



## Board of Selectmen

# Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Tuesday, November 29, 2016, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Joint Public Hearing with the Harbor Committee to discuss Kayak Rack fees and approval of new locations for placement of new kayak racks – Harbor Committee.
2. Joint Meeting with Provincetown Public Pier Corp.-
  - i. Discuss the Capital Financial Plan for their Operating Budget & Town's Budget and the Bourne Report
  - ii. Report on management of Marine Dept. and review of agreement for amendments or changes.
3. Joint Meeting with the Provincetown Public Pier Corp., Harbor Committee, and Shellfish Committee to discuss long-term options for shellfish growth and short-term options for shellfish/fish market on the pier – PPPC, Harbor Committee and Shellfish Committee.
4. Joint Meeting with the Harbor Committee and Shellfish Committee to discuss combining the two committees – Harbor Committee and Shellfish Committee.
5. Joint Meeting with the Harbor Committee to discuss Harbor Plan, Houseboat Regulations and approval to use Harbor Access Gift Funds for consulting services with Urban Harbors Institute (UMass Boston) to assist the public process of the required five-year Harbor Plan Amendment in an amount not to exceed \$29,000.
6. Others – Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting. Votes may be taken.

Posted by the Assistant Town Clerk: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 11/22/16 1:30 pm dv



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Tuesday, November 29, 2016

1

**PUBLIC HEARING WITH HARBOR COMMITTEE**  
**Kayak Rack fees and locations, Insurance and PWC Corridor**

Requested by: Harbormaster Rex McKinsey

Action Sought: Approval

**Proposed Motion(s)**

**MOVE that the Board of Selectmen vote to approve the following:**

- a) Change name from kayak to boat rack;
- b) Reduce rate of assigned boat rack rate to \_\_\_\_;
- c) Location of additional racks at 1 Commercial St., West Vine landing, Court St. landing, and/or Pearl St landing;
- d) Requirement for insurance numbered 3-4-6 effective January 1, 201X;
- e) A change to the PWC corridor from Good Templar landing to the federal channel and fairway to boat ramp, boat yard, fuel dock, marina or rental business.

**Additional Information**

Harbor Committee has provided a report in your packet.

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# Public Hearing

## Proposed Harbor Fees & Regulations

The Provincetown Board of Selectmen will hold a Public Hearing on **Tuesday, November 29, 2016, at 6:00 p.m.** in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657 to consider the following changes to the harbor fees and regulations.

Kayak <u>Boat</u> Rack ID Permit <sup>14</sup>	Existing	Proposed
Assigned space in seasonal kayak <u>Boat</u> rack where available	\$400	\$75

Existing boat rack locations are: West End Parking Lot, Gosnold Landing, Ryder Street beach, MacMillan Pier and Johnson Street.

Harbor Committee has recommended new boat rack locations at:

- I Commercial Street in the Cove or triangular area of the rotary;
- West Vine Town Landing;
- Court Street Town Landing, and
- Pearl Street Landing.

### 3-4-6 Insurance Requirements

- a) Effective January 1, 20XX, the owner of any vessel entering or being used or moored in the waters of Provincetown Harbor shall maintain liability insurance in the amounts specified herein. Said insurance shall be maintained in full force and effect from the date upon which the Vessel first enters the Harbor and as long as the vessel remains in the Harbor. Proof of such liability insurance shall be provided to the Harbormaster upon the date of first entry and every year thereafter on or before January 2. The Town of Provincetown shall be named as certificate holder on any applicable insurance policy.
- b) The requirements of Section 3-4-6 shall not apply to Transient Vessels as defined in Section 3-1-6 of the Provincetown Harbor Regulations, or to vessels on MacMillan Pier where 1-7-7 is applicable.

c) The Vessel owner shall provide proof of liability insurance of at least the following limits:

- 1) Recreational vessels smaller than 20 feet in length and not motorized or any size Vessel having only an outboard motor of less than 25 hp . . . . .  
Not Required.
- 2) Recreational vessels 20 feet in length or larger, or any size Vessel with an inboard motor, so-called I/O or outboard motor of 25 hp or more . . . . .  
\$300,000 per occurrence.
- 3) Commercial Vessels . . . . . \$500,000 per occurrence

d) Any Vessel failing to meet the insurance requirements of this section must provide a bond in the amounts listed above or shall be considered unsafe, unfit and/or a hazard to navigation and subject to removal by the Harbormaster.

**3-4-4** Personal Watercraft, for consistency with PWC Marked Channel General By-Law, to read as follows: *"The operation of personal watercraft shall be prohibited on the tidal waters of Provincetown Harbor and any adjoining river, inlet, cove, pond, embayment or harbor westerly of a line running from the Provincetown/Truro town line to Long Point Light, with the exception of a marked channel in which personal watercraft may pass through Provincetown Harbor operating at headway lawful speed. Said marked channel shall ~~begin at the Good Templar Landing thence to be the Federal Channel between red #4 marker on the west end of the breakwater to Long Point Buoy marker #3 within Provincetown Harbor, as shown on a plan on file in the office of the Town Clerk.~~ Personal watercraft shall traverse at headway speed only between the red #4 mark at the west end of the breakwater and the boat ramp, boat yard, fuel dock, marina or boat rental business. On departure, personal watercraft must depart Provincetown Harbor by the Federal Channel from Red #4 to Green #3 at Long Point.*

*No personal watercraft shall be launched from any location in Provincetown Harbor except the above listed marine facilities boat launching ramp at the Good Templar Landing, and any personal watercraft using said boat launching ramp shall be registered with the Provincetown Harbormaster." The rental of personal watercraft shall be prohibited in Provincetown Harbor except for such businesses providing qualified escorts in said marked channel. The purpose of these escorts is to ensure that all state and local regulations concerning the operation of these watercraft are observed. A "qualified escort" is an individual designated by the manager of a personal watercraft rental business to observe and supervise renters of personal watercraft. These escorts*

shall have experience in safe operation of personal watercraft and knowledge of all state and local regulations pertinent to the operation of personal watercraft.<sup>26</sup>

Comments may be submitted in writing to the Office of the Board of Selectmen, 260 Commercial Street, Provincetown, MA 02657 or [selectmen@provincetown-ma.gov](mailto:selectmen@provincetown-ma.gov) by Tuesday, November 22, 2016 or in person at the hearing.

*Raphael W. Richter, Chairman  
Board of Selectmen*

Posted by the Assistant Town Clerk: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 11/3/16 1:15 pm dv  
Published: Banner: November 10 & 17, 2016



## Provincetown Harbor Committee

To: Provincetown Board of Selectmen

Dear Honorable Selectmen

Thank you for taking time with us as we work to recommend incremental changes for harbor regulations and other tools to more effectively manage the harbor. As we discussed at our meeting on September 27<sup>th</sup>, tonight's public hearing seeks discussion and possible approval of changes to the kayak or boat rack program, expansion of the boat rack locations, adoption of the insurance requirements and change of the personal watercraft corridor. Later this evening, we will join the conversations regarding fishing/shellfishing support, reorganization ideas, houseboats and the upcoming renewal of the Harbor Plan as required by the Commonwealth. Our written memo will be in several parts to facilitate the agenda packets.

### **Agenda Item 1- Public Hearing**

#### **Boat Racks**

We hope by this point the boat racks program is acceptable as way to manage the competing uses of the beaches. We have not met demand for boat racks at this time and advocate for additional racks at the locations identified. Thanks to the efforts of our volunteers, we spent less than \$5,000 to build 4 racks last year. \$15,000 was approved from Harbor Access Gift Funds (HAGF) at your meeting on November 9, 2015 for rack construction. If volunteers are not available for this round of construction, we have enough authorization to complete the racks with staff. The larger rack at the West End Parking Lot cost \$4,400 a year earlier also from the HAGF. The Racks at West Vine (Capt. Jack's), Court and Pearl Streets will have to be a smaller design not blocking access on the landing to the harbor for DPW and others.

We believe the original rate of \$100 per assigned space is higher than needed to support the program. The rate was based on comparison with other towns. We have received many comments about the rate from couples and families that have more than one kayak in their household. Given the cost of the racks and administration of the program, the hearing notice was set at \$75 per assigned space with the understanding that the approved rate could lower but not higher than advertised.

#### **Insurance requirement**

We continue to advocate for insurance requirements for boats on moorings in the harbor. Other towns such as Chatham and Dennis already have insurance requirements. This would include any houseboats as well. We cover the issue of houseboats at Agenda Item 5.

H

### **Personal Watercraft (PWC) Corridor Changes**

There is a Town By-law and identical harbor regulation regulating use of personal watercraft in Provincetown Harbor that was passed at STM 2002, Article 14. At that time, the intent of the by-law and regulation were designed to ban use of a “jet-ski” type of vessel from the harbor. This mosquito-fleet vessel was ridden by standing or sitting atop a small, fast water-jet propelled vessel. This was an amendment from an article the previous year, as the Commonwealth would not approve an outright ban. The Fish, Wildlife and Enforcement Director suggested a corridor that would allow PWC to launch and leave the harbor allowing access to Commonwealth tidelands outside Provincetown Harbor. The launch site was the West End Boat Ramp. In 2004, the launch site was changed to Good Templar Landing to address an issue with an existing rental business operation. In 2010, a drainage project for Good Templar Landing created a set of stairs instead of the previous sandy slope. As a result, we are not in compliance with the Commonwealth access requirements.

Since that time, the nature of PWC’s has changed. The vessels are no longer something you stand on. They are larger, quieter water-pump propelled vessels capable of travelling across Cape Cod Bay for day-trips. We have seen an uptick in PWC crossing the bay to visit Provincetown for lunch, only to turn them away. The largest water-pump propelled vessel we have calling on Provincetown, the Salacia, carries 600 passengers at a time from Boston.

