Saco Coastal Waters Commission
Minutes of the May 4, 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, Robert Morowski Jr, Peter Scontras, and Joseph Stephenson. Members not present: Glenn Chadbourne (N), Wayne Hutchins (N), and Treasurer Robert Barris (N). Also present: Asst. Harbormaster Tom Casamassa, and Dale Shannon from Public Works. Harbormaster Don Abbott was absent this evening. **Note: (N) - This means that the Commission was notified the member wouldn’t be present this evening.

III. Approval of Minutes – April 6, 2005

Robert Morowski Jr. moved. Joseph Stephenson seconded to approve the April 6, 2005 minutes, with the two spelling notations to be corrected. The motion passed with four (4) yeas.

IV. General
A. 5000 Account Review

The Commission reviewed the following 5000 Account prepared by Treasurer Robert Barris.

<table>
<thead>
<tr>
<th>Coastal Waters Commission - Camp Ellis Budget: Updated April 30, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
</tr>
<tr>
<td>Acct#</td>
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<tr>
<td>Parking fees</td>
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<td>CENRPD</td>
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<td>CENRP5</td>
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<tr>
<td>CENPRK</td>
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<tr>
<td>Pier and Dock Fees</td>
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<td>PIER</td>
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<tr>
<td>DOCK</td>
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<td>ONDOCK</td>
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<tr>
<td>Mooring Fees</td>
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<td>MOORPM</td>
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<td>MOORLT</td>
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<tr>
<td>MOORAW</td>
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<tr>
<td>MOORWL</td>
</tr>
<tr>
<td>Misc</td>
</tr>
<tr>
<td>Adjustments to Budget</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expenditures:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct #</td>
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<td>500102</td>
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<td>FICA</td>
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<tr>
<td>Tuition/Training</td>
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<tr>
<td>Electricity</td>
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<td>Telephone</td>
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<tr>
<td>Office Supplies</td>
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<tr>
<td>Printing</td>
</tr>
<tr>
<td>General Operating Expenses</td>
</tr>
<tr>
<td>Contracted Services</td>
</tr>
<tr>
<td>Toilets: Blow Brothers</td>
</tr>
<tr>
<td>Pest Control: Alpha Omega</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Subtotal before repair/maintenance</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
</tr>
<tr>
<td>Dock Area</td>
</tr>
<tr>
<td>Floats</td>
</tr>
<tr>
<td>Bait Cooler</td>
</tr>
<tr>
<td>Harbor Boat</td>
</tr>
<tr>
<td>Navigational Buoys</td>
</tr>
<tr>
<td>Cranes</td>
</tr>
<tr>
<td>Transfers/Miscellaneous</td>
</tr>
<tr>
<td>Non Reserved Carry Over</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
</tr>
</tbody>
</table>

**Balance of Revenues and Expenditures**

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>$81,262</td>
<td>$28,176</td>
<td>$109,438</td>
</tr>
</tbody>
</table>

Peter Scontras requested a comparison of the 2004 to 2005 Revenues & Expenditures for next month.

**B. Carla Morin & Seth Dube – Marriage Ceremony on River – Parking in Lot – Pay Upfront**

Carla Morin & Seth Dube announced that they would be getting married on the River where the boats are moored. This ceremony will be June 25th, on a Saturday at 11:00 a.m. The ceremony will be very short, roughly about 30 minutes. Carla has requested to pay the parking lot fees upfront, rather than having her guests be charged. It was suggested to charge a flat fee of $25.00 to be paid at the City Hall, and these guests would have to display something in the vehicle to let the Parking Lot Attendant know who the guests are, so they don’t get charged.

Joseph Stephenson moved, Robert Morowski Jr., seconded to accept Carla Morin’s proposal of a flat fee of $25.00 for the guests to attend the ceremony. The motion passed with four (4) yeas.

