



**Provincetown Public Pier Corporation (PPPC)  
Judge Welsh Room  
Meeting Minutes of Thursday, May 26, 2016**

**Members Present:** Kerry Adams (KA) (arrived at 5:06 P.M.), Carlos Verde (CV), Ginny Binder (GB), Scott Fraser (SF) and Herbie Hintze (HH).

**Members Absent:** None.

**Other Attendees:** Rex McKinsey (RM), Harbormaster and Ellen C. Battaglini, Administrative Assistant.

Acting Chair Ginny Binder called the meeting to order at 5:03 P.M.

## ***AGENDA***

### ***Public Statements:***

Ron Robillard said he was pleased with the dinghy dock and its new fingers this year.

### ***Review of Minutes***

*A motion was made to approve the minutes of the May 26, 2016 Public Meeting as written.*

***Motion:*** Herbie Hintze                      ***2nd:*** Carlos Verde

***Yes:*** 4                      ***No:*** 0                      ***Abstain:*** 0

### ***Special Agenda Items***

**Rowing Regatta and request for pavilion event:** Ron Robillard of the Provincetown Yacht Club appeared to present the request. He is on the local organizing committee for the Provincetown Rowing Regatta, a U.S. Rowing sponsored event and the first of its kind in the Northeast. He requested the use of the pavilion on the afternoon of Saturday, June 4<sup>th</sup> for an awards ceremony and party. The event would run from 2:00 P.M. to 5:00 P.M. The Board briefly questioned Mr. Robillard and discussed the event.

*A motion was made to approve the request of the Provincetown Yacht Club for the use of the pavilion on Saturday, June 4<sup>th</sup> between 2:00 P.M. and 5:00 P.M, with a rain date of Sunday, June 5<sup>th</sup>, and to waive Harbor Regulation 1-3-10 to allow the service of alcohol.*

***Motion:*** Ginny Binder                      ***2nd:*** Herbie Hintze

Yes: 5n

No: 0

Abstain: 0

***Motion passes.***

**Expand Float Space 2W (Cee Jay Corp.):** Vaughn Cabral appeared to discuss the request. He wants to bring his other, smaller charter boat over to his float space from Fisherman's Wharf, as his family no longer owns the property. He wants to consolidate his charter business on MacMillan Pier and seeks to expand it from 50' to 80'. RM reviewed the issue, as the Army Corps of Engineers will need to sign off on the expansion and add it to the Pier's site plan. He doesn't anticipate it happening for this season, in which case he will allow Mr. Cabral to put the charter boat in a berth on the floating docks. The Board questioned RM and discussed the request. SF recommended that the Board receive a rough drawing of the expansion and a reaction from abutting float space owners and lessees. The issue will be continued to the next meeting.

***A motion was made to continue the discussion until the next meeting and instruct staff to prepare a plan and solicit the reaction from abutting float space owners and lessees in order that the Board can make the right decision.***

***Motion:*** Ginny Binder

***2nd:*** Scott Fraser

Yes: 5

No: 0

Abstain: 0

***Motion passes.***

***Directors' Statements:***

HH: He wanted to thank staff for the work performed on the transportation float and the speed with which it was accomplished.

KA: None.

SF: He thanked the Board for its indulgence in granting him excused absences during the past year and allowing him to participate remotely in meetings whenever he was able. He had gotten some financial reports from RM this afternoon and said he had read the minutes from the previous meeting when CV moved to hire an accounting firm to review and reconcile Quickbooks. He thinks progress has been made with the Pier Corp.'s financials, as audited financial statements are now available. The Pier Corp.'s financial condition has improved to the break even point. This has been due to staff working hard to control costs and generating new revenue, such as instituting the embarkation fee and raising dockage fees. In addition, the Town has assumed the payment of certain maintenance costs in the past year, which has improved the bottom line. The Pier Corp.'s financial relationship with the Town is approaching a more reasonable commercial/public sector phase. However, he is still frustrated with the financial reporting and control systems of the Pier Corp., more specifically the inability to easily access the status of the finances in relation to the budget on a monthly basis. And, just as importantly, the ability to switch easily from a calendar to a fiscal year basis regarding that information.

He thinks it is important to be able to come up with maintenance plan at the beginning of the year and to have the maintenance budget be based on a series of projects which can be monitored on an on-going basis to see where there is over-spending or under-spending to bring more managerial control to parts of the business. More of the Board's efforts should be in this direction. He would like to entertain the idea of the auditors, or another such firm, sitting down with staff to find a way of making financial control more transparent and more efficient. That way staff becomes more accountable to the Board and the Board can better understand the financial statements. The Board discussed the issue.