As a public safety measure, we have allowed these vessels to the fuel dock, but they shouldn’t have to break the law in order to refuel. The proposed change we are recommending allow for day-tripping boaters on PWC to use an effective corridor to access town services such as marinas, boat rentals or fuel dock without changing the restriction against using the craft for recreation in Provincetown Harbor. The change of corridor also eliminates cutting through a mooring field by redirecting these vessels to the fairways under federal navigation rules. Vessels launching from the boat ramp would still have to register with the Harbormaster and rentals would still have escorts out of the harbor.

*The rest of our materials are separate pages to allow your packets to align with the agenda for all three boards.*



## JOINT MEETING WITH PIER CORP

### Bourne Engineering, Capital Financial Plan, Operating and 295 Budget

Requested by: Harbormaster Rex McKinsey

Action Sought: Approval

#### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve a FY 2018 rent payment of \$70,000 pursuant to section 3 of the lease with Pier Corp dated March 29, 2005.**

#### Additional Information

We begin with an executive summary presentation of our fifth-year comprehensive condition report of MacMillan Pier by Alan Pepin of Bourne Engineering. Then Pier Corp has an analysis of the proposed capital financial plan, and their effect on the operating budget. The report also contains a review of harbormasters hours for the previous year and the Marine Management Agreement. The rent payment for FY2016 was \$118,263 and for FY2017 was \$93,263.00.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# PROVINCETOWN PUBLIC PIER CORPORATION

## OFFICE OF THE HARBORMASTER

### Introduction to Condition Survey and Report for Marine Structures

In 2016, at the Town Manager's request, and pursuant to the Town Meeting authorization of funds, we undertook an update and a more comprehensive review of the 2011 infrastructure study by Bourne Engineering. The scheduled extensive survey was expanded to inspect all utilities, buildings and mechanical systems. The engineers were also directed to categorize the work as maintenance; activities that happen on a routine or regular basis as a tenant is obligated to do, and capital repair; those activities having a long lifecycle that are the accepted responsibilities of a landlord. These additional instructions coincide with our discussions with the Selectmen regarding the subject last year. The funding source for this more extensive survey requested by the Town Manager was STM Article 12, \$250,000 for Emergency Capital Improvements. The study cost \$41,682.

The following executive summary and tables lay out a capital repair and maintenance plan that identifies immediate costs for maintenance of \$64,050 and immediate costs for capital repair of \$812,000. The majority of the capital repair costs are for fender pilings. The report also describes annual maintenance and capital repairs levels with projections for years 2 to 5, 5 to 10, and 10 to 15 years out. All costs are in present day values. The program should be reviewed every year with each subsequent survey report.

Following the engineers presentation, we would like to discuss a proposed funding plan, taking incremental steps toward achieving the needed work. This funding plan will increase Pier Corp maintenance line items by \$23,488. To maintain balance in our budgets and continuing to budget \$50,000 to our reserve for emergency purposes, we propose to reduce the fiscal year 2017 rent of \$93,263 (current year) by \$23,263 for fiscal year 2018 to \$70,000. In 2016, the rent was set at \$118,263. In absence of the clear definitions of maintenance and capital provided in this recent report, together we, the PPPC and BoS, had agreed to a reduction of \$25,000, the equivalent of our new OPEB contribution. Those decisions all took place late in the budget process for FY2017. This year, working with you all, we would like to address this issue at the beginning of the budget process.

The Town Manager's capital budget contained in the financial forecast included funding for the capital plan over four years beginning in FY 2019 with annual \$200,000 CIP requests similar to DPW road and sidewalk CIP items. If we receive the FEMA re-imbursments in the next few months, we would place those funds into the emergency serve, thus freeing up the funds authorized at the last Spring Town Meeting to begin the fender pile replacement program next season. By undertaking these steps, we begin to incrementally address the immediate repairs needed, while beginning to build up our emergency serves.



- Geotechnical
- Environmental
- Structural
- Water Resources
- Ecological

*Condition Survey and Report for  
Marine Structures at MacMillan Pier  
Town Pier, Provincetown, MA*

**Submitted to:**

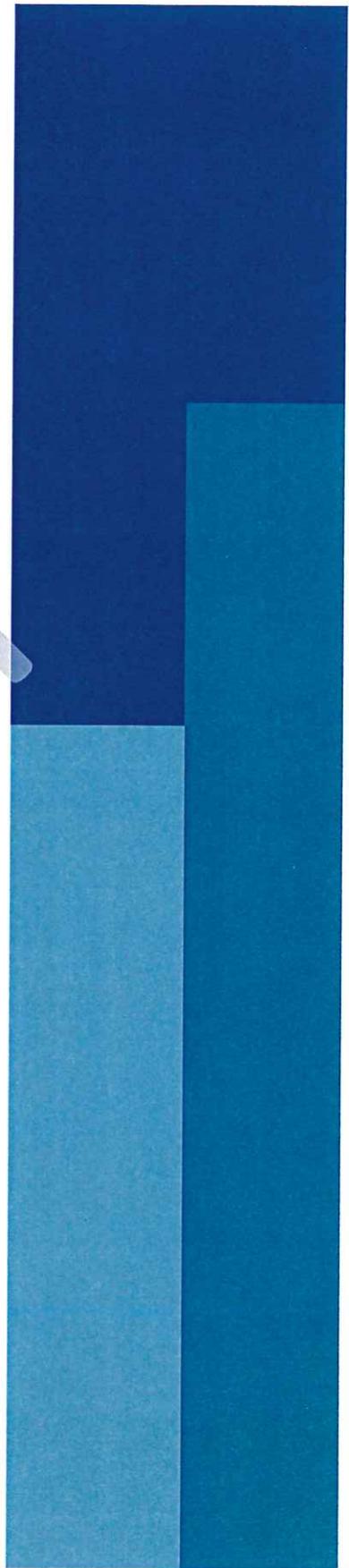
**Town of Provincetown, MA**

**Submitted by:**

**Bourne Consulting Engineering  
A division of GEI Consultants, Inc.  
3 Bent Street  
Franklin, MA 02038**

**Date: September 23, 2016**

**Project No: 36087/ 1608900**



DRAFT

## EXECUTIVE SUMMARY

The Town of Provincetown has retained **BCE** to perform a comprehensive update to the original MacMillan Pier facility inspection performed in 2011. The facility is a multiuse facility run by the Town and managed by the Provincetown Public Pier Corporation.

The facility was constructed in 2002 and is comprised of a steel pile supported concrete superstructure consisting of concrete pile caps and concrete decking. The Pier is oriented in a generally North / South Direction. On the East side two finger piers, part of the previous pier construction were incorporated into the current facility. The East Face also supports a commercial marina while the West Face of the facility supports multiple commercial excursion vessels and passenger ferries.

### Condition Inspection

A baseline inspection was performed in 2011 by **BCE** to document the condition of the facility. The current 2016 inspection was a routine 5 year inspection, replicating the previous inspection to allow a direct comparison to the previous findings. Detailed findings can be found in the Condition Reports attached.

The 2016 inspection also added detailed inspections of the following components which are included in Appendix G of the Report:

- Electrical Systems were inspected including marina and building power, site lighting and observations of voltage readings.
- Architect Inspection of the Harbormaster building including review of building envelope and all components
- Water Utility Systems including the fresh water, sewer and drainage systems for the pier, building and marina

Overall the MacMillan Pier facility is in good condition.

- The structural components of the pier typically exhibit minor corrosion to the steel piles and minor concrete cracking.
- The older finger piers typically have moderate deterioration but were part of the original construction
- The commercial marina floats are in need of replacement at the earliest opportunity but are currently in the design and permitting phase for reconstruction.
- The existing fender piles present the majority of the maintenance issues associated with the facility.
  - The existing piles are untreated oak piles.
  - These piles are deteriorating at a high rate due to marine borer attack.
- The water utility systems are generally in satisfactory condition and need routine maintenance and some limited repairs to ensure proper functionality.
- The electrical system is in fair condition overall but condition found included:
  - Multiple defects noted within the electrical systems including some severe.
  - Many of the defects are associated with the marina power systems which are expected to be replaced with the proposed marina system.
- The Harbormaster building is in good condition.
  - Minor to moderate defects were noted and should be repaired.

For a comprehensive list of the findings for the Utilities, Electrical and Building inspection refer to Appendix G.

**Summary and Recommendations:**

The following is a brief summary of the recommendations:

Pier

- Minor cracking and spalling of concrete require preventative repairs.
- Moderate and severe spalling of concrete require repairs to limit future deterioration
- Fender Piles:
  - Existing are untreated oak – experiencing a very short life span – little as 2 years
  - Upgrade to Composite Piling is possible but the performance of the new piles on the outshore face of the T head should be evaluated – expected very long life
  - Upgrade to Greenheart piles – Expected 15+ year life, highest costs for upgrade

Floating Docks (Marina)

- Marina is in the design and permitting phase for full replacement
- Marina electrical system needs a significant amount of work but would be replaced within the overall Marina project
- Concrete floats and mooring piles are in need of replacement

Handicap Accessible Access Floats

- Barges are in good condition
- Pile guides need repairs to limit further damage to the pilings

Utility Systems

- Water systems need normal maintenance

Electrical System

- Marina power system needs significant repairs, current condition has potential for safety concerns and may be attributing to the accelerated deterioration of the mooring piles.
- Lighting system is being upgraded to LED
- Repair of heat trace system

Building

- Minor issues including sealing openings, repair of wall tiles, installation of insulation, and the soffits need repair/ maintenance
- Moderate issues including some door replacements, installation of railings and attention to some code compliance issues

Maintenance and Capital Costs

The facility is generally in good condition but needs regular maintenance and long term planning for more significant capital improvements. As included in the attached reports, the maintenance and capital improvements are forecast out to 15 plus years for planning purposes but the recommendations should be re-evaluated following each periodic inspection. The tables below provide a summary of the tasks for maintenance and capital improvements presented by year.

Based upon our inspection and analysis, the appropriate level of the maintenance budget is \$75,000 to \$100,000 annually. There is an immediate need for \$64,000 of maintenance repairs.

