Saco Coastal Waters Commission
Minutes of the November 1, 2006 Meeting

I. Call Meeting to Order – At 7:02 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 Joseph Stephenson, Vice Chairman Robert Morowski Jr., Treasurer Robert Barris, Todd Stewart (7:45 p.m.), Peter Scontras, and Mike Gray. Also present: Harbormaster Don Abbott, Asst. Harbormaster Daniel Chadbourne, Deputy Director of Public Works Mark Lorello. Wayne Hutchins (Notified) was absent this evening.

III. Approval of Minutes –October 4, 2006

Robert Morowski moved, Robert Barris seconded approval of the October 4, 2006 minutes with the correction to page 3, paragraph 3, 1st sentence. The motion passed with four (4) yeas.

IV. General
A. Customer Service Survey – Finance Director Lisa Parker

Finance Director Lisa Parker did a presentation on the “Strategic Planning and Performance Measurement Process” for the City of Saco. Lisa also asked all the members to complete a “Citizen Questionnaire on City of Saco Reports”. This survey seeks to gain citizen insight into and opinion about core components of the City of Saco government’s strategic plan and performance measurement report, by rating from 1 (high)–6 (low) on how important you feel the Strategic Goals are, and how well the various city Departments are doing.

The strategic plan is a comprehensive document that has been developed by the City Council and city staff to guide decision-making and planning for a two year period, which is updated every two years. The performance measurement report is an annual assessment of city service delivery for the prior year, which is used by city staff to communicate how well it is performing based on both internal (staff) and external (citizen) review. These complete documents can be found at : www.sacomaine.org.

Few citizens are involved in the development of either of these reports, yet citizens are among, if not are, the key stakeholders in the reports’ topic: government operations. In order to incorporate the opinions of all key stakeholders, gathering feedback on the core components of these reports is the first step to ensuring these reports are as representative and comprehensive as possible.


V. Old Business
B. Shark Tournament Follow-up

Dave Johnson addressed the Commission’s concerns (crowd control, clean-up, management). Mr. Johnson stated that if their organization were allowed to do the tournament at Camp Ellis next year, that he would provide barricades and a Police Officer to help control the crowd around the weigh in times (5 p.m. - 8:00 p.m.). Also, Mr. Johnson would have dock people available to clean up the fish waste after the Biologists were done taking their samples, if they decide to have Biologists at future events.

Mark Lorello suggested that Mr. Johnson meet with the Public Works Dept. to talk about the event set up next summer, so everyone knows what they are supposed to be doing, and all issues can be addressed. Then they can present the plan to the Commission, so the Commission knows that there won't be any problems.

Mr. Johnson stated that the event raised $3,100 for the United Way after the tournament costs were paid.

IV. General
B. 5000 Account Review
The 5000 Account review for October will be presented next month.

Treasurer Bob Barris and Dep. Dir. of Public Works Mark Lorello will be working with Finance Director Lisa Parker to set up the Revenue and Expenditure accounts, so that they are broken down more to show exactly where the monies are coming from, and where the Wage expenditures are.

V. Old Business
   A. Hoists & Pylons – Update

Mark Lorello stated that S.W. Cole is going to do the soil tests. This boring work will cost about $5,900. Mark thinks that this could possibly be done the week of the 13th.

Also, Mark has been working with Mr. Pottle from the State, and Mr. Pottle is also involved in the Portland Gateway Project. Mr. Pottle said that they have some extra 24” diameter, coated steel piles that were left over from the Portland project that they could sell the City for a reasonable price. He will be getting back to Mark to let him know what the cost will be.

Mark has also located an engineer, Ted O’Cana from Lincoln who has worked extensively with hydraulics. A concern is that the hoist 90° swing won’t be enough, and as the degree of swing goes up, the cost goes up considerably. Mr. O’Cana will be drafting some hoist plans, and Mark is hoping to get them by the beginning of next week. The Commission has set up a Workshop for next Wednesday (11/8/06) at 7:00 p.m. here at City Hall to review the plans.

