



**Provincetown Public Pier Corporation (PPPC)**  
**Provincetown Town Hall, Judge Welsh Room**  
Meeting Minutes of Thursday, May 23, 2019

**Members Present:** Regina (Ginny) Binder (RB), Chair; Herbie Hintze (HH); Richard C. Holland (RH), Carlos Verde (CV).

**Excused Absence:** Scott Frasier (SF); Doug Boulanger (DB), Facilities Manager.

**Other Attendees:** Rex McKinsey (RM), Harbormaster & Pier Manager; Jamie Demetriou (JD), Office Manager.

**Public Attendees:** John Dematteis, Deputy Harbormaster; Earl Hinton; Colin Walsh, Producer, Starz P-Town Productions, LLC; Alex Berard, Location Manager, Starz P-Town Productions, LLC.

RB called the meeting to order at 5:02pm and announced that the meeting would be no longer than 55 minutes due to another meeting scheduled for the Caucus Hall at 6:00pm.

**Agenda** (*Discussion may ensue, votes may be taken*)

### **Public Statements**

None.

### **Review Minutes**

RB said she made a few tweaks to the minutes draft of May 9, 2019 and supported having a minutes taker at meetings; suggested the minutes be turned in within a week after any given meeting to JD, RM, DB and RB for initial review, and then all edits be submitted to the recording secretary 48 hours prior to the forthcoming meeting so that the changes can be incorporated into the draft for approval. Jody O'Neil, Recording Secretary, requested the Agenda be sent ahead of future meetings in a format other than Office or dox and RB said she would send it in Word 2003. PPPC agreed that it preferred more detailed minutes like the ones submitted today over action minutes which Mr. O'Neil offered as an option for formatting. HH and RH requested a delay in the approval of the minutes draft for May 9<sup>th</sup> as they had not yet reviewed them.

**RB made a motion to table the approval of the meeting minutes of May 9, 2019 until the next meeting. CV seconded the motion and it passed, 4-0-0; RB, CV, HH, RH.**

### **Special Agenda Items**

Starz Update and Final Agreement.

Mr. Berard and Mr. Walsh presented. Mr. Berard said the change in time request for the shoot of Friday, May 31<sup>st</sup> reflects a scene to be shot at a bus stop on the sidewalk by the Surf Club involving one actor making a phone call and which should run about 2 hrs. Mr. Walsh said there would be no need to shut down the road or block traffic. RH noted the designated area as the entrance to the Parking Lot.

RB said the shooting times should now reflect a change from a 5pm start time to 2:00pm to 9:00pm; asked if the host vessel had been secured. RM said yes, and that the ship would be the Miss Lily, owned by Mike Rego; requested \$1,000 for his services. CV recommended the producer contact Mr. Rego directly as it is a privately-owned boat and not a part of the Pier's designation. RM said he was fine with the change in filming time for the pier at the agreed upon fee of \$2,000.

CV asked per the size of the equipment or other items being dropped off. Mr. Walsh said everything is on carts that can be pushed through a doorway. HH said he was concerned with the shoot occupying too much of the parking lot for the sake of the public. CV suggested a staging area that is a deck by the boardwalk at the entrance involving a parking space or two but not obstructing a large area.

RM said that there are four ferries coming in during the 4-9pm time frame and that he'd be on site but that John Dematteis would be the point-person.

Mr. Walsh requested a rain-date for the shoot of Monday, June 3<sup>rd</sup> if there is thunder and lightening. PPPC agreed. RM mentioned the drone-shot that would capture the Town from the air to which Mr. Walsh said the Police Chief was aware of and that the production had FA approval; and agreed sandwich boards or other forms of signage would alert the public to the filming in the area.

**HH made a motion to approve the plan for the High Town proposal concerning staging and drop-off of equipment on the pier and a boat on the east end of the float for Friday, May 31, 2019 from 2:00pm to 9:00pm, with a rain-date of Monday, June 3, 2019, same time. RH seconded the motion and it passed, 4-0-0; HH, RH, RB, CV.**

RM said all charges and other information regarding the High Town television shoot will be put together in a single report to Erin, who is Project Administrator.

## **Facility Manager Report**

### Courtesy Float

RM reported in DB's absence that the fender project is complete and the Courtesy Float has been repaired; pump-out and water systems are working, dingy dock is assembled and scrim float for kids will be in place tomorrow; rest rooms are open; Bollard lighting is being replaced with LEDs; and research is being gathered on costs for possible replacements regarding light poles along the boardwalks and fixed piers.

RM asked after the resolution of the Courtesy Float repair to which RM said there wasn't one yet, but that they rebuilt the float and got it back in the water, solved the problem with the pile that won't get stuck in the hole. RH asked if there had been a request for water service on the Courtesy Float. RM said there is water service in that a spigot is provided to the base of the gang-way so that a long hose is not required from the public, but that they do not provide a hose as it is a better situation if people bring their own. RH said he didn't necessarily agree, but RM said perhaps it would be a different story

if there were two different docks and noted the pump-out station is self-service. CV observed that his own hose does not reach the pump-out station. RM said the pier used to not charge for the water, but that people would leave the hose running over the side of the dock and the pier would pay the water bill, so the quarter-machine system has worked to that end and is also a revenue source.

