Saco Coastal Waters Commission  
Minutes of the February 2, 2005 Meeting

I. Call Meeting to Order – At 7:13 p.m. a Saco Coastal Waters Commission meeting was held at City Hall.

II. Roll Call of Members – The members present constituted a quorum. The members present: Chairman James Bastille, Treasurer Robert Barris, Wayne Hutchins, Robert Morowski, Peter Scontras and Joseph Stephenson. Also present: Council Liaison Ron Michaud, Assistant Harbormaster Tom Casamassa, Mark Lorello and Dale Shannon from Public Works. Harbormaster Don Abbott, and Glenn Chadbourne were absent this evening

III. Approval of Minutes – January 5, 2005

Robert Morowski moved, Wayne Hutchins seconded to approve the January 5, 2005 minutes. The motion passed with six (6) yeas.

IV. General

A. 5000 Account Review

Treasurer Robert Barris reviewed the following spreadsheet.

Coastal Waters Commission - Camp Ellis Budget: Updated January 31, 2005

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Sub Accounts</th>
<th>Major Account</th>
<th>Sub Account</th>
<th>Original Forecasted Revenues for FY2005</th>
<th>Fiscal Year To Date 2005 Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fees</td>
<td></td>
<td></td>
<td></td>
<td>$36,000</td>
<td>$25,570</td>
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<tr>
<td>CENRPD</td>
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<tr>
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<td>Adjustments to Budget</td>
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<tr>
<td>TOTAL REVENUES</td>
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<td>$61,625</td>
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</table>

Expenditures: Original Forecasted Expenditures for FY2005 | Fiscal Year To Date 2005 Expenditures

C:\Program Files (x86)\PDFConverter\temp\NVDC47EB8F7E-4CC9-4239-9E02-72BEA841AA86\1bf43844-2c41-427d-9e28-c2d833ca84d5file.doc  Page 1 of 8
Robert Morowski moved, Joseph Stephenson to approve the above numbers. The motion passed with six (6) yeas.

V. Old Business
   A. SHIP Grant Camp Ellis – Update on Harbormaster Building (Bait House) Meeting with Saco River Corridor Commission for Permits – February 23, 2005

   The following are e-mails that were received throughout the month.

-------Original Message------
From: Mike Bolduc [mailto:mbolduc@sacomaine.org]
Sent: January 12, 2005 10:45 AM
To: srcc@src Maine.org
Cc: Michele Hughes (Michele Hughes); Stephen D. Harding P.E.
Subject: RE: January Agenda - Saco Bait Building

C:\Program Files (x86)\PDFConverter\temp\NVDC\47EB8F7E-4CC9-4239-9E02-72BEA841AA86\1bf43844-2c41-427d-9e28-c2d833ca84d5file.doc Page 2 of 8
Thank you.

Thanks,
Mike

-----Original Message-----
From: Saco River Corridor Commission [mailto:srcc@srcc-maine.org]
Sent: Wednesday, January 12, 2005 9:37 AM
To: mbolduc@sacomaine.org
Subject: Re: January Agenda - Saco Bait Building

Michael,
We will table your application for the bait house until February 23rd per your request.
Please contact us with any other questions,

Lynn

Mike Bolduc wrote:
Dennis,

Since the SRCC meeting date advanced, our Coastal Water Commission, who are drafting the rules and procedures for the bait building will not have enough time to finish prior to the meeting. They are requesting to be added to the next meeting in February 23rd. Please let me know if that is OK with you and confirm that meeting date.