An identified Capital Improvement program requires \$800,000 in immediate work.

Summary of Costs- See Summary and Recommendations section of report for breakdown:

Immediate Costs		
Maintenance	\$64,050	See page 18 for details
Capital Improvements	\$812,000 \$5,333,200	See page 18 for details Marina Replacement Project

	Annual Costs	Costs in Addition to Annual spread over Years shown															
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	15+	
Maintenance	\$53,400	\$92,250			\$95,000					\$90,000							
Capital Improvements		\$41,700			\$14,000					\$90,900							\$270,000

See pages 17 to 21 for details

Maintenance Schedule	Annual	2-5 years	5-10 years	10 plus years
<b>Pier</b>				
Concrete deck repairs	X			
Pile Replacements (anticipated number)	26	20	20	20
Barge coating Patches	X			X
Barge Fender Repairs		X		
Crane Part Replacement	X	X		
Structural Components			X	X
<b>Electrical System</b>				
Inspection and Testing	X			
Inspection of Terminals				
Infrared Scanning of panel/switch boards				
Misc. Part Replacemnts			X	
<b>Utility Systems</b>				
Water System Inspection & Testing	X			
Backflow Preventer Testing		X		
Sewer System Inspection & Testing	X			
Drainage System Inspection & Testing	X			
<b>Building</b>				
Wall Repairs	X			
Roof Repairs	X			

<b>Capital Improvement Schedule</b>	<b>2-5 years</b>	<b>5-10 years</b>	<b>10 plus years</b>	<b>15 plus years</b>
<b>Pier</b>				
Timber Pile Replacements (anticipated number)				<b>348</b>
Barge Dry Dock and Repairs				<b>X</b>
Crane Hoist Replacements		<b>X</b>		
Crane Replacements			<b>X</b>	
Structural Components				
<b>Electrical System</b>				
LED lighting				<b>X</b>
Ground Fault System Upgrades				<b>X</b>
Voltage Readings				<b>X</b>
Inspection and Testing			<b>X</b>	
Inspection of Terminals	<b>X</b>		<b>X</b>	
Infrared Scanning of panel/switch boards	<b>X</b>		<b>X</b>	
Misc. Part Replacements			<b>X</b>	
<b>Utility Systems</b>				
Pump Replacements		<b>X</b>		
System Pressure Testing			<b>X</b>	
Water System Inspection & Testing				<b>X</b>
Sewer System Inspection & Testing				<b>X</b>
Drainage System Inspection & Testing				<b>X</b>
<b>Building</b>				
Wall Repairs			<b>X</b>	
Roof Repairs			<b>X</b>	
Doors			<b>X</b>	
Windows			<b>X</b>	
Other Misc. Repairs			<b>X</b>	

**7.0 REPAIR IMPROVEMENT COSTS**

**7.1 Maintenance Repairs**

The MacMillan Pier facility needs repairs and maintenance to maintain the functionality which it provides to all of the users. The facility serves a multitude of users from recreational boaters to commercial fishermen and commercial passenger vessels and tour boats. The tables below provide a breakdown of the recommended maintenance and improvements program which needs to be followed to keep the facility in satisfactory working condition. The Capital Improvements represent work to be performed by the Town or Harbormaster while the Maintenance is work to be completed by the PPPC.

The following is a summary of the costs for the projected Maintenance and Capital Improvements. All fender repair costs are based on use of greenheart pilings. Composite piles have a longer projected life at higher costs but are a relatively new product and it would be prudent to evaluate durability at this facility prior to complete replacement with composite piles. All costs are estimates in present day values and will be subject to bidding conditions at the time of the work.

**Immediate Repairs < 1 year**

Maintenance Repairs	\$64,050	See Table 1, Pg. 18
Capital Improvement Repairs	\$812,000	See Table 1, Pg. 18
Capital Improvement – Marina Replacement	\$5,333,200	

**Maintenance Repairs**

Annual Maintenance	\$53,400	See Table 2, Pg. 19
2 – 5 Year Maintenance	\$92,250	See Table 3, Pg. 19
5 – 10 Year Maintenance	\$95,000	See Table 4, Pg. 20
10 – 15 year Maintenance*	\$90,000	See Table 5, Pg. 20

**Capital Improvements**

2 – 5 Year Capital Improvements	\$41,700	See Table 3, Pg. 19
5 – 10 Year Capital Improvements	\$14,000	See Table 4, Pg. 20
10 – 15 year Capital Improvements*	\$90,900	See Table 5, Pg. 20
15 year plus Capital Improvements*	\$270,000	See Table 6, Pg. 21
Upgrade to Fender System – Tropical Hardwood	\$460,000	
Upgrade to Fender System – Composite Piles	\$590,000	

\*Recommended to be re-evaluated following next scheduled routine inspection

	Immediate Costs	
Maintenance	\$64,050	See page 18 for details
Capital Improvements	\$812,000	See page 18 for details
	\$5,333,200	Marina Replacement Project

	Annual Costs	Costs in Addition to Annual spread over Years shown													
		2	3	4	5	6	7	8	9	10	11	12	13	14	15
Maintenance	\$53,400	\$92,250			\$95,000				\$90,000						
Capital Improvements		\$41,700			\$14,000				\$90,900						\$270,000

<b>Table 1 Immediate Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>Immediate Repairs - &lt;1 year</b>					
<b>Maintenance Repairs</b>					<b>\$ 64,050</b>
<b>Pier</b>					<b>\$ 36,000</b>
<b>Structural Components</b>					
Concrete Deck Repairs	62	SF	\$ 500	\$ 31,000	
Ladders	3	EA	\$ 500	\$ 1,500	
Barge - pile guide repairs	7	EA	\$ 500	\$ 3,500	
<b>Utilities</b>					<b>\$ 23,600</b>
Water Systems	1	LS	\$ 6,300	\$ 6,300	
Sewer System	1	LS	\$ 3,800	\$ 3,800	
Drainage System	1	LS	\$ 13,500	\$ 13,500	
<b>Building</b>					<b>\$ 4,450</b>
Walls	1	LS	\$ 1,550	\$ 1,550	
Windows	1	LS	\$ 500	\$ 500	
Roof	1	LS	\$ 1,200	\$ 1,200	
Other	1	LS	\$ 1,200	\$ 1,200	
<b>Capital Improvement Repairs</b>					<b>\$ 812,000</b>
<b>Pier</b>					<b>\$ 627,000</b>
<b>Timber Fender System</b>					
Piles ("E" to "F" Condition)	177	EA	\$ 3,500	\$ 619,500	
Chocks and Wales ("D" to "F")	5	EA	\$ 1,500	\$ 7,500	
<b>Structural Components</b>					<b>\$ 125,000</b>
Finger Pier - Concrete Pile Caps	50	SF	\$ 2,500	\$ 125,000	
<b>Electrical Systems</b>					<b>\$ 60,000</b>
Misc. Elec. Repairs see report	1	LS	\$ 60,000	\$ 60,000	

<b>Table 2 Annual Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>Annual Maintenance Budget</b>					<b>\$ 53,400</b>
<b>Pier</b>					<b>\$ 32,500</b>
Concrete Deck Repairs - Misc spalls	1	LS	\$ 5,000	\$ 5,000	
Timber Fender System	5	EA	\$ 3,500	\$ 17,500	
Barges (Coating & Pile Guides)	1	LS	\$ 5,000	\$ 5,000	
Cranes - average cost	1	LS	\$ 5,000	\$ 5,000	
<b>Electrical System - Inspection &amp; Testing</b>					<b>\$ 2,000</b>
<b>Utilities</b>					<b>\$ 17,000</b>
Water Systems - Inspection & Testing	1	LS	\$ 5,000	\$ 4,000	
Sewer System - Inspection & Testing	1	LS	\$ 5,000	\$ 4,000	
Drainage System - Inspection & Cleaning	1	LS	\$ 9,000	\$ 9,000	
<b>Building</b>					<b>\$ 1,900</b>
Walls	1	LS	\$ 1,200	\$ 1,200	
Roof	1	LS	\$ 100	\$ 100	
Other	1	LS	\$ 600	\$ 600	
<b>Table 3 - 2-5 Year Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>2-5 Years Regular Maintenance</b>					<b>\$ 92,250</b>
<b>Pier</b>					<b>\$ 84,000</b>
Timber Fender System	20	EA	\$ 3,500	\$ 70,000	
Barges (coatings & fender repairs)	1	LS	\$ 10,000	\$ 10,000	
Cranes - Additional to annual maintenance	1	LS	\$ 4,000	\$ 4,000	
<b>Utilities</b>					<b>\$ 5,000</b>
Backflow preventer testing	1	LS	\$ 5,000	\$ 5,000	
<b>Building</b>					<b>\$ 3,250</b>
*See Attached breakdown for Building					
<b>Capital Improvement Repairs</b>					<b>\$ 41,700</b>
<b>Electrical System</b>					<b>\$ 13,000</b>
Inspection of Terminals	1	LS	\$ 10,000	\$ 10,000	
Infrared scanning of panelboards and switchboards	1	LS	\$ 3,000	\$ 3,000	
<b>Building</b>					<b>\$ 28,700</b>
*See Attached breakdown for Harbormaster Building					

