



**Provincetown Public Pier Corporation (PPPC)
Judge Welsh Room - Town Hall
Meeting Minutes of Thursday, September 26, 2013**

Members Present: Kerry Adams (KA), Scott Fraser (SF), Carlos Verde (CV), Herbie Hintze (HH)
Members Absent: Ginny Binder (GB)
Other Attendees: Rex McKinsey (RM), Pier Manager/Harbormaster, Scott Chovanec (SC), Provincetown Police Department
Connie Boulos (CB), Administrative Asst.

Chair Kerry Adams called the Public Meeting to order at 5PM.

AGENDA

Public Statements

KA, upon James King's request, read his letter into public statements:

Kerry, and all Pier Corps members

I am requesting that the Pier Corps formally notify the Board of Selectmen of the failure of the Marine Patrol Pilot Program to fulfill its expected return on investment to our town, the deviation from its original mission, and, the discord it has caused in the community, as well as the overall usefulness of the program.

I am sure most Pier Corps members are aware that this program is extremely unpopular with the general public, especially the boating community and the fact that most recently our Town Finance Committee investigated the cost of the program and deemed it not only not a cost saving (as the program was originally intended), but extremely expensive.

Please take whatever action is necessary by the Pier Corps to eliminate this Pilot Program for next year, and return to your budget the appropriate funds for running the pier as it was done prior to the inception of this failed program.

I would appreciate it if you would vote on this matter at your next meeting, and let the Board of Selectmen know your intentions.

Sincerely,
James E. King

Another public statement, made by John Santos, also addressed the MPO program. Mr. Santos believes that the program is not successful on the water or with directing traffic. He does not believe this program should have a presence on the water and also wants the program to end.

Special Agenda

No discussion ensued.

Review of Minutes

KA referred to the August 29, 2013 Public Meeting minutes.

A motion was made to approve the minutes of the Public Meeting on 08/29/13 as written.

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

Vote:

Yes: 4

No: 0

Abstain: 0

Motion passes.

Directors' Statements

SF – SF is glad to be back in the United States. Upon his travels, he visited Tarbert Harbour, located on the west coast of Scotland. While there, he received a welcome packet for visiting boaters. This packet contains a report of the history of the harbor and its authority as well as how to approach the harbor by land or sea. SF wanted to know the cost of producing this for our visiting boaters at Macmillan Pier. RM said the cost is not much and because the 15th anniversary of the PPPC is approaching, this would be a nice tool to have for years to come as well as celebrate the board and the Pier. This packet also had a quarterly newsletter that communicated activities in the Harbor and changes in regulation. SF believes this packet would be a good communication vehicle with the public. SF also took pictures of floating docks in the area to hopefully help the board generate ideas for our docks.

SF also wanted to address the preliminary overview of the PPPC's finance situation. The PPPC spent \$200K on repairing floating docks through the 24th of September. Due to this, the maintenance reserve accounts have been depleted and will run out by the end of the year. SF wants the Harbormaster to think of preventative measures to preserve the docks.

According to the profit and loss statement, because of those expenditures, the Board will lose money. The PPPC is accruing employee health and retirement benefits, and the town, because of certain regulations, has not recovered those funds yet. This means the \$150K of health benefits will come back onto the P&L and wipe out the loss that we had at the end of the year. However, that is deceptive because the PPPC took a financial hit due to the floating docks. This will give the PPPC an opportunity, in discussion with the town, to reset the terms of performance and services that is provided for the town.

The PPPC's general law requires an establishment of a maintenance reserve fund from the Pier's lease revenues in order for the Pier to be in a fully operational state. The PPPC has fiduciary responsibilities under this law to establish, fully, a maintenance reserve fund. SF asked RM to

ask Town Council what the PPPC's fiduciary responsibilities are under this law. The final audit from the Auditor, which will let the Board know the financial status, plus the discussion with Town Council to establish and know the exact nature of the Board's fiduciary responsibilities, will give the PPPC a set of objectives for discussion to restructure the relationship with the Town.

HH – HH wanted to welcome SF back into the cooperative efforts of the PPPC.

KA – none at this time

CV – none at this time

Working Group Reports

Unaudited FY13 Financials

Covered by SF

Truck Ads

RM included, in the packet, pictures of vehicles owned and operated by other Harbormaster (HM) offices as well as other used trucks; he also mentioned that RM and Luis Ribas (LR) had to borrow DPW personnel's truck to trailer Marine 1 to Hyannis for recently attended training. RM said, considering upcoming negotiations with the Town and the Board's current financial picture, the PPPC should settle on a used vehicle at this time. Once the Board gets past the current financial issues, the HM office will need to have something in which the staff can operate fully and professionally, such as towing the boat. RM suggested purchasing the 2001 black Toyota Tacoma from Cape Cod Auto Connection for \$11,295.