**V. Old Business**

**A. Job Description & Pay Rates – Parking Lot Manager, Attendants & Dock Steward**

**POSITION DESCRIPTION**

Class Title: Camp Ellis Pier Parking Lot and Dock Attendant
FLSA: Non-Exempt
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Date: April 6, 2005

Camp Ellis Parking Lot and Dock Attendant

GENERAL

This is a responsible position involving the operation of the city's parking lot and pier at Camp Ellis. The position is responsible for daily operation of the facility, collection of fees and monies from users, maintaining detailed records, and general housekeeping and maintenance of buildings and grounds. Position requires self-motivation, self-discipline to organization rules and regulations in all applicable local/state & federal regulations. Ability to adapt to changing priorities and work environment requires flexibility and self-direction.

SUPERVISION RECEIVED

Works under the supervision of the Parking Lot Manager and Public Works Director. However, exercises independent judgment based upon knowledge of policies and procedures gained through experience.

EXAMPLES OF WORK

Receives parking lot users, issues parking permit and tickets for daily lot use and collects required fees. Directs users to appropriate parking areas and maintains order and organization of the lot area.

Receives dock users and assists in docking of vessels. Collects required fees and completes associated paperwork. Maintains order and organization of docks and floats.

Communicates politely and directly to public inquires and needs while maintaining all applicable policies and regulations.

Maintains the parking lot, attendants building, pier, floats, and related facilities in a clean and litter free condition.

Reports maintenance and repair issues to the Parking Lot Manager or Public Works Director.

Works closely with the Harbor Master in placement, inspection, and maintenance of moorings.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. The employee will be responsible for balancing his/her cash drawer upon completion of his/her shift.

2. The employee will be responsible for tracking tickets issued and received.

3. The employee will report any unauthorized use of the pier to the Public Works Director or his/her designee.

4. The employee will keep accurate records and make daily, weekly, and monthly reports as required.

5. Represents the City of Saco to visitors and quests and maintains a high standard of personnel appearance and professionalism.

ABILITIES, SKILLS, & KNOWLEDGE

1. Ability to deal effectively with the public in a sometimes-chaotic environment.
2. Ability to accept cash payments, make change, and enter transactions into cash register.
3. Ability to understand, interpret and effectively carry out oral and written instructions.
4. Ability to solve problems independently.
5. Ability to work independently and without constant supervision.
6. Shall demonstrate good interpersonal and public relations skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is also occasionally required to walk and run.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal to extremely loud. Employee may be exposed to slippery, moving, or unstable surfaces on floats and docks. Employee is occasionally exposed to extremes in weather conditions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience
Minimum of high school diploma or equivalency.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

End of job description

_________________________
The Commission decided not to use the proposed, combined Camp Ellis Parking Lot and Dock Attendant job description, which was drafted by Mark Lorello, Deputy Director of Public Works. Money to pay this combined position, and an authoritative person to confront visitors who don’t want to pay the fees, were the basis for this. They decided keep the positions separate, and to go back to the original Dock Steward job description, which was updated at the October commission meeting. Dale Shannon, has signs that he will put up which lists the fees, and directs the visitors to go see the parking lot attendant to pay these fees.

Peter Scontras moved, Robert Morowski Jr., seconded to approve the hiring of a part-time Dock Steward, not to exceed 35 hours per week at a rate of $10.00 per hour for this boating season. The motion passed with four (4) yeas.

Words with strikethrough are to be deleted, and words that are underlined are to be added.

POISITION DESCRIPTION

Class Title: Dock Steward
FLSA:  Non- Exempt
Date:  October 6, 2004

DOCK STEWARD

GENERAL

This position reports directly to the Harbor Master Public Works Director or his/her designee and is responsible for carrying out the functions necessary to provide safe and efficient services to all users.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Takes lines of arriving vessels maximizing available space.
2. Welcome vessel captains and greet arriving passengers and distributes docking brochures to first time visitors.
3. Keeps accurate records regarding arrival time, boat length, vessel name and department departure time of docking docked vessel.
4. Handles radio communication for Harbor Master as necessary.
5. Completes reservations for moorings and dock space.
6. Inspects City mooring daily.
7. Collects and records mooring rentals and other use fees daily.
8. Courteously answers questions regarding local services (i.e. restaurants, taxi, supplies, etc.)
9. Keeps the harbor boat, wharf house and facilities neat and clean.
10. Cleans and restocks restroom and shower facilities daily; restocks vending machines.
11. Assists Harbor Master with painting, repairing and upgrading all harbor facilities.
12. Assists Harbor Master with line splicing and mooring placements.
13. Reports maintenance and repairs needed to Camp Ellis Pier to the Public Works Director or his/her designee.