<b>Table 4 - 5+ Year Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>5 + Years Regular Maintenance</b>					<b>\$ 95,000</b>
<i>Pier</i>					\$ 90,000
Structural Components	1	LS	\$ 10,000	\$ 10,000	
Timber Fender System	20	EA	\$ 3,500	\$ 70,000	
Barges (coatings, anodes, fender repair)	1	LS	\$ 10,000	\$ 10,000	
<i>Electrical System</i>					\$ 5,000
Misc. replacement of units	1	LS	\$ 5,000	\$ 5,000	
<b>Capital Improvement Repairs</b>					<b>\$ 14,000</b>
<i>Utilities</i>					\$ 5,000
Pump replacements	1	LS	\$ 5,000	\$ 5,000	
					\$ 9,000
Cranes hoist part replacement	1	LS	\$ 9,000	\$ 9,000	
<b>Table 5 - 10+ Year Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>10+ Years Regular Maintenance</b>					<b>\$ 90,000</b>
<i>Pier</i>					\$ 90,000
Structural Components	1	LS	\$ 10,000	\$ 10,000	
Timber Fender System	20	EA	\$ 3,500	\$ 70,000	
Barges (coatings, anodes, fender repair)	1	LS	\$ 10,000	\$ 10,000	
<b>Capital Improvement Repairs</b>					<b>\$ 90,900</b>
<i>Pier</i>					\$ 30,000
Cranes ( full replacement/ upgrade)	1	LS	\$ 30,000	\$ 30,000	
<i>Utilities</i>					\$ 10,000
System Pressure Testing	1	LS	\$ 10,000	\$ 10,000	
<i>Electrical System</i>					\$ 23,000
Inspection of Terminals	1	LS	\$ 10,000	\$ 10,000	
Infrared scanning of panelboards and switchboards	1	LS	\$ 3,000	\$ 3,000	
Misc. replacement of units	1	LS	\$ 10,000	\$ 10,000	
<i>Building Improvements</i>					\$ 27,900
Walls	1	LS	\$ 7,000	\$ 7,000	
Windows	1	LS	\$ 8,000	\$ 8,000	
Doors	1	LS	\$ 4,900	\$ 4,900	
Roof	1	LS	\$ 2,500	\$ 2,500	
Other	1	LS	\$ 5,500	\$ 5,500	

<b>Table 6 - 15+ Year Repairs</b>					
	QUANTITY	UNITS	RATE	SUB TOTAL	TOTAL
<b>15+ year - Capital Improvements</b>					<b>\$ 270,000</b>
<i>Pier</i>					<b>\$ 200,000</b>
Structural Components	1	LS	\$ 50,000	\$ 50,000	
Barges (drydock, anodes, and repairs)	1	LS	\$ 150,000	\$ 150,000	
Upgrade Remaining Timber Fender System					
Tropical hardwood piles (15-20 yr life)	131	EA	\$ 3,500	\$ 458,500	
Composite piles (30 yr life)	131	EA	\$ 4,500	\$ 589,500	
<i>Electrical System</i>					<b>\$ 57,500</b>
LED lighting	44	EA	\$ 1,000.00	\$ 44,000	
Ground Fault system	1	LS	\$ 10,000	\$ 10,000	
voltage readings	1	LS	\$ 3,500	\$ 3,500	
<i>Utilities</i>					<b>\$ 12,500</b>
Water Systems	1	LS	\$ 3,800	\$ 3,800	
Sewer System	1	LS	\$ 1,200	\$ 1,200	
Drainage System	1	LS	\$ 7,500	\$ 7,500	

DRAFT



# PROVINCETOWN PUBLIC PIER CORPORATION

---

## OFFICE OF THE HARBORMASTER

To: Provincetown Board of Selectmen

Dear Honorable Selectmen

November 29, 2016

Tonight we look forward to a presentation of the Condition Survey and Structure Report from Bourne Engineering. Following that presentation we will discuss the capital financial plan, operating budget and report on management of the Harbormaster's Department with a review our Marine Management Agreement. The Memorandum of Agreement of June 2015 (signed August 10, 2015) sets out a governance structure, communications plan, financial and operational controls, with a division of responsibilities for maintenance and capital repair of the facility. With the respect to maintaining an effective operational facility, the MOU states (lines 272 – 279):

*We have agreed that the Town, as owner of the pier, should be financially responsible for all major capital projects undertaken to either refurbish pier infrastructure or to replace pier assets at the end of their useful life. Likewise, we agree that any major capital expansions or the purchase of additional infrastructure in the harbor should be financed by the Town. We agree that it will be Pier Corporation's responsibility to maintain the assets of the pier in a "fully operational state". A working definition of this term can be found in lines 30-42 on page 1 (Mission of Pier Corporation).*

**Agenda Item 2i- The Bourne Condition Survey and Structure Report** identifies maintenance budgets and capital repair requirements. While the facility is in good condition overall, the engineers identified some maintenance and capital repair items as immediate needs.

The Bourne report listed \$64,000 of repairs as needing immediate attention, in addition to a proper maintenance budget of \$75,000 to \$100,000 annually. The following matrix begins to lay out what gets done over the next several years along with the funding sources. The greatest need is replacement of the floating docks, followed by fender piles, electrical rehab, concrete maintenance and the HM building envelope. The floating docks project is moving forward with our engineers and grantors. The following tables lay out immediate and annual maintenance costs for the PPPC budget:

PPPC Immediate repairs	PPPC budget items
Structural components	\$36,000
Utilities systems	\$23,600
Building envelope materials	\$4,450
Total Table 1	\$64,050

November 29, 2016

**Pier Corp Report- Initial repairs, funding management report**

Page 2 of 7

The Bourne report lays out annual maintenance cost in addition to immediate needs. The tables are in two parts; annual costs and costs spread over each five-year period, \$92,250. \*See tables on pages 17 – 19 of the Bourne report. The following table addresses both parts with the five-year table apportioned on an annual basis.

<b>PPPC engineers annual maintenance list</b>	<b>PPPC budget items</b>
Pier, barges and cranes	\$32,500
Utilities inspection and testing	\$19,000
Building envelope materials	\$1,900
Years 2-5 regular maintenance apportioned	\$23,062
<b>Total engineers annual maintenance list</b>	<b>\$76,462</b>

The Bourne report has identified \$800,000 in immediate capital repairs that are the Town's responsibility. Even with unlimited funding, we cannot get the whole list scheduled and done in one year. There are 401 piles. 62 just got replaced with composites. We have 20 more composites for the east end of the Tee. There 177 existing oak piles that are failed at this time. A total of 348 oak piles need to be replaced over time. Most of them are on the two fixed finger piers of the resident dragger fleet. Once we have replaced the piles with longer lasting alternatives, the costs start to drop after about 6 years.

The following table lays out a manageable program for immediate capital repairs, with a capital repair funding strategy similar to Department of Public Works annual road and sidewalk maintenance programs. Our current projection of CIP costs as presented in the Town Managers Budget starts in Fiscal Year 2019 at \$200,000 for the next four years. This first year funding is proposed to be from the 2016 STM Article 12 for MacMillan Pier emergency capital improvements. This article funded the Bourne Survey and Condition Report and provided a backstop for emergency repair in the event of damages before Pier Corp could recover its own capital reserve.

Pier Corp has recently received contract documents for a \$94,000 reimbursement from FEMA for expenditures from the Pier Corp capital reserve in 2013. The next section will summarize our current status for the FEMA grants. We anticipate the Reserve will be back to our 2013 pre-Nemo levels by spring (FYE 17). This allows the Town to use the 2016 STM article 12 for its first round of capital repairs.

<b>Year 1 immediate capital repairs</b>	<b>Annual CIP cost</b>
Replace 35-40 Pilings	\$150,000
Repair concrete spalling on fixed piers	\$30,000
Electrical sub-station cleaning and analysis	\$20,000
<b>Total annual CIP cost</b>	<b>200,000</b>

November 29, 2016

**Pier Corp Report- Initial repairs, funding management report**

Page 3 of 7

The Town Managers CIP budget includes a request for an annual CIP of \$200,000 from FY 2019 to FY 2022 to fund the Towns capital obligations as outlined in the Bourne report. This is patterned on DPW's regular roads and sidewalks maintenance articles. At the end of this program in FY 2022, we will have the next comprehensive condition report from the engineers to evaluate the program. Year 2 and going forward would look similar to the following with additional priorities added as we complete projects.

<b>Year 2- FY 2019 immediate capital repairs</b>	<b>Annual CIP cost</b>
Replace 35-40 Pilings	\$150,000
Repair concrete spalling on main pier	\$30,000
Continue electrical repairs	20,000
Total annual CIP cost	200,000

Additional listed priorities include heat trace system, other utilities systems and the buildings on the pier. While not ideal, this approach to immediate maintenance and capital repairs provides a measured approach that we can manage and track.

**FEMA**

We have several FEMA grant projects in the pipeline. By far, the largest is the reconstruction of the floating docks and wave attenuators. The following table summarizes the grantors project worksheets (PW).

<b>Project Worksheet Year and #</b>	<b>Amount*</b>	<b>Reimbursement Account</b>
2013- PW 887 piling work	\$66,441.83 paid	PPPC Reserve
2013- PW 888 shore up docks	\$27,504.25 paid	PPPC Reserve
2013- PW 889 dredging	\$23,125	PPPC Reserve
2013- PW 767 floating docks	\$1,700,000	2015 ATM Article 18-11
2013- PW 767 attenuators	\$2,900,000	2015 ATM Article 18-11
2015- PW 722 pilings on Tee	\$296,795	2015 ATM Article 18-13

- \*887 & 888 are the actual paid amount, the other PW are total cost of project. FEMA will reimburse up to 75% less improvements not counted as hazard mitigation.

**Budget Considerations, rent and maintenance lines for PPC Proforma**

The implications of the engineers report are, as we have known and discussed, that we are playing catch-up. Taking care of this back-log requires funding through the Town Meeting CIP process and changes to the Pier Corp proforma to address the immediate maintenance needs. The three-year rolling proforma for the Pier on the following page is the same as presented at our meeting on June 29, 2016 with two changes. Line B-5 has been increased by \$23,488 to fund identified immediate maintenance needs. Accordingly, Line B-11 Lease payment has been reduced by the same amount to \$70,000 pending your final approval. As we start to address the identified elements of the Bourne survey report, we will continue to look for additional revenue sources to more fully address the funding requirements of the pier.