CV withdrew pervious motion from 8/29/13 meeting of not spending more than \$10,000 for a truck and put forth new motion: A motion was made to not exceed more than \$13K in purchasing this truck.

Motion: Carols Verde ***2nd:*** Scott Fraser

Vote:

Yes: 4

No: 0

Abstain: 0

Motion passes.

This portion of the discussion occurred after the Priority List report, but is warranted here

LR spoke about the purchase of the truck. He would like the PPPC to ask the BOC for a new truck by sponsoring a warrant article on the town meeting floor, or budget for a new truck in the 5 year plan. LR feels the mechanic in town may not be able to provide service on a Toyota

because he works exclusively with Fords. CV said that there was a Ford truck on the list of used options, but RM did not want to purchase because it is out of state.

There was much discussion on who would fix the truck if it was broken and who would pay for it. Lieutenant Golden, who was present at the meeting, told the PPC that the Police Department has a five year rotation plan for their vehicles and is planning to replace the Ford Expedition by next June. The vehicle has to be offered to other departments before it is surplus, and the vehicle is based on a F350 style. He asked the PPC if that would serve their purpose, and RM, as well as LR, said the staff needs an open bed.

The previous motion of purchasing the truck for \$13K was withdrawn by CV and HH. KA asked RM to bring more information concerning the police vehicle to the next meeting because of the confusion.

Pier Manager's Report

Damage Report

RM said that there is damage to the transportation float. The hinges on the float had been repaired because of the previous storm, but the plates have separated. AGM had visited the Pier recently and provided a quote of \$38K to fix the float, as well as repair four hatches and four cleats that need to be replaced. There will be additional costs as well because a crane will be needed to take apart the float and put it back together again (so it can be put on the beach). The project would not be started until November.

KA had asked if this will be a hazard to the public, and RM said that if nothing is done with the float it would be a hazard. SF had asked RM if local businesses are capable of doing this work, and RM said that there is a local welder, but because of the size of the operation, he wanted to utilize a marine contractor.

CV had asked if it would be more feasible to remove the float and provide maintenance offsite to scrape, paint, coat and fix it properly. RM said because of the concrete ballast, it would be a huge capital expense to move. RM did say that the office is trying to add these expenses to the FEMA claim.

RM said that engineers look at the float every year to do an inspection, as well as look underneath it every five years. The contractor has given Pauline Galipeau specific instructions to properly inspect the underneath portion of the float. KA and SF like CV's idea, and they have asked RM to bring a report next meeting to provide the board the costs of the damage as well as the cost for hauling the float out.

Moorings Update

RM said the GIS project is mostly completed, except for some pockets on the East End and an area behind Ryder Street Beach. RM provided screen shots of what moorings have been plotted. Issues with connectivity have been resolved due to a software update.

SF has asked RM to give a copy of the mooring marking map to Provincetown Marina and John Santos (Flyers) in order to see where their moorings are represented. CV asked if photos would be incorporated with these markings (space on mooring marking software will allow this), and RM said it would be at a later date. SF asked if a space for a last inspection date could be added, and RM said the renewal forms will incorporate this.

RM foresees a completed process of this by going through a full year of the software program in order to resolve any issues. RM is hoping that this will go live online in order for customers to make online payments for spring renewal.

Security Cameras Update

RM has chosen Integrated Security of Foxboro from the state contract list to install the Pier's cameras (also the lowest bid in this round of vendors). RM said the materials should arrive by October 7th, and the vendor should start work by October 14th, hoping to complete the project in two weeks. CV would like to see a map where the cameras would be placed, and RM said that will be available for internal use only because it is deemed a security system. RM does not want that information released to the general public.

Beach Cleanup Update

RM and Scott Chovanec (SC), with the help of the DPW, have completed this for the season today by attending to the beach behind the Post Office and Seamen's Bank. During this conversation, CV had asked RM about John Baldwin's house boat, which has been on the beach behind Seamen's Bank. RM said that Chris Rego has purchased the boat and is aggressively trying to remove the boat from the beach in the next couple of weeks. This is being monitored on a regular basis.

HH asked if there were any problems with the individuals that are currently occupying the beach, and HM said he is only going to concern himself with the unpermitted boats. However, there were a number of people that were happy to assist him and SC with cleaning up the area.

Training Update

LR and RM had recently attended a Search and Rescue training sponsored by NASBLA. The program patterned the US Coast Guard Training Manual, and the training program tried to address issues so that different departments and entities could speak 'the same language', or basically be able to coordinate effectively and easily. Another goal of this training was to provide the Basic Crew Members Boating Course to the attendees so that those individuals would be certified giving their own employees certain training.

