Saco Coastal Waters Commission
Minutes of the January 3, 2012 Meeting

I. Call Meeting to Order & Roll Call of Members – At 7:00 p.m. a Saco Coastal Waters Commission meeting was held at City Hall. The members present constituted a quorum. The members present: Chairman James Katz, Treasurer Carl Lagerstrom, Secretary Robert Steeves, John Nickerson and Thomas Casamassa. James Henderson and Steve Reese were absent, but had notified the Chairman. Also present: Harbormaster Daniel Chadbourne, Assistant Public Works Director Patrick Fox, Dockmaster Jerry McMillan and Assistant Dockmaster Norman Spaulding, and Barney Baker, representing Baker Design.

II. Approval of Minutes – December 6, 2011

The minutes of December 6, 2011 were approved with unanimous consent.

III. 2012 – Capital Work Plan Updates

A. Dock Maintenance

Discussion of the proposed fender pile replacement project resulted in agreement that the replacement of dock lighting resolved the immediate safety issue. Input received from former Commission member Todd Stewart was reviewed. That input raised two issues – the selection process for an engineer to evaluate the pier and the priority of launching ramp repair vs. pier repair. Patrick Fox explained that use of an engineer that was already an approved vendor for the City reduced costs and improved schedules. In regard to setting priorities, the Commission agreed that determining the actual state of the fender piles was necessary in order to decide which project should be pursued first. Tom Casamassa moved and John Nickerson seconded that the engineering evaluation of the pier and fender piles proceed. The motion was passed unanimously.

B. US Army Corps of Engineers Dredging Update

Harbormaster Daniel Chadbourne noted that the new project manager at USACOE had been assigned (Martin Craig) but that no further action had occurred.

C. Rebuild Launching Ramp

As noted at the previous meeting, Harbormaster Dan Chadbourne has completed enough of the initial design for rebuilding the launching ramp that it can be advertised for construction bids. Tom Casamassa moved that a Request for Proposals be prepared. Carl Lagerstrom seconded and the motion was passed unanimously.

D. Remove Part of Curb by Pump Station

Public Works plans to rebuild the entrance to the parking lot in early spring. The pump station curb will be removed and a center island constructed to align the entrance and exit with the parking spaces.

E. Surveillance Cameras: Seasonal Realignment and Public Access

Patrick Fox reported that City IT staff did not have the available resources at this time to develop an addition to the City website whereby the public could access the Camp Ellis cameras. This item was tabled for later discussion.

F. Pier Maintenance Assessment – see A. Dock Maintenance, above

G. Re-installation of 220V Outlet at pier

Patrick Fox reported that the outlet had been installed.
IV. Pier Use Permit wording

The new wording clarifying the use of the pier facilities by permit holders with more than one vessel was reviewed and found to accurately reflect the previous discussions. John Nickerson moved that the pier use permit be accepted as presented to the Commission. Carl Lagerstrom seconded, and the motion passed unanimously.


The new format for financial reporting was well received. It was noted that $61,508 of the grant for restroom construction had been received.

VI. Coastal Waters Planning

No new business was discussed.

VII. Other New Business

A. Harbormaster Updates

Dan Chadbourne requested that the Mooring Permit include a statement that biennial inspections are the responsibility of the permit holder. Carl Lagerstrom moved that this wording be added. John Nickerson seconded and the motion passed unanimously.

B. Other Items

Discussions regarding the current definition of “commercial user” in the Ordinance was inconsistent with the federal definition. This will be addressed the next time the Ordinance is updated.

A request was made that a shower be installed outside the restrooms for next season to eliminate the practice of washing sand off in the restroom sinks.

A request was made to research the allowed placement of brochures at the Camp Ellis parking lot entrance. Secretary Robert Steeves agreed to perform the research and report at the next meeting.

Discussions regarding improved operation of vessel fueling facilities resulted in agreement that a workshop session should be held to address this.

VIII. Set Next Meeting Date and Agenda

The next meeting will be held on Tuesday February 7, 2012.

IX. Adjournment of Saco Coastal Waters Commission Meeting

Carl Lagerstrom moved to adjourn the meeting at 8:30 p.m. John Nickerson seconded and the motion passed unanimously.

Attest: Robert Steeves, Secretary Date Approved: February 7, 2012