1A

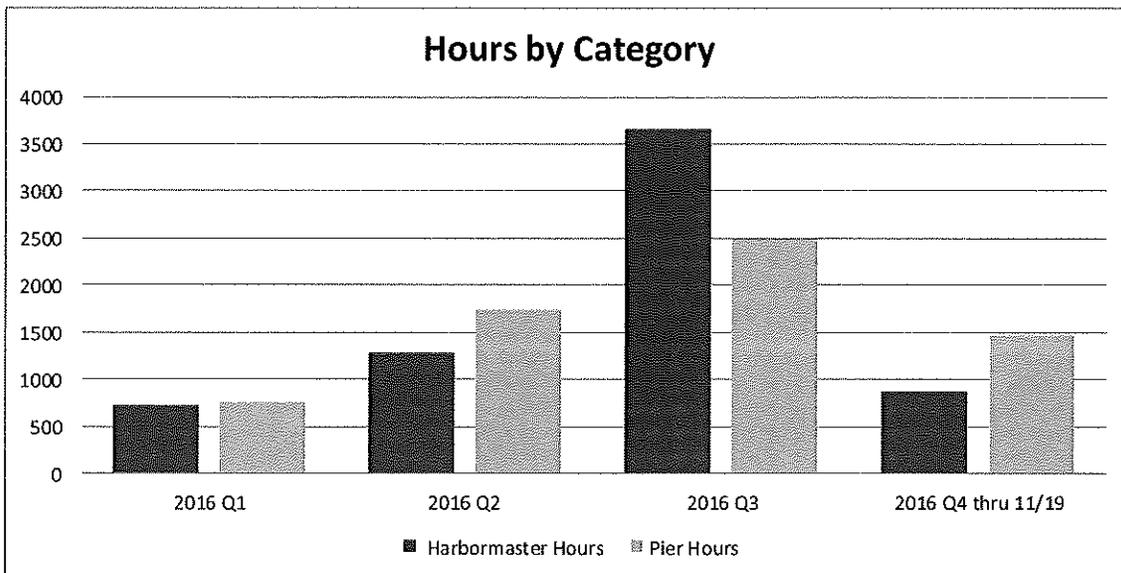
## Fraser/Marin

## Appendix A/Bdgt vs Actuals

		FY 2016	FY 2016	FY 2017	FY 2018
		Budget	Actuals*	Revised Budget*	Budget
<b>Operating Expenses</b>					
<b>A Personnel Services</b>					
A-1	511001 Department Head*	58,538	60,305	59,709	61,201
A-2	511002 Professional/Tech*	53,040	54,000	54,101	55,453
A-3	511002 Clerical	48,880	47,164	49,858	51,104
A-4	512500 Part-time Seasonal	136,908	114,270	136,908	140,331
A-5	513100 Overtime	9,000	13,247	14,000	14,350
A-6	514500 Longevity	700	1,400	1,400	1,400
A-7	519999 Benefits-Health Insurance	36,000	44,226	45,111	46,238
	519999 Medicare	5,000	4,240	5,100	5,228
A-8	OPEB/Retirement	25,875	25,875	26,393	27,052
<b>A</b>	<b>Personnel Services</b>	<b>373,941</b>	<b>364,727</b>	<b>392,578</b>	<b>402,358</b>
<b>B Expenses</b>					
B-1	542005 Office Expenses	10,225	12,680	10,430	10,690
B-2	527301 Insurance (Liability & D&O)	59,000	63,940	65,219	66,849
B-3	530010 Accounting/Legal and Other Vari	29,507	51,524	30,097	30,850
B-4	527495 Harbor Operating Assets Expens	5,000	15,534	12,500	12,813
B-5	527490 Pier Operating Assets Expenses	31,500	51,685	52,977	76,465
B-6	Planned Maintenance for Existing Assets			*	*
B-7	527500 Utilities Expenses (11)	60,000	60,100	61,200	62,730
B-8	Bad Debt (12)	15,971	25,971	-	-
B-9	580010 Capital Exp. (affects Maint. Reserve)	-	3,615	-	-
B-11	527100 Lease Payment to Town	118,263	118,263	93,263	70,000
B-12	Depreciation	30,000	30,000	30,000	30,000
<b>B</b>	<b>Expenses</b>	<b>359,466</b>	<b>433,312</b>	<b>355,686</b>	<b>360,397</b>
<b>TOTAL Operating Expense</b>		<b>733,407</b>	<b>798,039</b>	<b>748,264</b>	<b>762,754</b>
<b>Operating Revenues</b>					
R-1	438000 Docks-Commercial Fisheries	165,904	195,947	170,754	175,023
R-2	438005 Docks-Excursion Floats	151,850	206,585	172,229	176,535
R-3	438010 Docks-Transportation	81,995	83,470	83,635	85,726
R-4	438015 Docks-All Other	20,450	24,396	20,859	21,380
R-5	459000 Permits	10,225	20,540	16,225	16,631
R-6	438020 Ice Sales	29,653	32,456	30,246	31,002
R-7	438025 Events	2,000	2,900	2,040	2,091
R-8	450500 Grant Revenues			-	-
R-9	438030 Trap Shed Rental	38,800	28,182	39,576	40,565
R-10	485000 Other Income	20,450	18,744	20,859	21,380
R-11	295 HM budget contract to PPPC	195,000	195,000	195,000	196,950
R-12	Excursion Embarkation Fees	50,000	47,602	50,000	50,000
<b>TOTAL Revenues</b>		<b>766,327</b>	<b>855,822</b>	<b>801,423</b>	<b>817,284</b>
<b>Surplus/(Deficit)</b>					
<b>Surplus (Deficit)</b>		<b>32,920</b>	<b>57,783</b>	<b>53,159</b>	<b>54,529</b>
<b>Allocation of Surplus Revenue</b>					
C-1	Capital Reserve Contribution	32,920	50,000	50,000	50,000
C-2	Available for Aquisition of New Assets			0	40,000
<b>Balance</b>		<b>0</b>	<b>7,783</b>	<b>3,159</b>	<b>(35,471)</b>

**Marine Dept. 295 Budget and Marine Management Agreement**

The Town Managers budget includes a 1% increase over last year as projected in the 10-year budget forecast to \$196,950. At our meeting with the selectmen on November 23, 2015, we presented a breakout analysis of harbormaster or public safety (HM) hours versus pier management (PM) hours performed by staff. That report used data from employee timesheets for part of the year and an approximation for the rest of the year. We have continued to track those timesheets. The following graph includes a full year of actual data. It shows the seasonal nature of our staffing and the seasonal shift from preparing for the season (PM) and the work to ensure our visitors and commercial operations are safe (HM).



The breakout analysis also looks at real costs of employees attributable to the 295 Marine budgets. We will continue to track this dataset as a suite of management tools we are developing.

<b>Harbormaster Cost</b>	
<b>162,583</b>	...Sept. 27 2015 through Nov. 19 2016
<b>38,302</b>	...percentage of indirect costs- 50% of Health, Medicare, OPEB
<b>200,885</b>	...total labor
<b>30,000</b>	...Allocation of B budget expenses to HM functions
<b>230,885</b>	Harbor expenses, allocated portion of office expense for mailings, etc., insurances, crane barge, etc.

Two distinct changes have occurred this year. The first addresses the popularity of squid fishing on the pier, we have doubled our second shift staffing from May to October.

16

**Agenda Item 2ii- Marine Dept. Report and Review Management Agreement**

The Harbormaster Services Agreement outlines how and when Pier Corp works with the Town Manager to resolve day-to-day issues and incorporate best management practices. At the time this agreement was finalized on June 15, 2015, David Panagore had not yet become Town Manager. Working together over the last year has been productive and educational. Mr. Panagore has been influential in managing the relationship between the parties, provided guidance and educational opportunities for our Harbormaster and assisted with the creation of the business manager position. We appreciate his experience and expertise and look forward to continuing our work with him.

We have added a business manager position to the Pier Corp. Until this year we have essentially staffed at the 2010 levels that reduced our staff by one full-time year round equivalent over the original 2005 agreement. In all that time, our activity has expanded to include pursuing grants for economic development and environmental issues, additional staff support for Conservation Commission and increases in traffic for all sectors of our tenants.

The business manager position will handle financial reporting, grant writing and filing requirements, track maintenance projects while improving and analyzing our datasets. Unfortunately our new business manager, Ray Sturdy had prior commitments on this meeting date before he started in the position earlier this month. We look forward to improving our reporting by making changes to our Harbormaster Log database, adapting a project work order system that DPW uses, and formalizing the datasets available for this department. This will allow us to pull reports with the level detail you are used to seeing with the PPD and DPW reports.

We are reviewing a proposal to track and measure commercial fishing activity. At present, all data between here and Chatham is aggregated by Marine Fisheries. If we can narrow the scope of their reporting, we will be able to better measure the effect of our support services for the commercial fishing industry. For example, we know that the value of all commercial products crossing the pier was \$5 million. We want to track that data year over year and follow the product as it makes its way through the supply chain. This data will help us understand the industry, promote Provincetown's commercial fishing port as a brand, and target our support services and grant writing.

The MOU requires we report the Town and Pier Corp assets in operation with a value over \$5,000 every year. There has been no change to assets this year. We still have 4 boats, the PPD surplus SUV and an ice plant. We are preparing for upgrades to the ice plant when we can identify grant funding.

In closing this part of tonight's agenda, we ask you concurrence with our plans to fund the marine department 295 budget and a vote tonight to set rent for fiscal year 2018 at \$70,000.