Michael Bolduc
Director, Saco Public Works
(207) 284-6641

End of E-Mail

-----Original Message-----
From: Bob.Barris@fairchildsemi.com [mailto:Bob.Barris@fairchildsemi.com]
Sent: January 25, 2005 1:43 PM
To: Robert D. Morowski
Cc: 'James Bastille'; 'Dale Shannon'; joseph.stephenson@bpd.net; 'Michael Bolduc'; mhughes@sacomaine.org; 'Mark Lorello'; 'Peter Scontras'; 'Roland Michaud'; 'Rick Michaud'; 'Wayne Hutchins'
Subject: Re: Update of the Bait Cooler Policies

Hey All,
Just a reminder that if the weather forecast holds true both Tom Cass. and myself will not be able to attend the workshop. I have spoken with one of the fish possessors that I deal with and he recommends a twice a day cleaning schedule of soap and water as well as a two to three times a week cleaning with a strong solvent (he recommended bleach) to prevent any build up of particles that would not only cause and odor issue over time but also flies and slipping issues on the floor. He also suggested adding a solid particle trap in the floor drain that can be cleaned out daily. Not only would this reduce and odor problem but also would keep the
maintenance of the grease trap (which can be costly) to a minimum.
I hope this helps. If you have any questions during the workshop and I am not there to answer them you can call me on my cell at 653-4603.
Rob Morowski

----- Original Message ----- 
From: Bob.Barris@fairchildsemi.com
To: Bob.Barris@fairchildsemi.com
Cc: 'James Bastille'; 'Dale Shannon'; joseph.stephenson@bpd.net; 'Michael Bolduc'; mhughes@sacomaine.org; 'Mark Lorello'; 'Peter Scontras'; 'Roland Michaud'; 'Rick Michaud'; 'Robert Morowski'; 'Wayne Hutchins'
Sent: Monday, January 24, 2005 3:27 PM
Subject: Re: Update of the Bait Cooler Policies

Just a reminder..... this Wednesday night @ 6:00PM, third floor lunch room.

Bob Barris

Here's what we updated last night. The main item still in question is how much of the overseeing responsibility do/can we assign to the Harbormaster's job description. One suggestion last night was the oversight/managing be shared by the Harbormaster and Public Works. And that during off season, more responsibility would be taken on by Public Works. We think this deserves more thought/discussion.

Further actions:
- Mark/Dale: further define policies for Public works
- Bob Barris: further define funds policies
- Jim: work with Rick Michaud to further define responsibilities of the Harbormaster, near and far term
- Bob Morowski: further define the what/how/who for cleaning of the bait storage and handling areas.

Next meeting: what is a good day/time for the week of Jan 24th? If we meet that week we could go over the "further defined" items mentioned above. It is best if we do that before our regular monthly meeting on Feb 2nd.

How about Wednesday January 26th? @ 6:00PM?

----- Original Message ----- 
From: Mike Bolduc [mailto:mbolduc@sacomaine.org]
Sent: January 12, 2005 10:47 AM
To: Stephen D. Harding P.E.
Cc: Michele Hughes (Michele Hughes); Ron Michaud (Ron Michaud); Richard Michaud (Richard Michaud)
Subject: FW: Camp Ellis Fish Pier

FYI on the Bait house.

Thanks,
Mike

-----Original Message-----
From: Rousseau, Kevin [mailto:Kevin.Rousseau@maine.gov]
Sent: Wednesday, January 12, 2005 9:44 AM
To: 'mlorello@sacomaine.org'
Cc: Mike Bolduc (E-mail); Pottle, Paul
Subject: RE: Camp Ellis Fish Pier

Sounds good. Paul Pottle is your project manager for this project. He should be in touch with you shortly.

