs made up that say "Charter Boats Only last three floats". Mr. Stewart didn't like the idea of being located at the end of the Pier, so Dale called the sign company up and had them change the sign to "Charter Boats Only next three floats", and a yellow line would be painted to mark this area. The signs will be black with bright yellow lettering. Also signs are being made that say "$5.00 per hour docking fee, please pay the attendant".

There was discussion regarding moving the Charter Boats to a different area, but it was decided that the currents were too rough, and they didn't want anyone getting hurt.

It was decided to leave the Charter Boats down river like they have always been, but at a designated area of the last 3 floats.

A Dock Master should be hired soon. Need to have a job description and procedures for the Dock Master to follow. Mike Bolduc stated he would get together with the Harbormaster Don Abbott to draw up the framework for the commission to review. The Dock Master will be working 20 hours a week under the Supervision of the City Administrator. In the past the Dock Master was paid $10.00 per hour.

There were questions as to why boats were being allowed to stay at the docks for a day, and up to a week at a time. Boats shouldn't be allowed to stay there past morning. It is a dock, not a marina. In the fee schedule, there is Over-night Docking, which is a tie up overnight at $1.00 per foot of boat length, with a $25.00 minimum. Chapter 118 Harbor and Waterfront Ordinance 118-4 Harbor Use Regulations, #F Public wharves and landings, (1) Obstruction. States, "No person shall obstruct, by any means whatsoever, the free use of piers, docks and other common landing places. The City wharves shall be used for loading and unloading. Vessels shall not remain moored to the wharf or float for a period longer than reasonably necessary for this purpose, except by permission of the Harbor Master".

If a boat breaks down, it should be put on a maintenance mooring, rather than being left at the dock, taking up space. It was agreed to stop renting dock space out, and to enforce the regulations which are already in the City Code. The Parking Lot Attendants, Dock Master and Harbormaster will need to be aware of this obstruction clause, so that they can enforce it.

Robert Morowski moved, Robert Lapointe seconded to enforce the Over-night Docking and Chapter 118 Harbor and Waterfront Ordinance, Section 4 - Harbor Use Regulations, #F - Public wharves and landings, (1) Obstruction. The motion passed with seven (7) yeas.

V. Old Business

B. Saco Re-designation - Yacht Club Moorings

Roberto Ouellette gave an update on the re-designation project. What is the 50' Channel, and where is it going to be on the River? The Yacht club would like to keep the area in front of the Club navigable, and is extending an invitation to Saco and Biddeford to work together to decide what will work best for all involved. You could say that the 50' Channel will be the deepest part of the Channel, rather being straight up the center. The following is
the proposed language that will be going before the Congress by the end of September. Proposed draft language for Saco:

Sec.______. That portion of the project for navigation, Saco River, Maine authorized by the Rivers and Harbor act of 1960, Public Law 86-645, Section 107 as amended in 1965, described as a 6 foot deep, 10 acre maneuvering basin; located at the head of navigation, will be re-designated as an anchorage area after enactment of this Act.

Below are several e-mails regarding this re-designation project.

From: Morin, Peter (Snowe) [mailto:Peter_Morin@snowe.senate.gov]  
<mailto:[mailto:Peter_Morin@snowe.senate.gov]>  
Sent: Monday, August 02, 2004 2:36 PM  
To: rmichaud@sacomaine.org <mailto:rmichaud@sacomaine.org>  
Subject: RE: Saco River Re-designation

Thanks, Rick. Please keep in mind that the language may possibly change slightly depending on the final reviews by the Corps. I hope that this will not be a problem and that the commission will accept in principle what the Corps is requesting to be done so that we can move forward without delay, utilizing this language or an edited version. --Peter

-----Original Message-----
From: Rick Michaud [mailto:rmichaud@sacomaine.org] <mailto:[mailto:rmichaud@sacomaine.org]>  
Sent: Monday, August 02, 2004 2:24 PM  
To: 'Clifford Edward R.'; Morin, Peter (Snowe)  
Subject: RE: Saco River Re-designation