*This Pier Corp report continues to Agenda Item 3 on the following page*



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Tuesday, November 29, 2016

3

JOINT MEETING WITH PIER CORP, HARBOR & SHELLFISH COMMITTEES  
Long-term Options for Shellfish and Short-term Options for Market

Requested by: Harbormaster Rex McKinsey

Action Sought: Approval

Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve a capital improvement warrant article in the amount of \$20,000 for the Town warrant to fund a pilot project system for shellfish on Bennett Pier.**

Additional Information

The three boards have provided written input for this item. The Shellfish Committee proposal requires a CIP for \$20,000 to fund the pilot project for downwellers on Bennett Pier.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

November 29, 2016

**Pier Corp Report- Initial repairs, funding management report**

Page 7 of 7

**Agenda Item 3- Shellfish Growth and short-term options for shellfish/fish market on the pier.**

In 2005, Pier Corp partnered with an organic farmer, Karen Lee, to create the *Fish and Farmers Market* on MacMillan Pier. It was well received, but ran for only one season due to several issues that arose. For the pier as a venue, wind became the greatest issue with the vendors being blown out or burnt depending on the day. We also learned it is difficult for the fishers to participate. The permit only allows them to sell off their boats. Our one participant, F/V Richard and Arnold would tie-up to the adjacent courtesy float for the day. That created user conflicts for use of that float. Additionally, it is difficult for a fisher to go fishing all day and then work the market they next day. The product stream was not dependable.

Since then, we have worked on marketing the Pavilion on the Tee by the transportation float. We have worked to make it a venue for events and more recently added a stainless steel sink with hot water for hand washing moving toward a food service model. We are planning to issue an invitation for bids this winter for use of the pavilion as retail seafood outlet. This project is in keeping with our responsibilities to create new revenue and support Provincetown commercial fishing

Pier Corp has supported the efforts of the Shellfish Committee and Constable working to improve the conditions for shellfishing in Provincetown Harbor. We look forward to their use of Bennett Pier to increase capacity of shellfish grow-out. We are happy to help with our resources where appropriate.

Respectfully submitted,

Kerry Adams, chair  
Provincetown Public Pier Corporation



## Provincetown Shellfish Committee

# MEMO

To: Provincetown Board of Selectmen  
From: Provincetown Shellfish Committee, Shellfish Constable Stephen Wisbauer  
cc: Provincetown Harbor Committee, Town Manager David B. Panagore  
Date: November 29, 2016  
Re: Shellfish Committee Recommendations

Honorable Selectmen:

Thank you for requesting a Shellfish Committee report about ways our municipality can encourage long-term growth within the local aquaculture industry. We also appreciate the opportunity to be part of the conversation regarding combining the Harbor and Shellfish Committees.

At the November 1, 2016 meeting of the Shellfish Committee it was voted in favor (4-0-0) to respectfully submit the following recommendations for action. We sincerely hope these recommendations are found to be helpful and we are excited to work together in their realization.

Our written memo will be in several parts to facilitate the agenda packets.

### **Agenda Item 3- Fishing/Shellfish Support Services**

**Space and facility for private aquaculture grant holders to grow seed shellfish to a larger size prior to the introduction of environmental stresses:** The Town's growing numbers of shellfish farmers have expressed both need and desire to participate in a community based shellfish nursery program. Provincetown has assisted our fishing community in the past with infrastructure such as cranes for offloading, economical ice production and dedicated use of the courtesy float when the MacMillan Pier facility was under construction.

We recommend that, if funds are made available, the Bennett Memorial Pier would be the optimal location for a shellfish nursery. It is Town owned and Pier Corp. administrated. Due to its existing footprint it is free from many permitting hurdles. Plans and cost for a working first phase of this project follow below.

Staff inspection of Bennett Pier finds that it is in need of three (3) replacement pilings on its west side as well as electric hookup, gated access and other safety precautions. The estimated cost for materials and labor is approximately \$9,000-12,000. A phase one build-out of five (5) of the described nursery boxes would additionally cost approximately \$7,000-8,000. Interest has been shown to fully and immediately utilize this initial capacity.

To fund this project, a CIP request for \$20,000 will need to be made. The Shellfish Constable under direction of the Harbor Master would oversee the project and fabricate the systems. An IFB (invitation for bids) would be issued through the Town Manager to specify the cost of repairs to the pier and reestablishing metered electricity. With oversight from the Shellfish Constable, growers would be responsible for stocking and maintaining the downwelling modules. All running costs, including electricity, would be the growers' responsibility.

## **Capital Expenses**

### **Pier Rehab**

3 Pilings	4,500-6,000
Gate access and safety	500
Electric	1,000-2,500
Labor	3,000
<hr/>	
<b>Subtotal</b>	<b>9,000-12,000</b>

### **Five Module Nursery System**

5 Thermal totes	3,600-4,000
5 Silos	800-1,000
Plumbing	600-750
Pumps	1,000-1,250
Chain hoist	300
Bags	300
Miscellaneous	400
<hr/>	
<b>Subtotal</b>	<b>7,000-8,000</b>

---

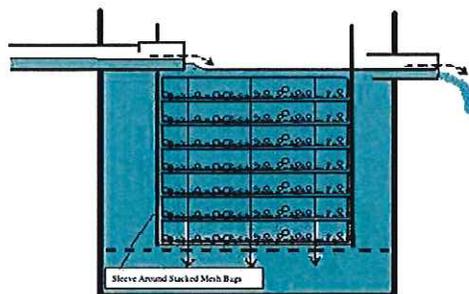
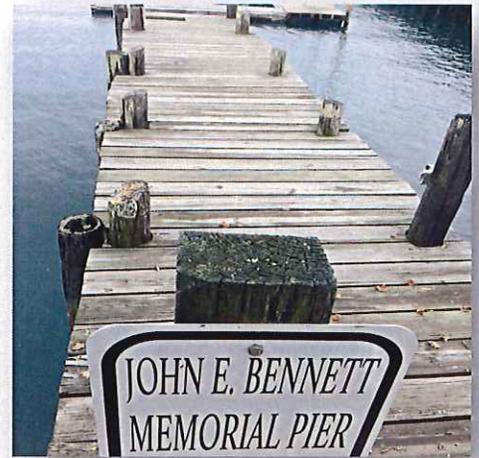
<b>Total</b>	<b>16,000-20,000</b>
--------------	----------------------

H

## Modular Design For Shellfish Nursery “Downweller at Bennett Pier”

The components of shellfish farming consist of three consecutive biological or cultural stages—production of small seed in a hatchery, rearing of larger seed for field planting in a nursery, and growout on a lease to a marketable size.

**Nursery Boxes:** These components serve as an intermediate stage and provide the small oyster seed produced in a hatchery with an adequate food supply and protection from predators until they are ready to be planted for growout. A weller system consists of open-ended cylinders placed in a water reservoir. Seawater is pumped through the seed masses, which are suspended on screens. The direction of the water flow defines whether the system is referred to as a downweller or upweller. The water flow provides food (naturally occurring phytoplankton) and oxygen to the seed. Many growers are attracted to the nursery option as seed costs are lower and, at times, smaller seed are more available. Depending on water temperatures, seed can triple in shell length in 6-12 weeks. We would intend to run the systems for 16 weeks (May 15 – Sept. 15) with a goal of doubling the shell length. These nursery boxes can accept a variety of sized seed but the most common goal of growers would be to reach one (1) inch final shell length to avoid predation in the field from Asian Shore Crabs. The base of each box would be filled with sand and used, by both growers and the Town for clam and other infaunal species. Phase one of this project would place five (5) of these boxes with a combined pumping system on Bennett Pier. Growers, with \$1,500 worth of seed, would initially stock each box and the value would double if the goal shell length were reached. Total electric cost to growers would be \$75-\$175 per box for the entire 16-week run time depending on pump configuration. Results of data from phase one would be used to evaluate capacity and benefits of further expansion. The program has the potential to include education and tourism components.

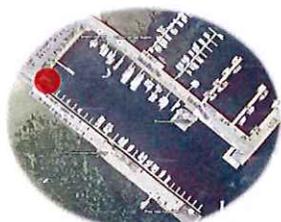




**Phase 1**  
Minimal improvements  
Half capacity



**Phase 2**  
Tourism and Educational Elements  
Full capacity  
Roof and storage  
Additional permitting



Locus

**Encouraging the aquaculture community to pool resources for applicable aspects of farming production:** The idea of a Town supported community shellfish nursery has started further brainstorming in the community. Future shared workspaces and group owned wholesale dealerships are being discussed. This sense of community, gained from town-initiated conversations, is encouraging.

We endorse continuing to help these individual stakeholders to communicate and work together as they expand as a community. The shellfish committee intends on being an organizational force by scheduling informational workshops and community meetings.

**Pavilion use for seafood market tenant:** We support the efforts of Pier Corp to market the Pavilion. The shellfishing community will be notified and encouraged to participate in any opportunities and our assistance is available.

**End of Shellfish Committee Agenda Item 3**

### **Agenda Item 3- Fishing/Shellfish Support Services**

We support the efforts of Pier Corp and Shellfish Committee to improve support services for our commercial fishers and aqua-culturists. Pier Corp has a track record of fishing support and assists the Shellfish Constable with dock space for their upweller, laydown areas and assistance with gear and seed relays. We support the Pier Corp idea to market the Pavilion for a seafood market tenant. Shellfish Committee has been proactive with the Constable creating additional grant space, recreational relays and increased production of seed. We support the use of Bennett Pier for the new downweller pilot project presented tonight. To illustrate Harbor Committee's planning on these issues, the following excerpts from the current Harbor Plan for commercial fishing and aquaculture follow. We look forward to working with both groups on the next iteration of the Plan as will be discussed later in the meeting.