14. Reports any unauthorized use of the pier and or floats to the Public Works Director or his/her designee or the Harbor Master Police.

15. Performs all other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

Minimum age of 21 years of age.

**ABILITIES, SKILLS, & KNOWLEDGE**

1. Ability to deal effectively with the public in a sometimes-chaotic environment.

2. Ability to understand and carry out oral and written instructions.

3. Ability to problem solve.

4. Shall demonstrate the ability to work independently.

5. Shall demonstrate good interpersonal and public relations skills.

6. Shall present self in a professional manner, as other public employees.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is also occasionally required to walk and run.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal for business conditions to extremely loud, dangerous and stressful conditions. Employee is occasionally exposed to extremes in weather conditions.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employee and requirements of the job change.

______________________   End of job description_____________________

Joseph Stephenson moved, Peter Scontras seconded to accept the Dock Steward job description as amended. The motion passed with four (4) yeas.

B. City Ordinance Proposal for Violations & Fines and Mooring Plot Plan

Joseph Stephenson stated that he was still working on tying the proposal into the existing city ordinance. This would allow the City to keep fine violation money, rather than giving it to the State. The City Solicitor will need to review this once completed. The commission decided to wait to implement this until there is a full time Harbor Master hired next year, when the new Bait House is built.

This item was TABLED until next month.

C. SHIP Grant Camp Ellis – Update from Engineer on Storage Area for Charter Boats

No update, TABLED until next month.

D. Saco River Re-designation – Yacht Club Mooring - Update

Rick Michaud, City Administrator provided the Commission with a letter dated April 11, 2005 that was sent to U.S. Senators Olympia Snowe, and Susan Collins, and U.S. Representative Tom Allen, asking for their continued support in having the Army Corps of Engineers re-designate a portion of the Federal Navigation Project (FNP) channel in the Saco River to a federal anchorage. The City Administrator also provided the commission with a letter dated April 26, 2005 which requests an extension on time for mooring permits on the Saco River while we pursue the re-designation of the channel. A copy of these letters will be added to the record.

E. Mooring Waiting List – Update
New Business

A. Harbor Master – Appointment or Re-appointment

F. Jib Crane & Hoist – Specs & Prices

James Bastille, Chairman is having some estimates sent for 1 and 1 ½ ton hoists sent to Mark Lorello, Deputy Director Public Works. It was mentioned that if they go up to 1 to ½ tons, that the pier won’t support the weight, and probably will need to be rebuilt. Dale Shannon will research the name of manufacturer of the original hoists. Once they get this information, they can look into getting estimates to get the existing hoist modified, because the structure is in pretty good shape. The existing hoists are a lawsuit concern, because they are hard to hold onto, and they are surprised that someone hasn’t been pulled off the pier yet.
Rick Michaud, City Administrator at yesterday’s agenda meeting stated that he would send a letter to the current Harbor Master asking if he was still interested in being re-appointed Harbor Master. Then the City Administrator will forward the information onto the Commission for their recommendation of appointment or re-appointment of the Harbor Master.

Roberto Ouellette, former commission member asked if there is a Harbor Master job description, and if there is, then it should be sent along with the letter that the City Administrator is going to send, asking if the current Harbor Master can fulfill the job description requirements.

Joseph Stephenson moved, to send correspondence to the Harbor Master, advising that the City Administrator has asked for a recommendation on his appoint or re-appointment and it will be voted on next month, and that the commission would like the Harbor Master to be present to discuss any issues. The motion failed due to a lack of a second.

VII. Adjournment

The meeting was adjourned at 9:55 p.m.

Attest: ___________________________  Date Approved: ___________________________

Michele L. Hughes – Recording Secretary