I should have a response after the Coastal Waters Commission Meeting Wednesday.
Rick

-----Original Message-----
From: Clifford Edward R. [mailto:eclifford@biddefordmaine.org]  
Sent: Monday, August 02, 2004 11:42 AM  
To: Morin, Peter (Snowe); Rick Michaud (E-mail)  
Subject: RE: Saco River Re-designation

Thanks Pete,  
I'll confirm that language is ok on our side and get back to Roger.  
Ed

-----Original Message-----
From: Morin, Peter (Snowe) [mailto:Peter_Morin@snowe.senate.gov]  
<mailto:[mailto:Peter_Morin@snowe.senate.gov]>  
Sent: Monday, August 02, 2004 11:42 AM  
To: Clifford Edward R.; Rick Michaud (E-mail)  
Subject: FW: Saco River Re-designation

Ed and Rick:  
I sent this update to Paul Conner recently. I understand that Roger Juhola, Corps Project Manager, has been in touch with you regarding this issue and that he is waiting to learn whether the proposed language (provided below) is acceptable. Once Roger receives the necessary acknowledgement from the communities, the Corps will finalize their required sign offs which will then allow our office to proceed with the legislative initiative. Any helpful information that you can provide Roger will be appreciated. Roger can be reached at (978) 318-8145 or e-mail at Roger.Juhola@nae02.usace.army.mil  
-Peter

Proposed draft language for Saco:

Sec.______. That portion of the project for navigation, Saco River, Maine authorized by the Rivers and Harbor act of 1960, Public Law 86-645, Section 107 as amended in 1965, described as a 6 foot deep, 10 acre maneuvering basin; located at the head of navigation, will be re-designated as an anchorage area after enactment of this Act.
maneuvering basin; located at the head of navigation, will be re-designated as an anchorage area after enactment of this Act.

-----Original Message-----
From: Morin, Peter (Snowe)  Sent: Friday, July 30, 2004 3:38 PM  To: 'Lynn Kenneally'  Subject: RE: Saco River Re-designation

Paul-
Yes, I understand you came in and I am sorry that I was out at the time. Here is the latest regarding the Saco River and our efforts to seek a re-designation of a portion of the federal navigational channel.

As I may have mentioned earlier, upon receiving the re-designation language from the Corps' regional office, I shared it with Biddeford and Saco city officials. Because our office had some concerns that the two communities and the Corps needed additional time to review it, we elected to wait until Congress reconvenes in early September to have it officially introduced. We are currently having the language put into bill form so that we will be ready to move on this once we receive a final reply from the Corps indicating that the language is good to go as is and that it has received all the necessary sign-offs. I expect to hear from the Corps shortly. I believe that since the language is basic and straightforward, both communities will have no real issue.

When Congress is back in session shortly after the Labor Day holiday, we will introduce a stand alone bill in an effort to get this language added to the Water Resources Development Act (WRDA) which is expected to be taken up later on in the Fall. We do plan to follow up with Senator Collins' office.

I will try to keep you up-to-date as we proceed through this process. Please do not hesitate to contact me on this or any other matter important to the Saco Yacht Club.

-Peter

Peter Morin, Regional Representative, Senator Olympia J. Snowe, 321 Main Street ~ Biddeford, Maine 04005
(207) 282-4144 ~ (207) 284-2358 fax

-----Original Message-----
From: Lynn Kenneally [mailto:lynnk@maine.rr.com]  Sent: Friday, July 30, 2004 12:29 PM  To: Morin, Peter (Snowe), Subject: Re: Saco River Re-designation

Peter,
Just checking on the status of the legislation on the re-designation of the Saco River. I have left a few messages and even stopped by but you were not in. Also have you been in touch with Senator Collins office concerning this issue?

v/r,  Paul F. Conner, Saco Yacht Club Fleet Captain, U.S. Coast Guard Retired

----- Original Message -----  From: "Morin, Peter (Snowe)" Peter_Morin@snowe.senate.gov  To: "Edward Clifford (E-mail)" <eclifford@biddefordmaine.org>; "Paul Conner (E-mail)" lynnk@maine.rr.com  Sent: Thursday, July 22, 2004 3:41 PM  Subject: Saco River Re-designation

