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

I. Call Meeting to Order – At 7:18 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, and Joseph Stephenson. Peter Scontras (N) arrived at 7:45 p.m. Also present: Council Liaison Ron Michaud, Mark Lorello, and Dale Shannon from Public Works, and Sandy Bastille, Camp Ellis Parking Lot Manager. Harbormaster Don Abbott, Assistant Harbormaster Tom Casamassa (N), Robert Morowski (N) and Glenn Chadbourne (N) were absent this evening  **Note: (N) - This means that the Commission was notified.

III. Approval of Minutes – February 2, 2005

Robert Barris moved, Wayne Hutchins seconded to approve the February 2, 2005 minutes. The motion passed with four (4) yeas.

IV. General
   A. 5000 Account Review

No report this month.

V. Old Business
   A. Parking Lot Fees & New Ticket System

Mark Lorello, Deputy Director DPW and Sandy Bastille, Parking Lot Manager, Prepared 5 proposals based on information gained from last year’s management of the Parking lot.

PARKING LOT
Proposal #1
Change the season for the Parking lot. Currently the lot is staffed from Memorial Day until Labor Day. I suggest that we extend the season through October 15th. The rationale is that the area continues to be utilized by boaters, fisherman, and visitors. By closing early revenues are being lost. The tourist season does not end on Labor Day, local businesses remain open, and there seems to be enough traffic to support continued operations. If the change in hours is approved, lot activity will be closely monitored and data collected for this season. This will be used to assess the effectiveness of this change and make modifications if needed.

Proposal #2
Change the hours of operation. Currently the lot opens at 9AM and Closes at 9 PM. Change hours to 8 AM to 8 PM. Activity in the lot seems to start earlier and end earlier. This change will allow us to better serve the users.

Proposal #3
Base the parking fees on an hourly rate. Last year the rates for daily parking were set at a flat rate of $10 per day and $2.50 after 5PM. Residents would be charged $1 per hour and non-residents $2 per hour. An hourly rate will be more equitable and may have the effect of generating more revenues since people will actually pay for what they use. This would be monitored closely. Data would be collected which could help determine the actual usage of the lot.

Recommended Fee Increases
1) Boat Launch #20120-400108 - Use of Boat Launch – Motorized Vessels $5.00 (Daily) / Non-Motorized Vessels – Free
2) Non-Permit Parking of Vehicles - (Residents) - $1 per hour / (Non-Residents) - $2.00 per hour / Vehicle with Trailer - $20.00 Daily
3) Docking Fee #20120-400108 - Temporary (5 Minute) Designated Tie-up (Up River) – Free
DOCK
Proposal # 4
Staff the dock using “dock masters” who would be responsible for dock related activities including activities around the bait cooler. The dock master would be on duty from 7 AM – 7 PM daily during the peak season and on weekends thereafter. They would monitor dock activity and collect fees by boaters and others using the dock. The dock master would augment the parking lot attendants providing additional coverage during busy times.

Proposal # 5
Increase the fee for overnight use of the dock by transient boaters. Currently the fee is $1 per foot; this would be increased to $2 per foot with a $25 minimum.

Recommended Fee Increase
1) Over-night Docking - Tie up over-night – $2 per foot of boat length, with a $25 minimum.

---------------------------------------------------End of Proposals---------------------------------------------------

Robert Barris moved, Wayne Hutchins seconded to recommend the acceptance of Fee Proposals #3 & #5. The motion passed with 5 (five) yeas.

Peter Scontras moved, Robert Barris seconded that the resident Camp Ellis Parking Stickers be for sale at the entrance of the parking lot, as well as at the City Hall. The motion passed with 5 (five) yeas.

Robert Barris moved, to go ahead with Proposal # 1 , to extend the parking lot season from Memorial Day through October 15th operating on Weekend from Labor Day to October 15th. The motion died due to a lack of a second.

Robert Barris moved, to go ahead with Proposal # 1 , to extend the parking lot season from Memorial Day through October 15th operating on Weekend from Labor Day to October 15th, and having it open with discretion of the Parking Lot Manager. The motion passed with 4 (four) yeas, and 1 (one) nay – Joseph Stephenson.

Robert Barris moved, Wayne Hutchins seconded that in Proposal #2, the hours of operation be changed to 8 AM to 8 PM. The motion passed with 5 (five) yeas.

Dale Shannon from Public Works offered the Commission a Gateway computer that he purchased through the city auction. This computer could be fixed up by the cities IT Dept., and then it would be used in the Parking Lot Shack, to keep statistics on Parking lot activity.

Dock Masters & Attendants will be cross-trained, to provide better coverage in Proposal #4. Another person would be added to the Dock side, and 2 Attendants would be eliminated. Since everyone will be basically doing the same job, they should all receive the same pay. Mark Lorello & Sandy Bastille will put some figures together based on the suggested hourly wage of $8.50, with the additional Dock Master hours of 7 am – 7 pm, to see if there would be a saving or cost by this cross-training for the next meeting.

It was suggested to possibly use a Police Officer as the Harbormaster or Assistant Harbormaster. Harbormasters should be certified through the Maine Criminal Justice Academy. The $20,000 budgeted a year could potentially pay a half years wage for a Police Officer. New revenue streams would need to be found, since the Commission is already committed to a loan, and the budget is very tight.

There is supposed to be 2 Federal Transient mooring available by law.

C. SHIP Grant Camp Ellis – Update on Harbor Master Building (Bait House) Meeting with Saco River Corridor Commission for Permits – Feb. 23, 2005
The application was approved, with standard conditions. Construction should start in the Fall, and have a completion date of Spring 2006.

B. Job Descriptions – Parking Lot Manager, Attendants & Dock Steward

This item will be discussed at a later date.

VI. New Business

A. City Ordinance Proposal – Definitions, Violations, Authority, Enforcement and Penalties

Joe Stephenson presented a Proposal for a City Ordinance. This ordinance would allow Law Enforcement Officers, Harbormaster or Assistant Harbormaster to issue violation tickets that could be paid at City Hall, rather than going to the Court House. This could generate considerable revenues for the Municipality. It was decided to TABLE this item until the next Commission meeting to give members time to review it.

VII. Adjournment

The meeting was adjourned at 9:30 p.m.

ATTEST:____________________________________ DATE:_____________________________

Michele L. Hughes – Recording Secretary