Saco Coastal Waters Commission  
Minutes of the July 7, 2011 Meeting

I. Call Meeting to Order & Roll Call of Members – At 7:02 p.m. a Saco Coastal Waters Commission meeting was held at City Hall. The members present constituted a quorum. The members present: Chairman Gary Marston, Secretary Robert Steeves, Todd Stewart, Thomas Casamassa and John Nickerson. Absent: James Katz (Notified) and Treasurer Carl Lagerstrom (Notified). Also present: Harbor Master Daniel Chadbourne and Dock Master Jerry McMillan.

II. Approval of Minutes – June 1, 2011

Thomas Casamassa moved, Robert Steeves seconded to approve the minutes of the June 1, 2011 meeting as presented. The motion passed with four (4) yeas and one (1) abstention – Todd Stewart.

III. 2011 Capital Work Plan Updates

A. Pier Parking / Park and Pay

Parking meter is operational and most people pay without a problem. There are still several tickets issued per day and staffing level of 60 hours per week seems needed to enforce parking fees.

Dock Master Jerry McMillan verified that the staffing level does need to be increased. At this time the position is listed as a 40 hour a week position and he puts in allot of additional hours that are not included on his time sheet. He stated that a good staffing level would be 63 hours a week (11 a.m. – 8:00 p.m., open every day).

The commission discussed increasing the staffing level to 70 hours a week, with Public Works determining the necessary hours to be open and also looking into going to a non-exempt salary position.

There also needs to be an additional signage indicating the location of the parking lot meter and the fees. Harbor Master Daniel Chadbourne will discuss what is needed with the Public Works Dep. Dir. Pat Fox.

Dock Master Jerry McMillan questioned whether the parking citation fines were being paid, and if they are being paid, is this money going into the 2000 account?

Robert Steeves moved, Thomas Casamassa seconded to increase the staffing level coverage of the parking lot in June, July and August to hours to 70 hours a week. The motion passed with five (5) yeas.

Todd Stewart moved, Thomas Casamassa seconded to put a meter fee schedule sign and an additional sign at the entrance of the parking lot indicating where the meter is located. The motion passed with five (5) yeas.

B. New Building

The building is operational, but still receiving finishing touches. Restroom locks will be changed out to more user friendly locks this week. Electric panels will be inside the building by the end of this week. Camera system should be reinstalled within the next two weeks.

Thomas Casamassa moved, John Nickerson seconded to recommend that the one bathroom be left open 24/7 during the busy season and if Public Works does not want to leave one open as a test case, then a key should be given to Thomas Casamassa, Daniel Chadbourne, Roger Collard and Todd Stewart and any other commercial pier user. It was also recommended that Thomas Casamassa, Daniel Chadbourne, Roger Collard & Todd Stewart should have keys to the room with the electrical control panel, in case the circuit breaker gets tripped. The motion passed with five (5).
C. **Hoist Repair – Feedback?**

Public Works has not received any complaints recently. Minor repair maintenance continues, mostly on pendants. The commission stated that all the safety clips on the each hook need to be looked at and replaced if needed.

The commission inquired whether the city council has taken any action regarding the letter from the commission in May asking them consider trying to recover costs associated with the purchase and maintenance of the hoists. Councilor Philip Blood replied that he had not heard of any action being taken as of yet.

D. **Cut Fender Piles - Overhead Lighting**

Awaiting pole delivery, base plates fabricated in-house for securing to pier. Fender piles will be cut down following new lighting installation.

E. **Status of Ramp / Ramp Floats**

The ramp currently in place is inadequate and needs to be replaced.

Robert Steeves moved, Todd Stewart seconded to recommended that Public Works use some flat granite rocks from the transfer station to even out the ramp as soon as possible and install the four floats at public works so that one rests at high moon tide. The motion passed with five (5) yeas.

IV. **2012 - Annual Public Works Capital Request / Work plan**

A. **Continue Item Identification**

The 2012 SCWC Annual Public Works Capital Request/Work Plan is on page 4 as Attachment A.

V. **Quarterly 2000 Account Financial Report**

No report this month, it will be presented next month.

VI. **Coastal Waters Planning**

A. **Fall River Clean**

No new info.

B. **Donated Radar For The Harbor Patrol Boat**

A customer of Rumery’s Marina purchased new radar and she has donated her old radar to the Harbor Patrol.

VII. **Other New Business**

A. **Harbormaster Updates**

Harbormaster Daniel Chadbourne noted that if the City Council looks into using some of the money in the 2000 Account for next year’s budget, that the commission be involved in the discussion and work with the Council to come to a consensus for a limit on the amount of money to be removed based on projects that the commission is intending to do.
B. Other Items

Illegal Use of Pier – There was a discussion about a boat owner who is using 2 boats with 1 Pier Use Permit. Harbormaster Daniel Chadbourne has spoke with the gentleman and asked him to stop by with a copy of both boat registrations, to verify that the both boats are owned by him.

VIII. Set Next Meeting Date and Agenda

The next meeting will be held on Thursday, August 4, 2011.

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II. Approval of Minutes
III. 2011 Capital Work Plan Updates
   A. Pier Parking/Park and Pay
   B. New Building
   C. Cut Fender Piles – Overhead Lighting
   D. Status of Ramp/Ramp Floats
IV. 2012 – Annual Public Works Capital Request/Work Plan
   A. Continue Item Identification
VI. Coastal Waters Planning
   A. Fall River Clean-Up
VII. Other New Business
   A. Harbormaster Updates
   B. Other Items
VIII. Set Next Meeting Date and Agenda
IX. Adjournment of Saco Coastal Waters Commission Meeting

IX. Adjournment of Saco Coastal Waters Commission Meeting

Thomas Casamassa moved, John Nickerson seconded to adjourn at 9:09 p.m. The motion passed with five (5) yeas.

Attest: ___________________________ Date Approved: ___________________________

Michele L. Hughes, Recording Secretary
### 2012 - SCWC Annual Public Works Capital Request / Work plan (Update 6/1/11)

<table>
<thead>
<tr>
<th>Category</th>
<th>Rank</th>
<th>Item Description</th>
<th>Funding</th>
<th>PW Response</th>
<th>Planned Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Docks</td>
<td></td>
<td>Build 1 new float if required.</td>
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<td>Docks</td>
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<tr>
<td>Dredging</td>
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<td>Waiting to hear back from US Army Corps of Engineers.</td>
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<tr>
<td>Launching Ramps</td>
<td></td>
<td>Launching Ramp/Gangwalk. Rebuild ramp with pre-cast concrete planks extending current ramp to eliminate the drop off.</td>
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<tr>
<td>Moorings</td>
<td></td>
<td>GIS for mooring locations. New stern and aft moorings inside the down river ice breakers.</td>
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<tr>
<td>Parking</td>
<td></td>
<td>Remove part of curb by the pump station.</td>
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<tr>
<td>Pier</td>
<td></td>
<td>Camera/Surveillance</td>
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<tr>
<td>Pier</td>
<td></td>
<td>Install a Peristaltic Pump made by Edson</td>
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<td>Safety</td>
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<td>Seek bids to replace 28 pier piles as per motion dated April 6, 2011.</td>
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<td>Safety</td>
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<td>Tidal water enforcement.</td>
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<td>General</td>
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