

**Minutes of the
Town of Gosnold
Harbor Management Committee
August 23, 2014**

Item 1. (Call to Order/Accept Minutes) The meeting was called to order at 10:12 am at Town Hall. Present were Harbor Committee Members Ralph Cataldo, Paula DiMare, Seth Garfield, Lisa Wright, and Chairman Leo Pierre Roy, constituting a quorum of the Committee. Also present for portions of the meeting were Mooring Collector Dale Lynch, Seymour DiMare, Lexi Lynch, Paul Lehner, Pete Spengler, Bonnie Veeder, and Selectman Gail Blout. Minutes from our June 21, 2014 meeting had previously been distributed electronically and Mr. Roy had printed copies available. Mr. Garfield moved acceptance of the minutes as written, and upon a second by Mr. Cataldo, the minutes were approved unanimously.

Item 2. (Review Mail and Bills) The Committee was in receipt of a bill from Dale Lynch for sign materials which was reviewed and approved. There was discussion of filling the vacancy created by the resignation of Bill Bennis for the remainder of his term, which is two years. The Committee discussed a number of possible candidates. It was decided to approach, in the following order, Arne Olsen, Jeff Spear, Nina Brodeur, and Tamsin Zimbone. Seth Garfield offered to approach these individuals to gauge their interest.

Item 3. (Review budgets; consider carry-forwards) Lisa Wright reported that \$5,000 of unspent budget from the Wharf Department was carried over to FY15 for wharf repairs.

Item 4. (Wharfing's Report) Mr. Isabel was not present, but Mr. Roy read his emailed report. Mr. Isabel wrote that with the stretch of great weather we've had the marina has been sold out every weekend, and that he was hoping for the same for Labor Day weekend. The only new item was that Peter Lehner had donated a beautiful striped bass weather vane that he had custom made entirely of aluminum. Mr. Isabel installed it on the roof and it looks great. He reported that he has had nothing but compliments and it fits right in. Mr. Isabel had sent the figures through year-end to Mr. Cataldo's office. Mr. Cataldo reported on the FY14 revenue. He noted in particular that Mr. Isabel and Mr. Vogt had collected \$11,000 in temporary tie-up fees. He said that it indicated that they were really hustling to collect every dollar for the Town, and that their efforts were most appreciated. Mr. Cataldo said that these detailed records were tied to weekly receipts, so there was good accountability for the Town's money. He said that we now had five years of solid data. Mr. Roy thanked Mr. Cataldo for his oversight of the receipt accounting.

Item 5. (Mooring Collector's Report) Dale Lynch reported that the boat was working well, and that there were no issues with the moorings. He reported that he had collected \$118,570 so far in the 2014 boating season, through August 17, of which \$95,355 had been collected since July 1. He said that collections were within \$2,000 of last year. He said that the afternoon tie-up fee collection was also working, with 32 collections of \$25 for an additional \$800. He noted that the positive receipts were in spite of the 4th of July weekend being a bit of a wash-out due to Hurricane Arthur.

Mr. Lynch asked for some clarification from the Committee regarding free use of moorings by Town contractors. He said that he has been told by several Town service providers that they were promised free use of the moorings, but that he was unaware of the arrangements, which put him in an awkward position. He said that it has happened three times now. Last year it was the architect of the Wharf shack. At that time he said that he was not aware of the arrangement, and collected the mooring fee from the architect. This year it was Mike the sign maker from Falmouth, and Susan Nilsen from CLE. Mr. Lynch said that he believed that vendors should be paid for their services, and not be “comped” moorings. He said that it always seems to happen when the harbor is full, and not that it was a big deal, but it was a lost commission for him. Mr. Cataldo explained that the arrangement with Mike was supposed to be the fall, when it was slow, and he apologized for not informing Mr. Lynch of the arrangement. Mr. Roy noted that Ms. Nilson was often doing work for the Town while she was here, and that giving her a free mooring was cheaper than paying her transportation. Mr. Garfield suggested that we make a coupon for the purpose, if the Committee was going to occasionally give free use of a mooring. The group agreed that it was a good idea, Mr. Garfield offered to work with Ms. Wright to develop such a coupon. It was agreed that the coupons would be used sparingly, and that they would say that they were “Subject to availability”. Use of a coupon would clarify the situation for Mr. Lynch, and would not deprive him of his commission. It was noted that the Wharfinger gave free use of a slip to the doctor at the Avalon, and Mr. Lynch said that he gave five nights free mooring to one as well. It was agreed that henceforth the coupons should be used for any free use of slips or moorings, so that we can keep track of it. Committee members thought that making slips or moorings available for this purpose was a good thing, but that it needed to be better managed.

Mr. Lynch also asked for clarification from the Committee on the issue of refunds. Sometimes boaters who planned to stay at Cuttyhunk for a few days paid for their nights in advance. On several occasions people’s plans would change, or the pump-out boat would not appear, so boaters would have to leave early and asked for a refund. Mr. Lynch’s policy was no refunds, but one boater went to Mr. Isabel, who said that the Town did give refunds. The receipt does not say that there are no refunds, so there is the potential for confusion. Mr. Lynch said that when he accepted payment for nights in advance he said that there were no refunds, but he wanted an official policy. After some discussion, the Committee agreed that there should be no refunds, either on the moorings or at the marina. Mr. Roy offered to communicate that policy to Mr. Isabel, and said that we would print it on the receipts going forward. It was also agreed to include that use of a mooring was not transferable.

Mr. Cataldo congratulated Mr. Lynch on the excellent work that he was doing as Mooring Collector, which was echoed by other Committee members. Mr. Garfield reported that he had spoken to Charlie Tilton, and Mr. Tilton was okay with the Town renting his mooring when he wasn’t using it.

