Saco Coastal Waters Commission  
Minutes of the June 6, 2007 Meeting

I. Call Meeting to Order – At 7:03 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: Vice-Chairman Robert Morowski Jr., Treasurer Robert Barris, Wayne Hutchins, Todd Stewart (7:08 p.m.), Mike Gray and Thomas Casamassa. Also present: Council Liaison Roland Michaud, Asst. Harbormaster Daniel Chadbourne, Deputy Director of Public Works Mark Lorello, and Public Works Supervisor Dale Shannon. Chairman Joseph Stephenson (Notified), and Harbormaster Don Abbott were absent this evening.

III. Approval of Minutes – May 2, 2007

Wayne Hutchins moved, Robert Barris seconded to approve the May 2, 2007 minutes as written. The motion passed with five (5) yeas.

IV. New Business

A) Moorings

1) Glenhaven Circle – Jim Brosseau – 2 Public Moorings

The Brosseau's have lived at their current address for 10 years. There has always been 2 moorings in the river in front of their property. This year 2 more moorings appeared. The Brosseau's were upset because the people tied up to these moorings are loud and tend to use allot of profanity. They spoke with Asst. Harbormaster Chadbourne, who met with the Brosseau's, and resolved their problem. He moved all 4 of the moorings elsewhere. The Brosseau's understand that they don't own the river, but they do own the property abutting the river, and would appreciate it if in the future, that the Harbormaster's take into consideration that voices do carry over the water, and to be respectful of the property owners on the river when placing moorings.


1) SI Development – Representative Mark Robinson – Saco Island & River Project

Mark Robinson presented the entire project to the Comm. Mr. Robinson stated that they were not going to have a Marina as the media has reported, but only 69 boat slips broken into 2 different areas. The Commission addressed several of their concerns: Have they looked at the currents? Will this boat slip project divert the flow of the river to the Saco Yacht Club area or change the flow and height of the River? Will the flow of the river cause additional silting? What were the results of the Hydrologic study for both areas where the slips are proposed? Who will issue the permits to the docks? Have core samples been taken? Mr. Robinson stated that he would get answers to all these questions, and report back. The Commission recommended drafting a letter to the Saco Planning Board & Saco City Administrator that mirrors Biddeford's letter to Mr. Bubier, specifically paragraph #2, since Saco & Bidd have some of the same concerns as noted above.

A copy of the letter from the Biddeford Harbor Commission to the Biddeford City Manager is on page 6 as Attachment A.

V. General

A. 5000 Account Review

Treasurer Robert Barris reported that last month there was about $7,000 in Revenues, and just under $1,000 for Expenditures.

VI. Old Business

A. Hoist & Pylons – Update

The contract for the hoists was signed, and the work should be completed around the beginning of August. Mark
Lorello is looking into an opportunity to upgrade the wire & motor for the hoists. They may be able to utilize an existing conduit to get more horsepower with minimal additional costs. Treasurer Barris asked Mark to get a total of all the projects, so the Commission can see where they are at spending the SHIP Grant monies.

B. New Mooring Applications for Renewal & Initial Mooring Applicants

No new info.

C. Camp Ellis Parking lot – Update

The Dock Master & Parking Lot Attendants started working on Memorial Day weekend. Starting on June 15th, the lot will be attended full time. The manager this year is Josh Farris. Since the parking lot is very busy on Friday & Saturday nights, it was suggested to try having 2 attendants on hand those evenings for security reasons.

VI. New Business

A. Moorings

2) Chapter 118 River and Harbor and Waterfront Ordinance – Amendment to §118-6(5)

Manner/Condition of Moorings (White Ball w/Blue Stripe on Mooring Float’s)

Mooring Buoy Requirement Ordinance Change:

Previous Ordinance:

Section 118 – 6

#5 Manner / Condition of Moorings

(a) All mooring floats shall meet US Coast Guard regulations: a white ball with a blue stripe.

