



**Provincetown Public Pier Corporation (PPPC)
Provincetown Harbormaster's Office
Meeting Minutes of Thursday, February 16th, 2017**

Members Present: Kerry Adams (KA), Herbie Hintze (HH), Ginny Binder (GB)
Scott Frasier (SF) Present via telephone conference.
Carlos Verde (CV) – Excused absence

Other Attendees: Rex McKinsey (RM), Jarrod Koskey (JK), Ray Sturdy III (RS)

Additional Attendees: Don German (Introduced himself)

Chair Kerry Adams called the meeting to order at 5:10 P.M.

Public Statements:

None

Special Agenda:

(KA) Introduced the special agenda items posted on the Public Meeting Notice and being prepared for the Finance Committee meeting, Warrant Articles and Annual Report.

(GB) discussed her wish to co-create the future of the pier with Fin Com rather than an adversary. She would like to help Fin Com to understand how they can help the Pier to succeed. Therefore she made some revisions to the document previously received and she would like to shorten the document and define for Fin Com, the difference between maintenance and capital improvements. She pointed out that Town Manager has made the difference clearly defined and she would like to avoid the past confusion for the future. She discussed the Bourne Engineering report that outlines the maintenance report and the amount to be expended per year and the difference being the responsibility of the Town of Provincetown.

(HH) discussed his agreement with (GB) and believes we should assist in making it more understandable and precise.

(GB) further discussed cutting down the document but retain all the information in an appendix if there are further questions presented.

(KA) agrees

(GB) discussed working with (RM) and (RS) the following day to work on revisions.

(RS) agreed with (GB) and brought up the suggestions discussed in an earlier meeting with the Town Manager and including those along with suggestions from (GB) to create a more easily understood document.

(RM) brought up the need to still have all information available to which (GB) replied that she agrees but feels it does not have to be included in such detail.

(RM) mentioned that he would like to have Fin Com help with the Board of Selectmen with further dialogue. He discussed the most appropriate manner in which the Articles should be presented to assist in presenting the Pier's needs.

(GB) discussed the importance of explaining that the Pier succeeded when the funding was requested to build the pier and the problem being that the transition was never made from those documents to secure the capital stack to an actual operating budget and feels that Fin Com will understand that and now we are being punished for succeeding and that as we have not been able to revise the business plan to be realistic about the operating costs for the Pier.

Motion made to have (RM), (GB) and (RS) to revise the presentation.

Motion – (HH) 2ND Motion- (SF)

Roll call vote – (GB) Yes; (KA) Yes; (HH) Yes; (SF) Yes

Motion Passes

(RM) discussed the Warrant Articles and that the Article for the \$23,000 is very clear but the, whereas Article was revised and additional changes can be made prior to closing on March 3, 2017.

(GB) would like to be sure the language used is styled in collaborative manner of speaking.

(KA) brought up the 295 budget and the necessity to be prepared for any questions that may be presented regarding that topic.

He then asked if any further discussion was needed for the 295 budget, or Annual Report. There was no further discussion brought up as being necessary.

Motion to approve Provincetown Pier Corps Meeting Minutes from January 12th, 2017.

Motion – (HH) 2ND Motion – (GB)

Roll call vote – (HH) Yes, (GB) Yes, (KA) Yes, (SF) YES

Motion passes to approve.

Pier Manager Report:

(RM) replied that all is fine and been busy with preparing for Fin Com Meeting. He discussed the place holder on the Warrant for an adjustment to the MacMillan Pier Reconstruction Article of 2015 and it was set up that Fema may pay 75% and it was then changed *up to* 75% without prior discussion. This means it will go thru a cost benefit analysis and FEMA will not pay for improvements and various portions of the plan are improvements to try to adjust to the needs of the commercial fleet.

(GB) asked if the wave attenuator is an improvement to which (RM) replied it is not but only the 90 ft. extension from the North dock to the wave attenuator and on the South dock with fewer spaces but 18 ft. wide and 45 f.t long to adapt to the needs of the fleet.

(SF) posed the question of why is it a consideration as to why the changes need to be expressed to FEMA. (RM) replied that if it is not repaired to the previous design, then they have to be advised to be able to agree to the changes.

(RM) mentioned he has a phone call with Peter O’Conner the following day to discuss.

(GB) posed the question as to what categories FEMA has and (RM) replied there are two being, “put it back together the way it was” and “Hazard Mitigation”.

(GB) asked if there were any way to pose it in another way due to change of size of the vessels to which (RM) replied that that does not fit into their regulatory scheme.