   B. Security Issues at the Pier – Closed Circuit TV System – Update

The Commission will be going with AdvanceTechnology’s Alternate Proposal for $7,997.28. The security system has been ordered and it may be up and running by Thanksgiving. The IP Address’s will cost roughly $100 a month.

A copy of the complete proposal is on page 3, as Attachment A.

VI. New Business
   A. Biddeford Harbor Comm. Meeting – Report from Saco C.W.C. Representatives

Bob Barris stated that the Biddeford Harbor Commission is going to ask Chief Beaupre about getting support for the Harbor Patrol because they are concerned about enforcement of regulations on the river, and they are also looking into getting a new boat. No Wake areas were discussed as well.

Biddeford is also looking for a mooring inspector to help assist them with the moorings.

   B. Policy Creation & Review

Chairman Stephenson will be compiling a list of issues that may need to be addressed through a Policy. He asked the members to e-mail him if they had any particular concerns that needed to be clarified, and he would add them to the list.

   C. Permits being Issued through the Inspection Dept. that pertain to the Tidal Waters

The Commission asked if it would be possible for the Inspection Dept. to let them know when anyone is taking out permits that may affect the Tidal Waters, such as Marina’s, docks, etc. This way, if there are any concerns, the Commission can let Dick know, before a permit is issued, rather than after it’s already been approved.

VII. Adjourn

Robert Morowski moved, Peter Scontras seconded to adjourn at 9:00 p.m.

Attest: Michele L. Hughes, Recording Secretary Date Approved: December 6, 2006
Michael Bolduc  
Mark Lorello  
Public Works Department  
City of Saco  
300 Main Street  
Saco, Maine 04072

Dear Michael:

We appreciate your time and the opportunity to quote your Fishing Pier, and Transfer Station recording and security needs for the City of Saco.

Advance Technology is a full-service security systems integrator. As an authorized factory direct dealer, with multiple factory trained and certified technicians, we offer great service and support. We have built a loyal following by offering good products at a fair profit, and by easing the workload of the end user.

Per our discussions, we submit the following proposal:

Camp Ellis Fishing Pier

1- 160 GB Dedicated Micros 4 way DVR w/CD, and networking capability, leaving one port open for future use. (will need Static IP address from ISP for remote access)

2- Pelco lock box and heat strip for DVR (town to provide electrical outlet and cabinet or shelving area to bolt)

2- Ganz day/night 3.5-8mm auto iris mechanical day/night cameras with exterior housing and heater, blower, and shield for (1) up river view of dock and fire boat, and (2) hoist area front of dock.

1- Ganz day/night 6.5-40mm auto iris mechanical day/night camera with exterior housing and heater, blower, and shield for down river view of docks and lobster boats

1- APC battery back-up

2- 24 vac 175va transformer nema enclosure

West Penn 16/2 aquaseal twisted shielded wire

RG 6 Burial cable

Scope of work cost: $6976.95

Alternate proposal for one additional camera on parking lot and entrance way:

1 more Ganz day/night 3.5-8mm auto iris mechanical day/night cameras with exterior housing and heater, blower, and shield. (Town is responsible for lift or bucket truck to help place on light pole.)

Scope of work cost: $7997.28

Terms and Conditions: • We provide a one-year warranty, parts and labor. A Platinum extended service agreement is available • Payment terms: 30% down: remainder, Net 30 days upon project completion • Work will be performed during normal business hours, Monday - Friday 7:00 am to 5:00 PM • Concealed conditions may impact cost of this project. Customer will be briefed and asked to authorize any additional costs. • Customer to provide dedicated 120v power • Lighting as needed by others

Should you have any questions, please give me a call.

Sincerely,

Bruce Abramsan  
207-883-6364 office  
207-415-7145 cell

Customer Authorization Date 10/5/06