New Ordinance

Section 118 – 6

#5 Manner / Condition of Moorings

(a) All mooring floats shall meet US Coast Guard regulations: A white ball with mooring number and boat registration numbers. It is also recommended to carry a blue stripe.

Todd Stewart moved, Robert Barris seconded to amend §118-6 (C5(a)). "All mooring floats shall meet US Coast Guard regulations: A white ball with a blue stripe (strike "a blue stripe") (add "mooring numbers and boat registration numbers. It is also recommended to carry a blue stripe"). The motion passed with six (6) yeas.

3) New Mooring Tracking Software – Muni Mooring GIS

The Commission has asked Mark Lorello to research this software, and to set up a demonstration. Mark Lorello stated that the City has a GIS system, and Public Works may be able to set up something similar to the Muni Software. He will find out which way would be most cost effective.

Pictures of the Muni Mooring GIS software program are on page 7 as Attachment B.
4) 2007 Waiting List Fee Paid at City Hall

In October 2003, when the City was increasing all the fees, the mooring renewal waiting list fee was supposed to be increased from $5.00 to $10.00. It was inadvertently removed from the fee schedule altogether.

Todd Stewart moved, Robert Barris seconded to recommend the Mooring Renewal Waiting List fee be $10.00, and to list the Mooring Waiting lists fees as Initial and Renewal, and in the fee schedule under Pier Use (20120-400108), to strike the words "mooring space", and to put the rest of the language "Parking, boat ramp, floats, docks and hoist and keep dinghy on premises. Gas purchase privilege hoist." under the heading 'Commercial", and to change the heading "Residential" to "Recreational", and to add the following language "Parking and floats. Limited occasional use of the pier and hoists is allowed with permission of the Harbor Master." under the Recreational heading. The motion passed with six (6) yeas.

5) § 118-6 C2 (d) Abandoned Moorings / 3 Month Use Ordinance

The section of the Ordinance that refers to abandoned moorings is being interpreted differently by members of the Commission. Councilor Michaud stated that he would get a determination from the City Solicitor, as to how this wording "Moorings that are not used for any consecutive three-month period between May 1 and September 30 shall be presumed to be abandoned and be removed at the owner's expense, and the location shall be reallocated" should be interpreted. Some think it means that as long as there is a boat on the mooring at least once in the 3 month period, they are all set, the Asst. Harbormaster feels it means that there needs to be a boat or skiff on the mooring at all times during the 3 month period.

The Harbormasters are going to determine abandonment of moorings based on mooring owners use/or not of moorings last year. A problem comes into play because a few people who would fall under the abandonment of mooring, have already come into City Hall and paid their mooring fees for this year, because the ladies at City Hall weren’t aware that they shouldn’t have collected the money. So it was determined that the Harbormasters would send a letter to Mark Lorello stating that they have determined that the people's mooring were abandoned last year, because they didn't meet the Ordinance requirement. Then Mark will report this to the Clerk's Office, so that they can refund the money back to the people, and the mooring will then be issued to a person on the waiting list. The mooring owner's in question are: Mr. Townsend (Boat name-Baby Maker), Walt Gibson (2 moorings), and Petrin (Father & Son) who are using 1 mooring to tie up 2 boats.

Each October a report will be given by the Harbormaster, as to which moorings were determined abandoned, so that the Clerk's Office doesn't send them out a renewal application, but a letter stating that they didn't meet the criteria, and that the mooring is going to be reassigned to someone on the waiting list.

6) Mooring Numbering System

Mike Gray moved, Todd Stewart seconded to change the mooring numbering system in 2008. Commercial moorings will begin with letter "C" and Recreational moorings will begin with letter "R". The mooring numbers will be assigned by the City Clerk this one-time only as she receives the applications (C1, C2 ,C3, & R1, R2, R3 etc.). The motion passed with six (6) yeas.

7) Inspection Fee – Payable to Whom? What Amount?