#### ***Commercial Fishing***

*The Plan reinforces the ongoing importance of commercial fishing in the economic and cultural life of Provincetown. In the short term, the finfish industry is experiencing substantial stress due to resource supplies and an emerging regulatory structure. As a result, there are shifts in the requirements for both waterside and shore-side facilities. In the longer term, requirements remain difficult to predict. As a result, the Plan recommends that commercial fishing facilities be maintained and supported when economically feasible. In support of small boat commercial fishing, the original Harbor Plan called for an off-loading dock designed and dedicated for use by small-boat fishermen. The dock has been constructed to remain in the water year-round and has electricity, water, winch, lights as well as ice (for a fee).*

*As part of the operation of MacMillan Pier, the Harbor Plan supports the creation of support facilities for fishermen and other visitors that would provide fresh water, restroom facilities, staging area, small lift for off-loading catch and for the exchange of equipment and supplies. A direct hookup to the town's sewer treatment would ease the addition of these facilities.*

#### ***Aquaculture***

*Aquaculture of types that will not harm the ecology of the harbor should be one of the priority uses of the harbor, reflecting both its considerable potential and role in sustaining and revitalizing the commercial fishing industry. Aquaculture will be supported by and benefit from the improved small boat support facilities as shell fisher/farmers need access to storage floats and the ability to offload their product.*

*Specific recommended actions include:*

- *Encourage studies and programs to grow other types of shellfish such as steamers, oysters, mussels, or sea urchins, as well as one or more species of finfish if ecologically safe.*
- *Continue to cooperate with the Massachusetts Division of Marine Fisheries, Woods Hole Oceanographic Institute and others to investigate and solve the QPX problem. Investigate the possibility of a different species of quahog that may not be genetically susceptible to the parasite.*
- *Identify and mark areas of the harbor naturally suited for shellfish and reserve areas and control use of the areas for boat mooring and anchorage.*
- *Coordinate funding for investments made in improving waterfront facilities with the needs of the shellfishers and the shellfish aquaculture program.*

November 29, 2016

**Harbor Comm Recommendations**

Page 4 of 7

- *Continue to investigate the potential utility of the natural oyster spat fall area offshore of the Johnson Street parking lot. Actions should be considered that better mark the perimeter; manage/prohibit incompatible competing uses (e.g., mooring in the area), maximize yield of the area and create a program for grant holders to transplant oyster to habitat suitable for grow-out.*
- *Monitor water quality closely for different types of pollution such as differentiation between human and animal fecal matter and coliform bacteria, and implement programs to ensure clean harbor water.*

*In general, sufficient financial resources should be directed at shellfish propagation (seed and equipment) for recreational shell fishing. At the same time, the seeding program of the public shellfish areas should be continued.*

**End of Harbor Committee Agenda Item 3**



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Tuesday, November 29, 2016

4

**JOINT MEETING WITH HARBOR & SHELLFISH COMMITTEES**  
**Discussion of combining the two committees**

Requested by: Harbormaster Rex McKinsey

Action Sought: Approval

**Proposed Motion(s)**

**Discussion dependent. Votes may be taken.**

**Additional Information**

Agenda item 5, coming after this discussion is to approve a UMass-Boston Urban Harbor Institute consultant for the upcoming year-long Harbor Plan Amendment process. Their proposal includes a review and recommendations regarding management structures and administrative arrangements for greater efficiency for your consideration. The proposal is for a public process taking input from citizens, and stakeholders with a review of systems from other municipalities.

Both Harbor and Shellfish Committees believe this will be the appropriate tool to review and propose changes.

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**Agenda Item 4- Reorganization**

We recognize the sheer number of boards the Selectmen have to manage for the Town and we share your concern. We hope with tonight’s discussion, it is evident that all three of our groups have distinct and interlocking responsibilities and goals. There are no vacancies on our boards and we all have our own, and overlapping, support staffs. Most of the time, there is a Harbor and Shellfish volunteer serving on both boards to ensure communications.

The Town’s website lists the following missions and authorities. They begin to touch on our individual responsibilities to the Town.

**Harbor Committee Mission & Authority:**

To implement the Municipal Harbor Plan, to provide for the coordination of all harbor elements and activities, to make recommendations concerning updates and revisions to the Harbor Plan, and changes in Harbor and Shellfish regulations. *(April Town Meeting 1997, Article 33)*

**Shellfish Committee Mission & Authority:**

To initiate, promote and manage shellfisheries in Provincetown; make or cause to be made such studies as may be necessary to enhance the value of such shellfisheries and shall enforce all statutes, ordinances, by-laws, rules & regulations relative to shellfish in Provincetown. *(The committee was likely created by the Board of Selectmen as no Town Meeting vote can be found. First annual report of the committee was 1948. Source: Town Clerks Office)*

**The Provincetown Public Pier Corporation adopted this mission statement in 2004:**

Our Mission is to effectively manage, maintain and improve Provincetown's marine facilities; to stimulate economic development; to encourage and support commercial fishing; and to ensure a safe and welcoming harbor. *(Created by Chapter 13 of the Acts of 2000, amended by Ch.260, A.2002)*

Harbor Committee has a direct responsibility to communicate the Town’s position regarding public benefits on Commonwealth tidelands to the State through the Chapter 91 licensing process for private property owners on the waterfront. As we will discuss shortly, we also have the responsibility for the Harbor Plan. We have worked with Conservation Commission on beach raking and comprehensive beach management. Our projects have also included water quality testing, wayfinding for public access to our beaches, landings and access points, in addition to participating on two State Coastal Resilience grant programs that use science and public process to inform management decisions.

If there are additional synergies to be developed through the combination of these committees, the Harbor Plan amendment public process includes a review of current management roles and jurisdictions of officials, boards and committees with harbor-related responsibilities (See Task II B, III A 2, and Task V of the Urban Harbors Institute proposal, Agenda Item 5 of your packet).

**Agenda Item 4- Reorganization of Committees**

**Including a comprehensive look at shellfish in an updated harbor plan:** We understand and agree with the importance of a unified approach to policy regarding our marine environment.

The Shellfish Committee has a direct responsibility to initiate, promote and manage Provincetown's shellfisheries. We have worked to maintain the stock of recreational shellfish through propagation as well as participating in State seed credit grant programs. Our projects have also included expanding aquaculture areas and assisting with applications for private shellfish grants by coordinating with the State Division of Marine Fisheries.

The Shellfish Committee very much wishes to participate in the process of updating the harbor plan and support tonight's Harbor Committee proposal to utilize a consultant for this purpose. In this instance, a consultant will be able to fairly represent all user groups. This is especially important regarding the finite areas suitable to growing shellfish. The Shellfish Committee will have a clear path to follow when moving forward with both recreational and commercial programs if physical and visual changes are agreed upon.

We believe, without actually combining committees, this and future joint efforts will accomplish the proposed intent. If the committees were to be combined, both harbor and shellfish subcommittees would be needed. We recommend that the committees remain separate and that joint meetings are held biannually or as would be beneficial.

**End of Shellfish Committee Agenda Item 4**

## Shellfish Committee

### Mission & Authority:

To initiate, promote and manage shellfisheries in Provincetown; make or cause to be made such studies as may be necessary to enhance the value of such shellfisheries and shall enforce all statutes, ordinances, by-laws, rules & regulations relative to shellfish in Provincetown.

Shellfish Committee				
	First	Last	Position	Term End
1	Loretta	Santos	Chair	12/31/18
2	Melville	Cote		12/31/16
3	David	Flattery		12/31/16
4	Bob	Hazard		06/30/19
5	Richard	Macara		12/31/16
Alt	Nancyann	Meads		12/31/16

## Harbor Committee

### Mission & Authority:

To implement the Municipal Harbor Plan, to provide for the coordination of all harbor elements and activities, to make recommendations concerning updates and revisions to the Harbor Plan, and changes in Harbor and Shellfish regulations

### Harbor Committee

	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Term End</b>
1	Laura	Ludwig	Regular	06/30/18
2	Victor	Seltsam	Regular	06/30/17
3	David	Flattery, Chair	Regular	06/30/18
4	Susan Francis	Avellar	Regular	06/30/17
5	J.	Santos	Regular	06/30/17
Alt	Elise	Cozzi	Alternate	06/30/18



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Tuesday, November 29, 2016

5

## JOINT MEETING WITH HARBOR COMMITTEE

### Discuss Harbor Plan Renewal Process and houseboats

Requested by: Harbormaster Rex McKinsey

Action Sought: Approval

#### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve an expenditure not to exceed \$29,000 from the Harbor Access Gift Fund to engage Urban Harbor Institute (UMass Boston) for consultant services for the Harbor Plan Amendment process.**

#### Additional Information

Please see Harbor Committee recommendations and UHI proposal. UHI has extensive experience developing Harbor Plans, most recently Marshfield, MA and is also doing the Commonwealth's State of the Harbors Report describing the nature, extent and economic value of harbor activities while documenting the dredging needs of Massachusetts harbors.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**Agenda Item 5- Recommend a consultant for the Harbor Plan Amendment Process and Further Discussion of Regulations changes, Houseboats**

The following proposal from the Urban Harbors Institute at UMass Boston would lead us through a year-long planning process for the second Amendment of the Harbor Plan. The process of the first Amendment was done by the volunteers themselves and took several years to accomplish, finally being completed with assistance from Town Counsel. There were several contentious issues and personality clashes that required additional time. This time, we don't believe we face the same challenges or landscape.

Today Provincetown has a new Hazard Plan, is working on a Local Comprehensive Plan, and has other planning tools and scientific data from our other projects that should all be coordinated within the Harbor Plan to the greatest practical extent. We seek to more fully incorporate the other Town boards and public participation in this planning process. To achieve this level of detail and professionalism, we need assistance. We have reached out to the academic, non-profit group that assisted Provincetown with the 1999 Harbor Plan.

The Urban Harbors Institute (UHI) at the University of Massachusetts Boston utilizes policy, scientific, planning, and management expertise to assist governments and communities in addressing the complexities and issues associated with harbors and coastal areas. As a research institute at the university, UHI brings a comprehensive well-balanced and academic approach to providing expert advice on environmental problems and issues.

The institute offers technical assistance and advisory services in fields such as urban planning, coastal and harbor planning, natural resource management, marine industry master planning, water transportation, and geographical information systems. They have previously worked on Harbor Plans for Rockport, Gloucester, Salem, Scituate and Marshfield. They are currently preparing a State of the Harbors Report for the State describing the nature, extent and economic value of harbor activities while documenting the dredging needs of Massachusetts harbors.