Kevin
-----Original Message-----
From: Mark Lorello [mailto:mlorello@sacomaine.org]
Sent: Wednesday, January 12, 2005 9:34 AM
To: Kevin Rousseau (E-mail)
Cc: Mike Bolduc (E-mail)
Subject: Camp Ellis Fish Pier

Hi Kevin,
Happy New Year.
I hope that you have received the signed grant applications.
I wanted to keep you updated on issues as they relate to the Bait Building. This is going before the Saco River Corridor Commission on the 23rd of February. The commission met earlier on the application and did agree that the hardship criteria has been met but tabled the application review of an odor and maintenance plan. We are working on this and will be meeting with the Coastal Waters group tomorrow evening to discuss this. Please contact me if you have questions.
Thanks,
Mark

Mark Lorello stated that the application completed by OEST Associates Inc. was mailed to the Saco River Corridor Commission today. Lynn Gorham from the S.R.C.C. stated that the application from last March, which included a $300.00 check was actually not cashed, it is over 90 days, so the check is no good now. The actual application fee is $125.00, not $300.00. Dor Bender from the Finance Department will reissue a check for $125.00 for the application fee.

The following Draft was included in the application packet that was sent to the S.R.C.C.

DRAFT

Policies for Camp Ellis Bait Cooler February 2, 2005

- City of Saco owned building
  - The city of Saco will be the sole owner of the Bait Cooler building and be fully responsible for the management and maintenance of the building and its use.

- Purpose of building
  - The building structure is to be used as, and provide facilities for, an office for the Harbormaster and Dock Master, emergency equipment storage area for the Police and Fire Departments, public restrooms, diesel fuel storage, and bulk storage of bait for local fishermen

- Funds
  - Building funds: The estimated cost to construct the building is $240,381
    - SHIP Grant
      - The city of Saco will receive a $100,000 grant from the Small Harbors Improvements Program (SHIP) for the construction of a building that would...
incorporate the existing fuel building with additional space for bait storage, restrooms, an office for the Harbor Master, and storage for the boat, wastewater pump, and the fire department’s boat equipment.

- **City of Saco**
  - The balance will come from existing and future funding from the Coastal Water Commission account and the General Fund. The city portion will be repaid over time from Coastal Water Commission revenues.

  - **Maintaining funds**
    - **City of Saco’s Saco Coastal Waters Commission account**
      It is estimated that the yearly operating costs for water, electricity, cleaning, etc. will be $8,150. There will be an additional yearly maintenance reserve of $5,000 reserved for future building or equipment maintenance. The total estimated yearly funds will come from the Coastal Water Commission’s account and will be provided mainly through 2 sources of Revenue:
      - **Barrel storage fee:** 196 barrels @ annual fee of $20/barrel = $3,920.
      - **Commercial and recreational dock fees:** annual dock fees are estimated @ $18,800.
        If additional funds are needed, a third source of revenue could be provided by the funds received from the Parking Lot revenues.

  - Managing/overseeing responsibility will be the shared responsibility of the Harbormaster and Public Works, with the ultimate responsibility being that of the City Administrator

- **Maintenance and cleaning**
  - **Building maintenance**
    - **Saco Publics Works Department**
      - **Maintenance work charged to SCWC account**
      - **Public works responsible for maintaining the exterior and interior structure and facilities of the building.**
      - **Maintenance plan will be developed by Public works**
        - Daily inspection of building and grounds by DPW personnel during peak season. Area will be checked three times per week during off peak season.
        - Preventative maintenance plans
          - **Contractual Program for Refrigeration and HVAC Systems**
          - **Periodic Functional Inspection of Fueling system by DPW Personnel**
          - **Periodic Inspection of Fuel System by Fire Dept. and MeDEP**
  - **Cleaning**
    - **Public Areas and Rest Rooms will be the responsibility of DPW**
      - Public Areas will be neat and welcoming to the general public. Rest rooms will be maintained in a clean and sanitary condition. There will be ample supplies of paper products on hand at all times.
      - The DPW foreman assigned to this area will inspect the building including public areas at least once daily. The Parking Lot Manager will perform this function from May to September. The appearance and cleanliness of these areas will be this person’s responsibility.
      - The Director of Public Works or his designee will perform periodic inspections of the facility.
      - Responsibility of twice daily light cleaning will be shared by the parking lot attendants and the Dock Master.
• **Bait Storage and handling areas**
  - Housekeeping issues shall be the responsibility of the Harbor Master.
  - Daily inside and outside cleaning of bait refuge is the responsibility of individual fisherman using the facility.
  - Transferring of bait shall take place inside the building whenever possible. Fisherman shall use care at all times when handling bait or bait products. The area will be kept free of fish fragments and liquids, which may be lost when transferring bait. The area will be washed down immediately following the transfer operation. Under no circumstances will dropped or lost materials be allowed to accumulate in floor drains or traps.
  - Bait Transfer occurring outside of the building will follow the same guidelines. Care will be taken to minimize spillage or loss of bait. Area will be picked up and hosed with fresh water.
  - Bait Transfer shall be done in the loading dock area on parking lot side.
  - Policing of areas during the off hour periods will be performed by security camera in storage area.