In April 2005 a motion was made by the Commission for the Harbormasters to charge $15.00 pass or fail for mooring inspections. The Harbormasters continue to put in allot of time inspecting moorings as well as waiting around for people who said they were ready, but when the Harbormasters show up, the people aren’t ready, so they have to wait around.

Todd Stewart moved to increase the inspection fee to $25.00, and any group of 6 or more mooring to be inspected will be charged $15.00. There was no second. Motion Failed.
Thomas Casamassa moved, Robert Barris seconded to charge a flat $25.00 for mooring inspections. The motion failed with two (2) yeas and four (4) nays – Stewart, Gray, Hutchins and Morowski.

Commission members stated that they had no problem paying a $25.00 fee, but they expected the mooring to actually be inspected, and a copy of their mooring application signed by the Harbormaster, showing that it was inspected. It was then determined that no where in the Ordinance does it state what the Harbormaster should charge, and if the Public Works Supervisor was O.K. with them charging $25.00, the Commission was O.K, as well.

8) Records of all Mooring Inspections in the Past 2 Years

No one seems to have or know where the mooring inspection forms are for the past 2 years. Starting this year, all Mooring Applications will be turned over to the Harbormasters. After the Harbormasters have inspected, they will sign off on the application, and send a copy to City Hall as well as to the Mooring Owner.

B. Biddeford Harbor Comm. Meeting – Report from Saco C.W.C. Representatives

2) Letter to Biddeford City Administrator Regarding the Proposed Saco Island Marina Plan

The Commission reviewed the letter, and agreed that they share some of the same concerns.

A copy of the letter is on page 6 as Attachment A.

C. Computer Monitor in Camp Ellis Shack

The Commission asked Mark Lorello to look into putting a computer monitor in the Camp Ellis Parking Lot Attendant shack. This monitor would be tied into the current Camera system, so that when Dockmaster Jerry McMillian is helping the parking lot crew, he will still be able to see if someone ties up to the dock, so that he can go and collect the tie up fees.

D. Money Safe for the Camp Ellis Shack

The Commission asked Mark Lorello to look into getting a money safe for the shack, because when it is really busy, and there is only one person working, that person usually makes change out of their pockets while roaming the lot, which means that the cash register in the shack isn't being watched. Mark stated that maybe Public Works would be able to make a safe that would be screwed into the floor of the shack and it would have a drop box type top, so that no one could steal the money.

E. No Wake Buoy Signs

Chairman Joseph Stephenson, Treasurer Robert Barris and John Dempsey from the Biddeford Harbor Comm. Got together and determined that 16 more buoys (8 for each side) would need to be purchased and placed at the beginning and ending of each of these zones, and all the buoys will be marked headway speed only. The cost of letters the buoy's is expected to be about $1,000, split $500 each community. Also, 10 signs costing $22.00 each will be given out free of charge to some residences, and business's along the river. Also, signs will be made up with a chart showing the river, and where all the zones are.

F. Bread & Tomato's in Parking Lot

There was discussion about whether the Camera's record activities at the Pier. The reason being is that someone dropped a truck load of bread and tomatoes all over the parking lot. This was done to feed the birds. The people using the pier daily did not appreciate this. It was suggested to try to determine who dumped the stuff, and to send a letter to the people asking them not to do this (litter), because the birds cover the cars with bird droppings.
G. Adequate Response Time for Moorings to be Inspected

A Commission member inquired what the adequate time was for the Harbormasters to respond to a request to have a mooring inspected. It was determined that no particular time limit should be set. It should be up to the Harbormasters, and if the person doesn't feel that they are getting a timely response, then they should contact the other Harbormaster, even though they each cover a different area. Don Abbott covers the Camp Ellis area, and Daniel Chadbourne covers the river.

H. Fence around the Fire Boat

The Commission had recommended changing the fence around the Fire boat in order to provide more space for others to dock their boats. The Fire Chief, for safety reasons didn't think this was a good idea, and wants the fence to stay the way it is.