### Bollard Lighting

RB said she spoke to DB about wanting to be involved in the lighting plan over the next 18 months and invited others from the Board to be involved, as well. HH spoke highly of the school kids who gave a recent lighting presentation to the Select Board and felt it would be a good idea to include these kids and their work in the planning. RM said he understood the presentation was recorded. CV asked of solar options. RB said she recognized the new lighting plan as an opportunity for big improvement, and modernization that comes together environmentally and in a sustainable way for the future that is also affordable.

### **Office Manager Report**

RB referenced meetings between JD and accountant, Steven Roderick, which has helped to keep reports flowing and transparency with the Town.

### Roderick's Update

JD spoke of the developments with Mr. Roderick in changing the operating system over to the Square and how the new forms would work and the upgrades offered through Square with payment collections and breakdowns of revenue streams and time sheets; said that Square interfaces with QuickBooks and that Mr. Roderick will be working with Lynn Martin of MIS at Town Hall to integrate the new system; end-of-day reporting will be done internally and that overall there will be less of a chance of error with less hands working on the documents.

JD said invoices have been sent out for the docks, parking permits are beginning to be distributed to fishers and that Priscilla Jacket is nearly ready for Project 2, which RM noted involved some clean-up on the software program involving data and collection.

CV asked if parking permits were still hanging tags or if there would be a switch to stickers. RM said hanging tags are still in place but that the change-over is on DB's plate.

RH spoke in favor of a P&L after every meeting so that numbers don't get so big that they get ahead of everyone. RB said rules indicate a P&L broken down by lines of business will be made available after each meeting.

### **Pier Manager Report**

#### Status Update on Facility Plan

RM said the facility security plan renewal is going ahead, facility vulnerability and measures summary is complete, facilities security assessment is nearly complete and the plan should be ready to be submitted tomorrow and reviewed by the Harbormaster office in Chatham.

CV asked of the paper trail for the security plan as being reviewed by Chatham. RM said it goes from Chatham to the Coast Guard and that Chatham provides a service to the Town as a favor and is engaged as it is paper review process and a third party is required, whether it is Chatham or a hired paid consultant; added that it is a sensitive document.

### Cruise Ships Update

RM noted the first cruise ship, American Constitution, is scheduled to come into the pier on Monday. HH said the ships incoming have been publicized by the Chamber of Commerce and RM noted that the Town is now in sync with the ship's tour time-frame. RB recommended surveys be put into cabins for ship passengers in an effort to utilize feedback to put the ship business into a positive light with the Town regarding revenue benefits.

### Update to the Next Meeting, June 13<sup>th</sup>

RM announced the Coastal Rowing Regatta for June 1<sup>st</sup> and a wedding on June 8<sup>th</sup>, in addition to the High Town shoot; first of weekly trap sheds starts on June 10<sup>th</sup>; said he and DB would be attending a Governor's listening session in Chatham; street line painting happening overnight between the 2<sup>nd</sup> and the 5<sup>th</sup>; attending changing of Station Chief who is from Chatham.

RM reported that for the first time in years the Harbor is fully staffed and great progress has been made thus far. RB thanked RM for his and the Harbor staff's quality work. RH asked if having DB engaged has been helpful for RM's own work detail, to which RM agreed and also stated that he still has to be on-hand for many aspects of the work load and that there are still 60-hour work weeks.

RB spoke of meetings she's had with DB and the former Town Manager and noted that there are two distinct operational functions between DB on the pier and RM with the Town.

### **Sub-Committee Reports**

HH spoke of the people from the trap sheds who all expressed their gratitude for the work done at the pier and said they were happy to be back.

### **Director's Statements**

CV said he had four items to discuss.

- 1., Concern for pier traffic and consideration of a system for better controlling the traffic flow by accounting for the number of vehicles on the pier at any given time for safety concerns.
- 2., Suggestion that a form or system could be helpful to track people's pump-outs in order to be proactive in that regard, to which RM said the Harbor already handles this detail.
- 3., Recommendation that the hours for squidding at the pier be extended to close at midnight, based on conversations he has had with locals. RM noted that there is a shift-end of midnight currently in place, which would then be affected if the squid fishing closing hour was changed. CV said he didn't feel the extra hour would hurt and could be beneficial to the public, as well as the Town.

CV said the 4<sup>th</sup> item could wait.

**RH made a motion to adjourn the meeting at 6:05pm. CV seconded the motion and it passed, 4-0-0; RH, CV, RB, HH.**

Respectfully Submitted,  
Jody O'Neil