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, Vice-Chairman James Henderson, Treasurer Carl Lagerstrom (7:12 p.m.), Secretary Robert Steeves, Thomas Casamassa, John Nickerson III (7:12 p.m.) and Steve Reese. Also present: Council Liaison Philip Blood and Assistant Dockmaster Norman Spaulding. Absent: Harbormaster Daniel Chadbourne (Notified).

II. Approval of Minutes – March 6, 2012

Thomas Casamassa moved, Robert Steeves seconded to approve the minutes of March 6, 2012 as presented. The motion passed with five (5) yeas.

III. Election of Officers - Terms Will Run Until April 2013

Present Slate: Chairman James Katz, Vice-Chairman James Henderson, Treasurer Carl Lagerstrom and Secretary Robert Steeves.

James Henderson moved John Nickerson seconded that all the past officers remain the same for the upcoming fiscal year. Secretary Robert Steeves cast 1 vote to elect the same slate of officers for 2012-2013.

IV. 2012 Capital Work Plan Updates
   A. Dock Maintenance (Dock Rehab and New Construction During Winter)

All the down river docks were rebuilt. Public Works also built 2 new docks. The remaining docks will be put in, in the near future.

   B. US Army Corps of Engineers Dredging Update

No new information.

   C. Build Launching Ramp/Gangwalk

Dep. Dir. Of Public Works Pat Fox met with Deluca Hoffman and gave them a copy of the Harbormasters plans for the ramp. Deluca Hoffman stated that the plans were a great starting point, and will save the commission some money up front. The Department of Environmental Protection (DEP) said that a “Permit by Rule” can be completed in order to do the boat ramp project. The “Permit by Rule” does have specific language as to how big the project can be, so this may change the end design a little bit. The DEP will give an answer in a couple of days.

   D. Remove Part of Curb by Pump Station (Late Fall or Early Spring)

This will be done around the end of April. The Dept. of Public Works will put some shrubs at the entrance to pretty it up, realign the curb and put a median island where the parking attendant shack use to sit. They are also planning to shave back some of the curb that sticks out next to the pump station, in order to make it easier for trucks to turn in. Curbing will also be placed around the building, which will allow softer temporary ramps to be put in. A plumber will be going down to hook up the pump out equipment which will be installed in the building. They are thinking about putting the pump out pedestal right in the corner of the pier in front of the Dockmaster’s shack, just behind the railing and the hose reel will be on the railing. It will only be functional when the Dockmaster’s are around.

The restrooms can be run late in the season before they have to bring the porta-a-potty’s in., so a full water line will not be done at this time.
Note: Carl Lagerstrom & John Nickerson arrived at 7:12 p.m.

E. Pier Maintenance Assessment – Status of Evaluation Work

Barney Baker did the pier assessment work around the end of February. He has currently working on the “Scope of Work”. He has looked over the life cycle reports, and Pat is waiting for him to submit his final report to get the timeline before sending the project out to bid. Mr. Baker stated that everything structurally is really good and the deck is still usable. He noted that the sheathing at each hoist should be replaced and that the bent ladders should be included in the first grouping of the project. The pier deck slopes back, and he would like to square that up as well.

V. Financial Report

No report.

VI. Coastal Waters Planning

A. Ways and Means to Increase Services and Revenue at the Pier

University of New England “Trial” Ferry Run in April – There will be a ferry to transport people from UNE over to Carl Lagerstrom’s dock and back again. The ferry will run from 7:30 a.m. – 9:00 a.m. and 4:00 p.m. – 5:30 p.m., 5 days a week and the people will be allowed to park their cars in Carl’s yard. This is a trial run for 3 weeks. If this works and there are allot of people wanting to use the ferry, then maybe the overflow cars can be sent down to the pier.

Seasonal Boat Launch Fee - A resident inquired whether the city would consider creating a seasonal launch fee for residents who have parking permits. There will be more discussion on this next month.

B. Progress on Resolving the Fuel Situation

James Katz spoke to the Cape Porpoise Harbormaster regarding their fuel situation. It was noted that Cape Porpoise has a full time Harbormaster who monitors the city owned fuel pump. They sell both diesel and gasoline, and vessels are not allowed to fuel from trucks. The only place you can get fuel at that pier is from their tanks. The tanks are insured, maintained and the supplier gets paid. The fuel purchaser has a certain amount of days to pay either the Harbormaster or City Hall. If payment is not received, then they are banned from the dock and the fuel supply. They also sell to the general public, but only cash is accepted.

Robert Morowski will be at next month’s meeting to discuss the Camp Ellis fuel situation with the commission. At that point the commission will need to discuss the following and make a recommendation to the City Council:

- Should the city be getting into the fuel business?
- The liability of the general public using the fuel system and fueling properly.
- Is there a private entity that would be willing to run the fuel system and assume the liability?

VII. Any Additional Items as may properly come before the body

Pendant on the Middle Hoist acting up – Dep. Dir. Of Public Works Pat Fox noted that the pendant is brand new and just needed to be adjusted.

VIII. Adjournment

John Nickerson moved, Carl Lagerstrom seconded to adjourn the meeting at 8:03 p.m.

Attest: ________________________________  Michele L. Hughes, Recording Secretary