Ed / Paul-
Below is information from a message that I received from the Corps. We plan to go with the proposed language for now unless you have a concern. I believe that we may be able to make some minor changes at a later time if you feel that it may be necessary. Please let me know. -Peter

Peter Morin, Regional Representative, Senator Olympia J. Snowe, 321 Main Street ~ Biddeford, Maine 04005
(207) 282-4144 ~ (207) 284-2358 fax
Peter:
Lots of caveats on this. We have not double checked with the Towns but think by doing it this way gives them some flexibility. Instead of making a channel and anchorage it'd be easier to make the existing Maneuvering Basin (where they are not supposed to moor boats) an anchorage (where it's OK to moor vessels). They then need to manage a 50' fairway inside the anchorage so boats can go to and fro; This is common practice in our anchorage areas elsewhere. This gives them more flexibility as far as we're concerned although it might be more work for them to enforce. We did a quick job of putting this together so hopefully I've gotten all the particulars correct. If you have any questions let me know. Proposed draft language for Saco: Sec.______. That portion of the project for navigation, Saco River, Maine authorized by the Rivers and Harbor act of 1960, Public Law 86-645, Section 107 as amended in 1965, described as a 6 foot deep, 10 acre maneuvering basin; located at the head of navigation, will be re-designated as an anchorage area after enactment of this Act.

It was suggested to put in Channel markers to show people where to maneuver their boat through the Channel.

The Yacht Club will be getting together with the Harbormaster Don Abbott and Assistant Harbormaster Tom Casamassa to get their GPS Coordinates done.

F. GPS Coordinates

Mike Bolduc & Brian Cataldo will get together with the Harbor Master Don Abbott to get this work completed.

A. SHIP Grant Camp Ellis - Loan money for new Bait House - Resolve Funding

Hello all,
Here is a copy of the email with regards to the SHIP grant. Although the email indicates that we can scale the project back to the 144,000 number, I would caution that the SRCC was mostly concerned about the visual impact and the odor issue. They liked the multiuse aspect of the building: public restrooms, pump out facility, lockers for FD boat equipment and the harbor master office. So what may be acceptable to the fishing industry (the scaled down bait house with only bait and harbormaster) may not be acceptable to the SRCC. My impression from the meeting was that it would not be. I left the meeting at SRCC with an impression that we had no better than a 50% chance of acceptance as proposed.

See you at the next meeting. Is that next Wednesday at 7:00?

Thanks,
Mike

-----Original Message-----
From: Mark Lorello [mailto:mlorello@sacomaine.org] Sent: Friday, July 23, 2004 9:04 PM
To: Mike Bolduc (E-mail) Subject: FW: SHIP Grant Camp Ellis

Here is the information from Kevin Rousseau. The paperwork is on my desk if you need it.

-----Original Message-----
From: Rousseau, Kevin [mailto:Kevin.Rousseau@maine.gov] <mailto:[mailto:Kevin.Rousseau@maine.gov]>
Sent: Wednesday, July 21, 2004 8:32 AM
To: 'mlorello@sacomaine.org' Subject: RE: SHIP Grant Camp Ellis

Mark,
The answer to your questions. I'm around the rest of the week if you have any more questions:

1) The city/state agreement calls for the funds to be used by 12/31/06. obviously, we want to see the project built as quickly as possible. Often times, we have extended the agreements to finish up projects.
2) If the project is downsized to reduce the cost, that's fine. Basically, the way we view it is that this is a grant for 69% of project costs up to $100,000. ($100,000 SHIP+ $44,000 Saco=$144,000 total).

3) If you eliminated the police, etc. it wouldn't effect the grant in my eyes as the prime purpose of this is a bait building/harbormaster's office.