Mr. Spengler asked about emergency evacuation, and what plans were in place in case of an emergency. Mr. Garfield responded that calling 911 activated an emergency response protocol on the Vineyard, and that Cuttyhunk based First Responders knew the drill. He said that Boston Med Flight could be at the island in about 20 minutes from Plymouth Airport, or New England Life Flight in 30 minutes from Worcester. He noted that these helicopters operated on Visual

Flight Rules (VFR). If visibility was poor, they could not operate, in which case we would rely on emergency response from the US Coast Guard, which had choppers that could fly under Instrument Flight Rules (IFR). Mr. Garfield reminded the group that the cost of evacuation by whatever means was the responsibility of the injured party.

Selectman Gail Blount informed the group that the Selectmen had approved the Wharf Regulations at their last meeting. They added a requirement that each shack must be equipped with an ABC fire extinguisher. They changed the procedures by which one applied for a shack, and changed the rental period to the calendar year, so that there wouldn't be turnover in the middle of the season. The Committee expressed the strong opinion that the provision that no flammable materials shall be stored in the shacks be enforced.

Items 6 and 7. (Review planning and permitting for Town Dock projects, including the Fish Dock prow) Mr. Roy presented the revised Master Plan for the Town Dock area, noting that this was the outcome of over five years of discussion, and numerous public meetings. He said that the replacement of the Wharf Shack was a good first step, but that numerous other improvements were envisioned. He said that he didn't expect them to happen overnight, but there would be a multi-year program to improve the area, and create more useable area. Mr. Roy observed that the Town Dock area was our town square, where people gathered. He noted that the useable area was quite small, and that by increasing the size of the deck we would be able to create more places to gather. He described the various elements of the Master Plan: replacement of the prow, which is in need of repair, with a wider deck to create a seating area; creation of a deck from the existing transient dinghy dock, to beyond the seaplane float dock, and creation of a new float for resident boats; new concrete surfacing in front of the Wharf Shack and installation of grilling stations; access improvements to the Kayak Beach; and a proposed Fishing Pier, if the State were willing to fund its design, permitting, and construction. He said that he was looking for approval of the Plan by the Committee, so that it could be brought to the Selectmen for their approval.

Lexi Lynch felt that the end of the Fishing Pier was too large, and wondered if it could be smaller. She also said that she liked the additional seating areas. Lisa Wright said that she felt that the seating areas were too large; she said that she didn't want the Town Dock area to look like other towns, but wanted Cuttyhunk to retain its character. Mr. Garfield said that he felt that the prow replacement should be our top priority, given that a couple of the pilings were failing. He also felt that the new concrete surface and additional dinghy floats should be done sooner rather than later. There was discussion of the permitting process, which the Committee agreed would be handled by CLE Engineering on behalf of the Committee. In response to a question, Ms. Wright said that the Conservation Commission met on the second Friday of every month. The group agreed that the prow replacement was the first priority. Ms. Lynch said that building additional deck area would reduce congestion in the parking lot. Mr. Garfield expressed a desire to replace the First Aid Shack with a building in the same place, but the rest of the group felt that the first aid function could be moved elsewhere, and that it didn't need a dedicated building. It was suggested that first aid could be moved into an addition to the Public Toilets building, or located within the Wharf Shack. It was agreed to move the First Aid gear into the Wharf Shack for now, and see how that worked. Paul Lehner suggested that we get pricing for the various elements of the Plan, begin the permitting, and then decide on what elements to advance

depending on available funding. The sense of the meeting was to adopt the Master Plan as presented, and take it to the Selectmen for their approval.

Items 8 and 9. (Old and New Business) Mr. Garfield reported that an oil spill drill was scheduled for September 3rd. He said that the Massachusetts Emergency Management Agency (MEMA) had performed their annual inspection of the equipment trailers, and found that they were rotting away. They requested another place to store the equipment, and Mr. Garfield suggested putting it on the old boat dolly in the Coast Guard Boathouse. The Committee agreed that it was a good location for the oil spill response equipment.

The Committee reviewed and updated the “to do” list.

Old Items

1. Dale Lynch and Seth Garfield will make repairs to the Seaplane Float. (*Still in progress*)
2. Mr. Garfield to contact JP Hunter about the invoice for the flares. (*Completed*)
3. Mr. Garfield to inform Justin Smith that his mooring location cannot be sold. (*Completed*)
4. Mr. Roy to revise Wharf rules and send to Selectmen. (*Completed*)
5. Mr. Garfield to replace the sign saying “No temporary tie-ups” (*Completed*)
6. Mr. Roy to contact CLE about float layouts. (*Completed*)
7. Mr. Cataldo to check on final inspections of the Wharfinger’s Shack. (*Completed*)
8. Mr. Garfield to see that all oil is removed from Coast Guard Boathouse. (*In progress*)

Ms. DiMare inquired if there was any oil stored in the boathouse. Mr. Garfield replied that they were down to one drum on the containment pallet. He said that they were still trying to get a storage shed in the waste management area, and that Bill Archer was helping with that. Mr. Roy reminded Mr. Garfield that the Committee had mandated that no oil be stored in the building, and asked that he see to the removal of all oil from the building. Mr. Roy asked about fry-o-later oil, and Mr. Garfield said that all of that had been removed.

Ms. DiMare inquired if smoking was allowed on the Fish Dock. Mr. Roy said that he wasn’t a smoker himself, but that he saw no reason why smoking wouldn’t be allowed, given that the spaces were rented to private individuals.

Item 10. (Adjournment) Mr. Garfield moved to adjourn the meeting, and upon a second by Ms. DiMare, the motion was passed unanimously at 12:00noon.

Respectfully submitted, Leo Pierre Roy
Accepted October 18, 2014