Priorities List

Prepare for Negotiations with Town – RM said that SF reported already where he sees the PPPC. Columbia Queen – GB and Michael Gorman have reached out to the town to work out permitting details for this project. There will be more information in the next few weeks.

Floating Docks Work Group – RM said the issues with the contract with Bourne Consulting Engineering have been worked out and are awaiting signatures. A kickoff meeting is still need for issues and concepts. BCE will be putting together a timeline on the completion of the upcoming meetings as well as who is attending and what guidance from the town is needed for addressing certain areas, such as permitting entities.

Financial Year End/Audit – The auditor did have his initial review, and the office is waiting on information from him to move forward.

Negotiation for Ferry Service Contracts – RM said this is our last year of the ten year contract with the ferry services and the PPPC will need to renegotiate it. Because of the CPI index, the yearly fee for docking has increased, but the contract still needs to be reviewed. CV would like the dates of when the contracts will expire with the ferry companies. RM said he will get him that information. RM said that the BOS will need to approve this multi-year contract as well before it is ratified.

Harbor Committee/Barry Clifford Mooring – RM said the HC would like to have input for the PPPC negotiations with the town, and the HC would like the PPPC's thoughts on regulation changes they are anticipating, for example the beached boat process.

New Pumpout Boat – The balance in the pumpout boat fund is approximately \$44K, which will locally match the 25% of funding not given to us with the Clean Vessel Act Grant (this grant only gives us 75% of the funds that are allocated to us). The boat will be purchased next spring. CV asked RM if the plug number for the patrol boat (Marine 1) has been incorporated in the five year plan and brought to the Town's attention, and RM said it will be brought to the Treasurer's attention in the next meeting or two. KA also wanted to add that if the patrol boat were to incorporate firefighting capability, the Board may qualify for statewide, and possibly, federal grant money. KA would like RM to have a discussion with the Fire Department to let them know of this possible cooperative arrangement, but for them to understand the boat is property of the Harbormaster.

New Business

MPO Evaluation

RM evaluated the program last year through public surveys and ads and wants the PPPC to look at the program this year. SF would like to adopt Jim King's recommendation, but does not want this to reflect on the police personnel on the Pier. The Board originally wanted help on the Pier with tenant relationships, but did not want any assistance on the water. The organizational chart of the MPO/Harbormaster staff did not work the way it was intended to. SF wants to have a business discussion basis with the town with a clean slate and avoid any organizational confusion.

A motion was made for the MPO Pilot Program to be terminated at the end of the current year when the police personnel are finished at the end of the season (return to their department and end their tour of duty on the Pier for the season) and further, that the police presence on Pier, either scheduled or ad hoc, be negotiated with the town as a point of our overall financial and operational relationships during our discussions with them.

Motion: Scott Fraser **2nd:** Herbie Hintze

Vote:

Yes: 3 No: 1 (Carlos Verde) Abstain: 0

Motion passes.

HH does not believe the PPPC needs to negotiate with the town in order to have police on the Pier. HH said that the police should come out to the Pier if they are needed regardless.

CV said the MPO Pilot Program was started because of issues with tenants and maintenance. CV sees a difference of only \$22K in staffing on the profit and loss statement between the years of 2011 and 2012. He believes it is worth having the program to have qualified people with CPR skills on deck. CV also said that HM personnel have been caught sleeping at the HM desk. He believes the money the PPPC saves can go to a maintenance program in order to maintain the Pier properly. CV wants to negotiate with the Town about Harbormaster services before terminating, and mentioned that last year, through those surveys, the ferry companies were very happy with the program. The program created a lot of positives and it is best to leave to the BOS to decide the fate of the program.

KA said that the Jim King's letter mentioned the cost to the town, not the Pier. KA said maybe the direction we need is to have a liaison with the police department. KA said that there may be no need for full time police, but only on an as needed basis.

Cash Register

KA introduced a point of sale software system for the HM office in order to streamline and manage cash and transactions into our Quickbooks system.

A motion was made to purchase the software.

Motion: Scott Fraser **2nd:** Carlos Verde

Vote:

Yes: 4 No: 0 Abstain: 0

Motion passes.

CV wants the software to have a timeclock feature as well in order to keep track of employee's time, i.e. punching in and punching out every day. CB will investigate this feature further and notify the board. RM will also check with the auditor to verify this software will work with our cash handling process.

A motion was made to adjourn at this time.

Motion: Scott Fraser **2nd:** Herbie Hintze

Vote:

Yes: 4 No: 0 Abstain: 0

Motion passes.

Meeting adjourned at 6:40 PM
Respectfully submitted,

Connie Boulos
PPPC Administrative Coordinator

Kerry Adams, Chair