Kevin Rousseau, Office of Freight Transportation, Maine Department of Transportation, 16 State House Station Augusta, Maine 04333, (207) 624-3565, (207) 624-3251 fax, kevin.rousseau@maine.gov

----- Original Message-----
From: Mark Lorello [mailto:mlorello@sacomaine.org]  
Sent: Tuesday, July 20, 2004 1:18 PM  
To: kevin.rousseau@maine.gov <mailto:kevin.rousseau@maine.gov>  
Subject: SHIP Grant Camp Ellis  

Hi Kevin,  
Here are the questions  
Is the grant a use or lose proposition?  
If the project was downsized to reduce the overall cost, how would that impact the grant?  
How long do we have to use the money?, what triggers the clock for the use of the funds?  
I recall the the inclusion of the harbormasters space for use by local police and fire departments was important to the grant approval, if this space was eliminated, would it jeopardize the funding?  

I'm planning to call you tomorrow, but this is the gist of what the commission wanted to know.

Thanks,  
Mark

-----End of E-Mails-----

It was decided to set up a workshop for 8/11/04 to draft a survey asking if it were going to cost you ---for use of the Bait House, would you use it? This survey would be sent out to all the Commercial Users to get feedback to see if they would be interested in using the Bait House. Is this Bait House a need or a want? This meeting was rescheduled to 8/18/04. Also a workshop will be held in September to determine what this dollar amount will be. Need to figure actual Revenues and Expenditures.

D. Chapter 118 Harbor & Waterfront Ordinance - Disruptive Conduct - Scheduled for August 30, 2004 Council Workshop - TABLED

At the regular meeting of the Coastal Waters Commission on July 7, 2004, it was approved to seek an amendment to the City Code Chapter 118 Harbor and Waterfront, Article I - River and Bay Regulations to address the issue of disruptive conduct as it relates to the safety of the citizens in or around the docks, wharves, floats or tidal waters of the City of Saco.

This item went to workshop, and the City Councilors had questions about the language presented below.

**Code Amendment to Chapter 118 - Harbor & Waterfront, Dated August 2, 2004**

Words *underlined* represent new language, while *strikethrough* represents language to be deleted.

**Chapter 118 Harbor and Waterfront**

**Article 1 - River and Bay Regulations**

§ 118-4 Harbor use regulations

**H. Disruptive Conduct.** It shall be a violation of this ordinance for any person to disrupt the safe and lawful activities, or in any way threaten the public safety, in or around the docks, wharves, floats or tidal waters of the City of Saco. Any persons found in violation of the Saco City Code Chapter 118, shall lose his/her mooring
assignment(s), commercial and recreational Pier Use Permits, and all rights to use the city dock, wharves and floats.

Councilor Roland Michaud suggested that some committee members should be present at the Workshop on August 30, 2004 to address Councilor’s questions, and to have input in the final language. The Workshop will be held at City Hall at 7:00 p.m.

**C. New Hoists for Camp Ellis -** There was no discussion. - TABLED

*Robert Lapointe moved, Robert Morowski seconded to Table Item #D - Chapter 118 Harbor & Waterfront Ordinance - Disruptive Conduct, and Item #C - New Hoists for Camp Ellis. The motion passed with seven (7) yeas.*

**River Patrol Report Presented**

Police Chief Bradley Paul provided a letter of correspondence that he received from Joe Stephenson on the River Patrol activities. The following is a breakdown of the June statistics on the water: 248 boats stopped; 92 warnings issued for wake violations or improper safety equipment; 126 safety checks performed; 20 fishing checks; and 4 rescue calls. The Patrol has also issued three summonses for improper safety equipment (life jackets) and three "no wake" violation summonses. The primary violation this year seems to be the lack of proper safety equipment with the lack of adequate (expired) flares being the most commonplace.

The Patrol is still in process of defining the specific problem areas along the river and bay, but they have seen a significant drop in the amount of wake violations at Camp Ellis and the Marston's/Marblehead area.

**VI. New Business**

**C. Chapter 4 - Administrative Code - §4.39. Coastal Waters Commission - #C - Procedure. (1) A Chairman and a Secretary shall be elected by the Board in April of each year.**

Below is the language in the City Code:

#C. Procedure.