• **Harbormaster’s office**
  - Daily housekeeping by Harbormaster

• **Police and Fire department storage areas**
  - As needed depending on use, PD and Fire will be responsible for their own areas.

• **Fuel storage facility**
  - Already established

• **Security of area and facilities**
  - **Security cameras**
    - Up and down river camera
    - Parking lot
    - Bait storage and loading areas
    - Lift crane areas
  - **Harbormaster / dock-master and parking lot attendants**
    - Peak season, How often
  - **Police patrols**
    - What areas, how often (check cars parked in parking lot, check public toilets are locked, doors to building are locked)????

• **Environmental control**
  - **Odor control**
    - No overnight outside storage of bait.
    - Building refrigeration will be maintained at a level that retard decomposition of bait and related products.
    - Bait storage area to remain closed at all times except when transferring or receiving bait.
    - Inspection/management: responsibility of the Harbormaster

• **Off-hour complaints to Public Works**
  - Public works will investigate with Harbormaster. Complaint follow-up (same response process followed as already set for sewer odor complaints)

• **Access to:**
  - Fuel storage For Users, (DPW will have a key)
  - Bait Storage For Users
  - Fire/Police storage PD, FD
Rest rooms

- Summer season
  - Open during parking lot times 9am-9pm.
- Off-season
  - Key access for dock fee holders

Robert Morowski moved, Wayne Hutchins seconded to amend Security of area and facilities, Police Patrols, by striking “What areas, how often (check cars parked in parking lot, check public toilets are locked, doors to building are locked)???” and to add “as per city policy”, and to strike “peak season, How often” under Security of area and facilities, Harbormaster/dock-master and parking lot attendants. The motion passed with six (6) yeas.

B. Pier Use Permit - Expiration Date

The effective date of Pier Use stickers was “June 1st thru May 31st”. Somewhere along the way, the dates got changed to March 15th, the same date as the Mooring Permits are due, but no one was notified of this change. The Finance Department currently has a supply of stickers through the 2007/08 period.

It was decided to use up the current supply of stickers, and when they are ordered again, then the dates will be changed.

Peter Scontras moved, Robert Barris seconded that the effective dates of all Pier Use Permits be from June 1st thru May 31st of the Calendar year. Pier Use Fees must be paid on or before May 31st otherwise a late fee of $150.00 will be accessed. The motion passed with six (6) yeas.

Amended Motion: Robert Morowski moved, Wayne Hutchins seconded that the effective dates of all Pier Use Permits be from July 1st thru June 30th. Pier Use Fees must be paid on or before July 1st otherwise a late fee of $150.00 will be accessed. The motion passed with six (6) yeas.

C. Chapter 118 Harbor & Waterfront Ordinance – Disruptive Conduct & Mooring/Pier Use Permitting Procedure – Formally invite Police Chief Paul

D. Job Descriptions for Parking Lot Manager & Parking Lot Attendant

Items C. & D. will be discussed at a later date.

VI. New Business

VII. Adjournment

The meeting was adjourned at 9:00 p.m.

Attest: ___________________________ Date Approved:________________________

Michele L. Hughes, Recording Secretary