

**FALMOUTH HARBOR COMMITTEE
MEETING MINUTES
SEPT 20, 2007**

Meeting called to order at 8:02 am.

Members present: Steve Archambault (Chairperson), Richie Garrett, Manny Kourinos, Jay Hallett, Pete Leavitt, Bill Oliver, Harbor Master Kevin Cady

Members absent: John Winslow

Consultants present: Nate Kirmmse (Northeast Engineering & Consultants), Andrew Johnston (SYTDesign Consultants)

Public present: Lucy Couture, John Ohrt, Chris Macleod

Steve opened the meeting with comments on the smooth running of the Town Landing by Harbor Master Cady and his support staff. Fewer problems were encountered this season than anticipated.

Minutes from August 16th meeting reviewed. Motion by Jay Hallett to approve minutes seconded by Bill Oliver. Unanimous vote to approve.

Public comment opened and closed with no comments.

Harbor Master Cady reported a good season with few bumps. 8 moorings were pulled for non payment and approximately 20 moorings in the Town Landing area were identified as essentially unused this season and will be targeted for owner notification this fall. The process of gearing up for the winterization of the anchorage is beginning.

Unfinished Business:

Mooring standardization: A brief discussion of last season's winterization problems took place. Harbor Master Cady identified a couple of situations that concerned him. It was decided that the Harbor Master would facilitate another meeting with the mooring companies before the season ended.

It was also decided to develop a definition of "winter spar" to be presented to the Town Council for inclusion in the definition section of the Coastal Waters Ordinance. The suggested definition to be "A cylindrical floating object, 4 inches in diameter and 6 feet in length, securely attached to mooring ground tackle. It is to be properly painted, and marked to identify mooring company, and mooring owner."

Launch Sub-Committee: The sub-committee met to begin considering options for a launch service at Town landing. All agreed that the Town should not be in the launch

business and that it should be sublet out by contract. Bill Oliver contacted the Harbor Master in Salem Mass to discuss their situation and ask for advise on setting up Falmouth's.

The sub-committee generally agreed that:

1. Dinghies need to be phased out
2. Any request for launch service should go out for bid by RFP
3. Long term contract (5 year min) with termination clauses on both sides.
4. See if reserve funds could be used to subsidize launch costs
5. Identify process for funding launch costs

Pete Leavitt suggested developing a reverse timeline to present to the Town Council, listing the steps that needed to be taken to have a launch service in place for the 2008 season. (Possible June 1st start up)

Next sub-committee meeting date given as Sept 25th, 8am, at PYC.

Winter safety ladder: No report back yet from MMA

Haul out procedure for non compliant moorings: Decided that this will be Harbor Master policy rather than an ordinance issue. Responsibility will be put on the mooring companies to notify the Harbor Master when a mooring owner changes their mooring service company.

Unlisted Items: Harbor Master Cady discussed the issue raised by John Winslow with regards to staffing at Town Landing during Labor Day. The Coast Guard requested mutual aid from the Falmouth Harbor Master for assistance in a search and rescue. Assistant Harbor Master Rick Freese was dispatched to Portland Harbor immediately. Harbor Master Cady returned from personal time off to relieve Harbor Master Freese at the scene in Portland Harbor so Deputy Freese could return to duty at Falmouth Town Landing.

After discussion, Pete Leavitt made a motion to endorse the actions of the Harbor Master and staff during this period. The motion was seconded by Bill Oliver. The attending Harbor Committee members voted unanimously to give their support to the actions taken by the Falmouth Harbor Master and his staff during Labor Day.

New business:

Report on anchorage revenue: Steve received a revenue report from Chief Tolan listing the following totals:

Mooring Fees---	\$194,350
Dinghy Permit Fees--	\$6,100
Launching Fees--	\$1,485

A suggestion was made by Jay, that the Committee review the past 4 or 5 year's operational budgets. Steve will request that information from Chief Tolan.

Consultant Comments: Nate Kirmmse and Andrew Johnston addressed the committee. Nate open his remarks briefly outlining the internal staffing problems at Northeast Engineering & Consultants caused by the sudden leaving of a key staff member. Because this staff member did not authorize the monies to be given to NE&C's contract people developing and sending out Falmouth's anchorage survey, the survey will be late in going out to Falmouth mooring holders.

Next, Nate informed the committee that the GIS database is developing as planned and should be functional next week.

The preliminary draft of the "VEHICLE ACCESS REPORT" was distributed to the committee and reviewed. Highlights of the report were:

Dinghies: It is the consultant's opinion that **dinghy storage** should eventually be eliminated from the Town Landing , with the exception of commercial fishermen, other commercial marine operators, and handicapped boat owners. Town liability exposure and the scope of the Harbor Master's daily duties were two primary reasons cited.

This phase should be done quickly if a launch service is planned to operate from the Town Landing.

Launch Service: Even though the Launch issue and the dinghy issue were treated separately in this report, they are intertwined. A launch service could be a viable entity in Falmouth, if the **dinghy storage** were to be eliminated. Town management of a launch service is not recommended for many reasons.

It would be recommended that the Town contract the service out to a private party equipped to provide the services required by the Town, as outlined in an RFP. It was also suggested that Handy Boat and PYC be contacted to see if they have an interest in extending their coverage to the Town Landing.

Committee discussion about the report ensued during their presentation.

Committee feedback to the Vehicle Access report took place. Options for Town Landing (waterfront lot) parking and traffic flow during peak and non peak times were discussed. Many scenarios were discussed. The consultant will revise the Vehicle Access Report to reflect Committee feedback and input given during this meeting.

Unlisted Items: Steve raised the issue of the **broken pump out equipment**. HM Cady stated that the company the equipment was purchased from has been contacted and asked to repair it. They have not shown up yet. The question of replacing that equipment with a new system was brought up, and will be addressed during the off season.

Jay raised the issue of ordinance review and potential suggested changes to the ordinance for this year. A special ordinance meeting before the next scheduled committee meeting is planned.

Jay also suggested developing a set plan to handle weather emergencies at the Town Landing.

Confirm next meeting: Next meeting is set for Thursday, October 18th, 6pm, at Town Hall (room location TBA)

Bill made a motion to adjourn, seconded by Pete. Meeting adjourned at 10:02am.

Respectfully submitted by Steve Archambault