SF suggested that there could be more control in terms of the planning of maintenance projects in relation to the maintenance budget and pursuant to the long-term maintenance plan created in conjunction with the Department of Public Work. The plan contains a series of maintenance projects that are to be executed within a certain timeframe. The maintenance budget is the cost of executing those projects within a time frame as laid out in the plan. Within each project, the anticipated labor, contracting and material costs are figured out and at the end of the year, the sum of the costs of all of the projects will either be over or under the maintenance budget. The Board can then analyze the variances and figure out what went wrong and why. He volunteered, along with GB, to work on those procedures. They will report to the Board at the next meeting.

KA mentioned that he had spoken with Tom Coen about the Pier Corp. implementing the MUNIS system in the Harbormaster's Office. The Board discussed the idea.

GB: None.

CV: There had been a vote at Town Meeting in regard to the location of the Stellwagen Marine Sanctuary. RM said that a request for participation had gone out to Board Chairs. The Town is looking for 11 people and letters of interest are required. CV volunteered to send in a letter of interest and represent the Pier Corp. GB will send CV an email she received regarding the project.

### ***Working Groups***

**Personnel sub-committee:** KA reported that two new employees had been hired, Isaiah Ayala and Ryan Carlson. They are doing a great job. A business manager position is being considered for the Pier. That will be discussed further with the Town Manager at their weekly meeting.

KA asked about the signs for the end of the Pier. RM said the signs have not yet been ordered.

### ***Pier Manager's Report***

**Coastal Resiliency grant:** RM reported that the Department of Public Works is preparing the next grant proposal. The project would involve moving sand from the Ryder Street beach area to Gosnold Street and the nourishment area at Court Street. A letter supporting the proposal will be written and signed by the Board.

***A motion was made to provide a letter of support for the Chair to sign supporting the Coastal Resiliency grant application.***

***Motion:*** Ginny Binder

***2nd:*** Herbie Hintze

**Yes:** 5

**No:** 0

**Abstain:** 0

***Motion passes.***

RM reported that a letter was received from a member of the public regarding damage to the composite pilings that are being driven in at the end of the Pier. He said that the complaint was answered in a timely manner. The Board briefly questioned RM about the issue.

**Gangways:** RM said that the first gangway is done and the decks have been painted. The second gangway is prepped and flipped. He is waiting for the rollers to arrive. Pending a weather window for the welder, it should be in place by the end of next week.

**Pilings:** The last step in the installation is tomorrow with a concrete pour to take place. A few piles will be left open until some water work can be done behind them after which they will be sealed as well.

**Patrol boat motors:** The motors are hung and are waiting for a gauge to be sent and installed before delivery either tomorrow or next week. Marine 3 will be launched tomorrow.

**Bourne Consulting Engineers:** The engineers will be out on June 8<sup>th</sup> and 9<sup>th</sup> for the field work needed to prepare the capital repair plan for the Town Manager. The work product will help inform the levels of funding for the Town's capital repair plan and the Pier's maintenance line items.

**FEMA/MEMA:** On June 1<sup>st</sup>, RM will be meeting with Attorney Peter O'Connell and FEMA/MEMA in Framingham to review the Pier's Project Worksheets. He should be able to find out what additional information is needed and what processes are yet to be completed. The Board briefly questioned RM about the issue.

**Victory One:** The Victory One, a cruise ship, is booking a layover for October 15<sup>th</sup> and 16<sup>th</sup>.

CV asked about the accounting system for the collection of the embarkation fee and suggested a better one should be developed. RM agreed and he said staff has been monitoring the whale watch trips this spring and will be assigning staff to count passengers. The Board discussed the issue and would like to see a staff plan for checking passenger numbers, particularly on the whale watch boats. CV suggested calling the vessels and asking what their passenger count is when they are leaving the dock. RM will prepare a report explaining staff plans for dealing with this issue.

*New Business*

RM said that there is a tentative date for the Joint Meeting with the Board of Selectmen of June 13<sup>th</sup>. The materials for the meeting would have to be ready the week before.

The meeting was adjourned at 6:15 P.M.

Respectfully submitted,

Ellen C. Battaglini,  
PPPC Administrative Assistant

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Kerry Adams, Chair