I. Call Meeting to Order – At 7:35 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. (7:35 p.m.), Todd Stewart, and Mike Gray. Also present: Deputy Director of Public Works Mark Lorello, Harbormaster Don Abbott (7:20 p.m.), Asst. Harbormaster Daniel Chadbourne, and Council Liaison Sandra Bastille. Absent: Treasurer Robert Barris (Notified), Wayne Hutchins (Notified), and Thomas Casamassa.

III. Approval of Minutes –November 7, 2007

Todd Stewart moved, Mike Gray seconded to approve the November 7, 2007 minutes as written. The motion passed with four (4) yeas.

IV. General
   A. 5000 Account Review

No Report.

V. Old Business
   A. Project Update & Hoist Expenditures

A cleaning of the hydraulics on the hoists was done, which made the hoists swing a little less. The hoists still don’t rotate 180°. Dep. Dir. of Public Works Mark Lorello said he would check into this. The commission felt that the Certificate of Completion should be approved by them, once they are completely satisfied with the way the hoists are operating.

   B. New Mooring Tracking Software – Muni Mooring GIS – Update

No report.

   C. SHIP Grant – Update

No report.

   D. Ordinance Workshop – Update

Chairman Joseph Stephenson presented the notes from the November 14, 2007 Workshop. This is just a rough draft at this point. The primary concerns identified were the Pier Use and the Moorings. Another Workshop is scheduled for December 19th at 5:30 p.m. at City Hall.

A copy of the notes are located on page 3 as “Attachment A”.

   E. Review Mooring Permit Application & Identify Abandoned Moorings

Mooring Permit Application Changes:
   1. New Mooring Classification – Federal Mooring – A line was added below Commercial & Recreational.
   2. Asst. Harbormaster’s phone number changed to 423-2755.
   3. Mooring Tackle information – Moved to bottom of application
      a. Will now be completed by the Harbormaster’s, not the applicants.
b. Additional information to be listed on application – Longitude, Latitude, Ball size and Pennant size.

4. Owner Information
   a. Additional wording
      i. Individual or Business
      ii. If business, contact name and telephone number
   b. # 4 Additional wording
      i. Boat Registration number
   c. # 4 Strike wording
      i. With a blue stripe
   d. Add a # 7 to read “It is your responsibility to be aware of all applicable Ordinances. Ordinances can be located at the City Clerks Office or online at www.sacomaine.org

Mooring Waiting List Application
   1. Personal was changed to Recreational

The Harbormasters will be contacting the City Clerk to let her know which moorings were identified as being abandoned, before the renewal applications are sent out.

VI. New Business

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

No report.

B. Parking Gate Automated System

The cost of the equipment was reviewed: $3,000 for a ticket issuing machine, $900 for a card controller, $900 if we want online access control, gates were $2,500 a piece. A suggestion was to start with a basic automated ticket feeder at first with a gate.

Council Liaison Sandra Bastille recommended the commission contact the Turnpike Authority to see if they have any old booths and gates available for purchasing.

Robert Morowski will make arrangements for a representative from Parking Products Inc. to come to a meeting to discuss options with the commission.

C. Mooring Application Wait List

Harbormaster Don Abbott was contacted by Armand Vachon. Mr. Vachon is applying to be on the Mooring Waiting List. Mr. Vachon wasn’t sure if he should be listed as a Recreational or Commercial user. Mr. Vachon has 5-10 traps. The commission inquired whether he was generating income? If he is not generating income, then he wouldn’t be considered Commercial. Harbormaster Don Abott stated that Mr. Vachon wasn’t generating income.

VII. Adjournment

Robert Morowski moved, Todd Stewart seconded to adjourn at 8:30 p.m.

Attest: Michele L. Hughes, Recording Secretary Date Approved: January 2, 2008
Saco Coastal Waters Commission Workshop  
November 14, 2007

A workshop was held November 14, 2007 at the Saco City Hall to determine what issues should be addressed with regard to potential ordinance changes and policies. The following suggestions were outlined during this workshop. Additional workshops are planned to define these concerns further before submission to the City Council for their review.

Dock Areas (Boat Launch and Dock Use)
- Maximum Tie Up Time
- Dock Use Guidelines
- Launch Passes? Seasonal? Review area municipal guidelines (Scarborough)
- Review/Establish Timeline for Dock/Float in/out
- Special Parking Permits (disabled/handicapped)

Wharf and Dock Use
- Unattended vessels on floats
- Non-Permitted Use
  1. Commercial
  2. Recreational
- Docking Fees
  1. Recreational
  2. Commercial
  3. Non-permitted Users (penalty process and fees)
- Special Events
- Permitted Uses

Hoists
- Middle Hoist Use (key lock)
- Weight Limits
  1. Cannot be Used to Lift Objects Over Posted Limits
- Fees – Define & List (i.e. Tuna)
  1. Commercial Rate For Non-Permit Use
- Payment for Use (non-permit holders)
- Define Use for Business and Boat Repair (business except fisheries related)
- Permitted Uses
- Prohibited Uses
- Special Functions

Moorings
- Inspections
  1. Fees (to whom and how much)
  2. Owner Responsibility
  3. Contractors List
- Floats Anchored in River
- Record Keeping
1. Inspections
2. Setting / Location Assignments
3. Applications

- Mooring Applications
  1. Waiting List Process
     - Fee Subtracted From Mooring Permit Fee is Receive Mooring
  2. Who Can Set Moorings
     1. Contractors List
  3. Numbering System
  4. Ordinance 118-6 #2 Part D
     1. Abandoned Mooring Definitions
  5. Date Mooring Has to Come Out

Pier Use Permits
- Commercial Pier Sticker
  1. Assigned to Boat or Person?
  2. Detailed Definition of Who Can Have a Commercial Permit
  3. Define How Commercial Permit Application is Verified by Clerk
- Maximum Length of Accompanying Dingy
- One Sticker to Boat & One to Owner
  1. Extra Parking Sticker to Crew Member
- Skiff/Dingy Identification Required
  1. Removal of unidentified skiff/dingy
- Designated Floats
- Fuel Access
- Revocation of Permit
  1. Commercial Permits Issued to Recreational Boat
  2. Misuse Will Cause Permit to be Void
- Application Process
  1. Proof of Vessel Registration Required

Harbormaster / Assistant Harbormaster
- No Setting/Servicing Moorings
- Ordinance 118-6: Separate Duties from Mooring Rules
- Record Keeping
- Inspections
  1. Timeframes
  2. Documentation
- Application Process
- Buoy Responsibility (Setting in/Taking out)
- Enforcement Duties
  1. Pier/Dock
  2. Writing Violations
- Payment For Services
  1. Harbormaster vs Parking Lot Attendant