I. Booth for the Dockmaster

Mark Lorello stated that there would be a booth put down there shortly.

J. Indian Whale Watch Boat

Commission members inquired if Dockmaster Jerry McMillian had explained to the new owners of the "Indian" that they would need to provide their own security to manage their customers. Last year this was an issue, and the Dockmaster had to help manage the customers, so that no one got hurt.

K. July C.W.C. Meeting Date Change

The July meeting will fall on July 4th, so the Commission changed the meeting date to July 11th.

VII. Adjournment

Todd Stewart moved, Robert Barris seconded to adjourn at 10:15 p.m. The motion passed with six (6) yeas.

Attest: Michele L. Hughes, Recording Secretary  Date Approved: July 11, 2007
Biddeford Harbor Commission

May 23, 2007

Dear Mr. Bubier:

The Biddeford Harbor Commission discussed your memo of May 15, 2007, Re: Saco Island marina plan at our monthly meeting on May 17, 2007. At your request the Biddeford Harbor Commission with the concurrence of the City of Biddeford Harbormasters reviewed the attached air photo, and other pertinent information and have a number of serious concerns regarding the slips that are planned off the western side of Factory Island.

By the placement of these slips the flow and height of the river will be altered. What will be the affects on the existing slips and moorings at Rumery’s Boat Yard, and the existing dock immediately downriver of the boat yard? Will this change affect the outfall pipe at the City of Biddeford treatment plant? What will these different conditions do to the configuration of the large sandbar below Factory Island which now extends nearly to Cow Island? Will this cause additional silting? We are also concerned about the safety of these slips in high river conditions which produce increased flow and debris problems. The slips and boats docked in these slips could easily be washed away in times of high runoff. Maneuvering a boat into a slip at times of increased runoff will be extremely difficult.

The Biddeford Harbor Commission believes these slips will be located within the City of Biddeford and an independent hydrologic survey needs to be conducted by the applicant before these slips are permitted and constructed. The same issues need to be addressed in relationship to the slips proposed on the eastern side of Factory Island and the resulting changes that may affect the Saco Yacht Club and their mooring field.

Please keep the commission informed of any discussions that occur relating to the Saco Island development as it relates to the waters within the City of Biddeford.

Yours Truly,

Hartwell Blanchard
Chairman
Biddeford Harbor Commission
Muni Mooring GIS

Overview

Muni Mooring is a mooring tracking program designed to facilitate and coordinate the many tasks a Harbor Master is responsible for.

The influx of new boat owners and the increase in value of those boats has increased the pressure on the harbor areas and the need for detailed record keeping.

Muni Mooring is a collaborative effort of Newburgh Associates and Dirigo Spatial Systems. A prototype of this program has been in existence for four years. This new version has added tracking ability for many new items and the means to graphically view the harbors and display their information.

Program Features

- Track Moorings for Multiple Harbors
- Display digital photos by mooring
- Maintain Waiting Lists
- Tracks Mooring Tackle Details
- Tracks Payments status
- Search Engine, find information from any field
- Generate Renewal Letters
- Tracks Mooring Inspections
- Tracks Boat Details
- Tracks Boat Owners address phone numbers
- Customizable Fee Schedule
The GIS (Geographic Information System) interface allows the harbormaster to get the big picture of the harbors. Clicking on one of the mooring icons will display all the current information pertaining to this mooring including owner information, boat details, and mooring details. The powerful Find feature locates mooring quickly based upon mooring number, owner, or boat name. The mooring review form provides basic details, with the capability of displaying a database form with complete details.

Moorings can be symbolized in many ways, for example, by mooring type.
Harbors can be displayed with or without background aerial photography.

The best way to review the program is to actually see it operating. Call us for a demonstration at your Town Office.

Newburgh Associates
newa@uninets.net
207-234-4112

Dirigo Spatial Systems, Inc.
mike@dirigospatial.com
207-745-3906