(RM) continued by stating they will try very much to make it work but do not want to authorize a spending risking fault at a later date should another party accuse them of authorizing a bad decision.

(KA) asked about contacting local congressmen to which (RM) replied that he and David Gardner would be having a meeting with The Army Corp of Engineers to support the Provincetown Marina project but the goal is to get the business card of the new supervisor for the engineer that we will have to do business with.

(KA) asked if there was any further information from (RM) regarding this issue to which he replied he had nothing further.

(RM) then discussed the subject of the Cruise Ship materials. Discussion ensued regarding materials provided to the cruise ship companies for their benefit.

(GB) asked who sends this information out and (RM) replied that we have been.

(KA) and (GB) asked if the PBG or Chamber of Commerce should be sending this out to which (RM) replied that the Chamber and PBG is sending out marketing information out in addition to the information we send out involving the logistics.

Discussion ensued as to how the information from the Pier, PBG and The Chamber works together to create a positive overall experience.

(RM) asked whether once we receive a reservation, do we want the Board to approve every stop or just the company's first stop and is the Board ok with taking only one at a time and allow staff to handle it.

(KA) replied that he feels (RM) should have the authority to make the decisions but the Board should be kept informed.

(GB) expressed her desire for an after visit review from the passengers and cruise ships.

(HH) stated much of this information was available last season but not processed properly.

Discussion then continued regarding gathering information from passengers and their experience in Provincetown, therefore allowing us the information to decide about choosing which cruise ship companies to focus on bringing into Provincetown. (GB) discussed how the data gathered from the passengers will benefit by passing along the information to local businesses to most benefit from their stay. (GB) also remarked that if these passengers experience a pleasant stay, they are likely to return to Provincetown in the future.

(RM) stated that the initial negative opinions of the cruise ships seem to have dissipated in town due to the information provided at the previous PBG meeting.

(GB) expressed her hopes that the PBG and Chamber will be reaching out as much as possible to citizens to quell any future potential negative feelings of the cruise ships in Provincetown.

(KA) suggested having The Banner cover the ship visits in there publications.

(RM) suggested adding a drawing included with post cards given directly to passengers offering incentives such as complimentary stays in local Inns and will be added as an idea to the presentation portion of the VSB then proceed to the PBG and Chamber with the idea.

(GB) suggested asking the companies providing a link to their passengers as a questionnaire as to their experience in Provincetown including the idea of a drawing as mentioned above.

(RM) stated we have been working on promoting the cruise ship subject in a positive light, formalizing the package and finding out how many ships per day the PPPC would prefer with the answer being one per day.

Directors Statements:

(SF) brought up the subject of quick books and calendar year vs fiscal year.

(RM) stated that due to posting of revenue coming in after fiscal year's end, the numbers tend to be understated for one year and overstated for another year. He continued that the accountant has no issue with this and the Town Manager suggested quarterly.

(SF) stated a motion was made four to five years ago that the reports would be on a calendar year and that we should stick to this to avoid confusion.

(RM) stated that due to state law we have had to continue with fiscal year to which (SF) doing so for the state but locally should be done so on a calendar year.

(RS) stated that he understands this idea but sees it as having to be a gradual process to do a switchover.

Motion made to direct staff to work with the Pier auditor to work out a financial protocol to produce calendar year reports but still comply with state law for fiscal year end.

Motion – (SF) 2ND Motion – (GB)

Roll Call – (KA) Yes, (HH) Yes, (GB) Yes, (SF) Yes

Motion passes.

(KA) discussed the Pier pavilion and an idea of a seafood market and if no interest is expressed this year, he would like to be sure to craft an RFP as to not potentially lose revenue if other interest is expressed this year.

(GB) expressed that this is a topic to be looked at closely in the future.

(KA) stated he would come together with (RM) and review the Trap Shed RFP to assist with this.

(KA) discussed and it was decided that the next scheduled PPPC Meeting would be cancelled due to it being in one week and resume with the March 9th, 2017 meeting.

(RM) asked (JK) to advise PTV and Doug Johnstone as well as Darlene Van Alstyne as to the meeting schedule change.

Motion made to adjourn meeting at 6:12 pm.

Motion – (SF) 2nd Motion (HH)

Roll Call – (GB) Yes, (SF) Yes, (HH) Yes, (KA) Yes

Chair, Kerry Adams adjourned the meeting at 6:12 pm

Respectfully submitted,

Jarrold Koskey
PPPC Administrative Assistant

Kerry Adams, Chair