The cost for this year-long effort is \$29,000 which we recommend be expended from the Harbor Access Gift Fund (HAGF). The balance in the fund is \$94,291. HAGF provides waterfront property owners that can't provide enough public access onsite, a way to compensate the Town and Commonwealth for private use of Commonwealth tidelands through the Chapter 91 licensing process. The funds are to be used by the Town for improvements to public access or benefits for public use. Harbor Committee is charged with making recommendations to the Board of Selectmen for the use of those funds. Examples of previous projects include scientific studies of our beaches, and providing a beach rake and tractor, paying for wayfinding signs as well as an emergency dredging project.

After your vote on this recommendation, we will discuss our next steps regarding regulations.

Our review of “houseboats” in other towns in Southeastern Massachusetts does not give a clear direction in either direction. Some towns are doing nothing (Dennis, Chilmark, Plymouth), while others have regulations on the books (Chatham and Fairhaven on moorings) or are implementing an 18 month moratorium on “non-traditional structures” to provide time to develop regulations (Tisbury). Falmouth and Fairhaven have them in marinas. Although the Falmouth Harbormaster is opposed to them due to previous drug busts at existing houseboats.

Harbormasters acknowledge the issue of banning houseboats has a legal slippery slope that has not been tested in court. If a resident of the Commonwealth pays excise tax on their property or boat, then they have an inherent right to access Commonwealth tidelands (this issue came up earlier with PWC).

The only thing that is clear is that the subject is not clear. When we start discussing houseboats, we are talking about a ‘craft’ as a place of habitation as opposed to a ‘craft’ that is capable of moving around i.e. transportation- a vessel. There are also houseboats that are vessels. With an engine and steering station, they are required to be registered with the State or federally documented. They are vessels.

There are people that live aboard their vessels. Some people like the idea and some do not (see Falmouth). A town could regulate the amount of time a person can live aboard (Chatham), but Provincetown Harbor already has a relatively stable summer population of about a dozen people (some couples) that live aboard during the summer. Most of those people also work in town. One could see floating craft or vessels as a way to address affordable or workforce housing. There could be a limit of April to November as we do with beached boats. The overriding issue with live aboards for this department is holding tank waste, and we monitor their pump-outs.

As we have stated in previous meetings, we do not believe Provincetown Harbor is conducive to proliferation of houseboats on moorings. The short season, lack of storage space, provision of utilities, and difficult access in stormy conditions will deter most from the idea of a houseboat on a mooring. Although not unanimous, we have concerns about commercial rental of houseboats on moorings. There is one area that we should consider addressing. Having a houseboat in a slip at a marina addresses the challenges of living on a mooring. However, we do not believe it has the same issue of access to Commonwealth tidelands as noted earlier for PWC. If the Town would like to further consider regulations in that direction, we would request access to Counsel as we work through the issue in order to limit the Town’s legal exposure on this issue.

Going forward, we will continue to review work on these outstanding issues based on your direction and start the Harbor Plan Amendment process. For the coming offseason, we will be working with the Harbormaster for a review and update of mooring fields and regulations. You will see those changes next year.

DF/rm

# Proposal to Update the Town of Provincetown Municipal Harbor Management Plan

by the

Urban Harbors Institute  
University of Massachusetts Boston  
November 10, 2016

Our approach to municipal harbor planning is to focus on the issues identified by the community as being of highest priority to the use and management of the municipality's harbor, its natural resources, and the associated waterfront land area. The harbor plan will serve as a guide for future actions by the Town, waterfront property owners, commercial and recreational users, and is the means for communicating and coordinating the objectives of the community with other government agencies, such as Mass DEP and the U.S. Army Corps of Engineers, having regulatory jurisdiction in the harbor.

Harbor planning is a worthwhile undertaking for all the reasons communities do planning: goal setting, developing strategic approaches, establishing funding priorities and improving coordination among municipal boards and with other government entities. Harbor plans provide a means for a community to best determine how a diversity of harbor uses can be accommodated while minimizing conflicts among competing uses and protecting natural resources. The plan is the basis for better understanding the natural and human values of the harbor, optimizing use and improving management of the harbor's resources.

The Urban Harbors Institute proposes to undertake the following process and tasks, working in association with the Harbor Committee, in preparing the update of the Provincetown Harbor Plan. These tasks are not necessarily sequential. Each task will result in a specific product and which are used in compiling the final plan.

## Task I. Initiation of the Planning Process

### A. Establish working relationship with harbor committee

Ideally, the committee will be representative of the diversity of harbor users and others interested in the future of the harbor and waterfront. This is important both for the integrity of the planning process and for ensuring success in plan implementation.

### B. Determine and/or refine the harbor planning area

The harbor plan should cover all of the water area of the harbor and associated land area. This has been established in the earlier plans, but worthwhile to revisit it for the update. The issues to be addressed should determine the extent of area to be covered by the plan.

### C. Establish public participation process

Create a plan for how to involve the public, with what frequency and at what specific points, and the anticipated outputs. We propose that the process include a Harbor Plan website, public workshops and information sessions, open meetings of the harbor committee, printed material for posting and distribution, and use of the media. The final mix is up to the Harbor Committee. Public participation should occur throughout the entire process of developing the plan.

### D. On the assumption the plan will submitted to the Secretary of Energy and Environmental Affairs for state approval under (301 CMR 23.00), initiate the process described in the regulations and participate in a scoping meeting with MCZM, if required. The process and plan elements will

adhere to the requirements for state approval.

**Task II. Identity harbor issues, needs, opportunities and vision for the future**

- A. Identify the issues, problems, needs, and opportunities to be addressed by the plan. As a first step, the 2012 and prior harbor plans will be evaluated to identify issues that remain important and not fully addressed. Then, issues will be solicited from community officials and staff, harbor users, the harbor committee, and the general public. Additionally, recent planning processes and documents will be reviewed for related issues and to ensure coordination among planning efforts.
- B. Comparative analysis of harbor plans from other communities. From a selection of municipal harbors plans from other communities that have characteristics, natural resources, economies, and/or issues similar to Provincetown's, identify and summarize recommendations and initiatives proposed or being implemented to address harbor-related issues and needs. Generally research and introduce for consideration successful models of administration, resource management or strengthening the viability of water-dependent uses.
- C. In addition to issues, a community vision for the harbor will be discussed and developed. Together, the vision and issues will guide development of plan's goals and objectives.

**Task III. Data collection, mapping and analysis**

- A. Research and review existing documents and studies, information and data sources and acquire needed data. This is largely an effort to update data from the previous efforts, but there may be emerging issues that require new information. The type and extent of data and information needed relates, in part, to the issues to be addressed in the plan. The information to be compiled and mapped includes:
  - 1. Existing conditions
    - a) Physical setting: water and land area, water depths, water quality, hazard areas, etc.
    - b) Current uses: harbor infrastructure and facilities; navigation channels; land and water uses, particularly those that are water-dependent uses anchorages; slips and moorings; piers and marinas; land ownership; public access ways; etc.
    - c) Natural resources: unique natural areas, shellfish areas, aquaculture leases, intertidal flats, tidal wetlands, submerged aquatic vegetation, floodplains, etc.
  - 2. Current management: review, assess and summarize the: (a) roles, authorities, and regulatory jurisdictions of municipal officials, boards, and committees with harbor-related responsibilities; (b) review and summarize state and federal authorities over harbor resources, uses and activities.
- B. Create a series of map depicting the above information, using GIS technology compatible with the municipality's system (this is to be determined).
- C. Conduct analyses of the above data as necessary to address the issues and advance the goals and objectives of the plan. Summarize relevant findings from previous studies.

**Task IV. Establish harbor goals, objectives and policies**

Review goals from the previous plan and develop the series of goals and objectives for the updated plan. Goals and objectives will relate to each of the issues identified earlier in the process.

Goals will state what the community envisions the future of the harbor and waterfront to be; the

types of uses to be encouraged and supported; the attributes to be preserved. Policies are more specific statements that guide selection of implementation measures and decision making.

**Task V. Develop strategies and actions to achieve the goals and policies of the plan**

There is usually more than one way to pursue the goals and objectives, so in most cases, alternative actions will be identified and evaluated with the Harbor Committee to select the most productive, cost effective and acceptable. Further, all actions will be evaluated for their compatibility with relevant local, state, and federal policies and programs and to ensure coordination with other Town plans.

Specific actions may include such things as new or revised by-laws and regulations, new administrative arrangements to achieve greater efficiency, land acquisition priorities, capital improvements, funding strategy, and educational initiatives.

- A. Devise action recommendations to address issues and to promote desired uses and prohibit/discourage undesired uses of the harbors and waterfront
- B. Meet with officials to discuss and refine proposed measures
- C. Public meetings to review proposed implementation measures.
- D. This section of the Harbor Plan will include an implementation matrix presenting all of the plan's recommended actions (prioritized) together with responsible party, timeline, cost (if any), and other resources need to implement the recommendations.

**Task VI. Compile the Harbor Plan and conduct a public process for review and adoption.**

- A. The elements above will be adapted and compiled into a final plan. The plan will describe the public participation process, the vision for the harbor, the data collection and analyses, series of maps, issues, goals and objectives, policies, and the implementation strategy and measures.

Planning documents of the past have not been particularly accessible (i.e., readable or inviting), to the public. With the committee's concurrence, we propose to use design and graphics to increase the plan's appeal to the public and harbor users.

- B. Present the plan at one or more public meetings and public hearings.
- C. Revise as needed and prepared final plan for local adoption and state approval.
- D. Prepare the required documentation for the review for state approval.

**Timeline:**

The above tasks will be conducted over a one-year period.

**Cost:**

The cost for preparing the Provincetown Harbor Plan Update \$29,000.00  
Inclusive of personnel, travel and expenses.



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**

Tuesday, November 29, 2016

6

## OTHER

Requested by: Town Manager David B. Panagore

Action Sought: Discussion

Proposed Motion(s)

**Discussion Dependent – votes may be taken.**

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>