(1) A Chairman and a Secretary shall be elected by the Board in April of each year.

(2) The Chairman or City Administrator shall call meetings of the Commission as required. The Chairman shall also call meetings of the Commission when requested to do so by a majority of the members or by the Mayor. The Commission shall meet at least twice per year, semiannually, to conduct official business. A quorum of the Commission necessary to conduct an official Commission meeting shall consist of at least three members. The Chairman shall preside at all meetings of the Commission and shall be the official spokesman of the Commission.

(3) The Secretary shall maintain a permanent record of all Commission meetings and all correspondence of the Commission. The Secretary shall be responsible for maintaining those records which are required as a part of the various proceedings which may be brought before the Commission. All records to be maintained or prepared by the Secretary are deemed public and shall be filed in the Municipal Clerk's office and may be inspected at reasonable times. The City Administrator may assign secretarial help to do minutes and other clerical work of the Commission.

(4) The Commission shall adopt rules of procedure, which shall be recorded by the Secretary, for any matter relating to the conduct of any hearing, provided that any rule may be waived by the Commission upon good cause shown.

______________________________________________________________________________
James Bastille and Peter Scontras were both nominated for the position of Chairman. The vote is as follows: 3-2 Bastille is voted in the Chairman.

Robert Lapointe moved, Glenn Chadbourne seconded the nomination of James Bastille.
Wayne Hutchins moved, Robert Barris seconded the nomination of Peter Scontras.
Robert Morowski was the tie-breaker, he voted for James Bastille.

VI. New Business

B. Chapter 118 Harbor & Waterfront Ordinance - Fees - Waivers - This Item wasn’t discussed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Amounts</th>
<th>New Fees</th>
<th>New Fees</th>
<th>New Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 118, Harbor and Waterfront Pier Use 20120-400108</td>
<td>Harbor mooring waiting list, with registration</td>
<td>$25.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident &amp; Non-Resident</td>
<td>Parking, boat ramp, mooring space, floats, docks and hoist and keep dinghy on premises. Gas purchase privilege hoist</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident &amp; Non-Resident</td>
<td>Mooring Fee (Annual)</td>
<td>$50.00</td>
<td>$100.00</td>
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<tr>
<td>Resident &amp; Non-Resident</td>
<td>Mooring Application Fee (Clerk’s Office)</td>
<td>$5.00</td>
<td></td>
<td>$10.00</td>
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</tr>
<tr>
<td>Resident &amp; Non-Resident</td>
<td>Mooring Late Fee</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Docking Fee 20120-400108</td>
<td>Tying up to floats</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over-night Docking</td>
<td>Tie up over night – per foot of boat length</td>
<td>$1.00</td>
<td></td>
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<tr>
<td>Boat Launch 20120-400108</td>
<td>Use of boat launch and parking while using boat-Daily</td>
<td>$10.00</td>
<td></td>
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</tr>
<tr>
<td>Resident Parking Permits</td>
<td>Use of parking lot from Memorial Day to Labor Day</td>
<td>$10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Parking Permits – Age 62 and older</td>
<td>Use of parking lot from Memorial Day to Labor Day</td>
<td>$</td>
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<tr>
<td>Non-Permit Parking for Residents and Non-Residents</td>
<td>Hourly after 5:00 p.m.</td>
<td>$2.50</td>
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<tr>
<td>Non-Residents</td>
<td>Parking at Lot Daily for Season</td>
<td>$100.00</td>
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<tr>
<td>Non-Resident Parking Permits (Seasonal)</td>
<td>Parking at Lot Daily per Month</td>
<td>$30.00</td>
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<tr>
<td>Non-Resident Parking Permits (Seasonal)</td>
<td>Parking at Lot Daily for season</td>
<td>$100.00</td>
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</tr>
</tbody>
</table>

VII. Adjourn

The meeting was adjourned at 9:40 p.m.

Attest: _______________________________ Date Approved: _______________________________

Michele L. Hughes – Recording Secretary