



**Provincetown Public Pier Corporation (PPPC)
Provincetown Town Hall, Judge Welsh Room
Meeting Minutes of Thursday, December 14th, 2017**

Members Present: Regina (Ginny) Binder (GB), Herbie Hintze (HH), Scott Frasier (SF), Carlos Verde (CV)

Un-Excused Absence: Kerry Adams (KA)

Other Attendees: Rex McKinsey (RM), Jarrod Koskey (JK)

Public Attendees: Mike Rego (MR)

Vice Chair, Regina Binder, called the Provincetown Pier Corp meeting to order at 5:00 P.M.

Public Statements: None

Special Agenda:

(GB) opened up the special agenda by discussing the Board of Selectmen's meeting of November 27th, 2017. She stated that she and (SF) were both at the meeting and that the meeting was very positive and the Pier's financial summary was presented and due to the transparency of the presentation and thoughts as well as coordination, the Board of Selectmen seemed pleased with the presentation.

(SF) stated his agreement with (GB) and that it is crucial to keep the financial operations and reporting on a proper operating level to keep the relationship between the Pier and Board of Selectmen on a transparent level of communication.

(GB) stated that in order to have an operational structure to help with this, it is vital that the board consider their individual skill sets and applying those to pier operations. She stated this would be discussed further into the meeting.

(RM) stated that he presented the forecast to the Board of Selectmen for next year regarding the Harbormaster's Funding Plan and felt this was a benefit to the conversation and doing the same in 2-3 year increments would be helpful to the Board of Selectmen.

(GB) stated that to be able to properly create a funding plan, the operations are important to the funding plan. She briefly discussed the operations and organizational structure but first asked to move onto approval of minutes.

Motion made to approve the minutes of the PPPC Board Meeting of November 9th, 2017 as written.

Motion- (HH)

2ND Motion- (SF)

Yes- (CV), (HH), (SF), (GB)

Motion passes.

Pier Manager Report:

(RM) reported that dredging is scheduled to begin in late December of 2017 or early January of 2018 with an open window to February 1st, 2018 but if an extension is necessary, it is allowable.

He continued by advising the board that the 'The Codfish' will be working on our project as well as Truro once they are finished in Chatham. He also advised that the project opens the way for our wave attenuator, will place sediment at Court Street and a four day period is anticipated for preparing for the attenuator and maintenance dredging.

(CV) asked if the concrete in the area to be cleared out will be an issue to which (RM) replied that a diver will be needed to handle that and it can be paid for through a town meeting article.

(RM) continued his pier report, advising the board that Peter O' Connor will be providing a memo to the Town Manager that outlines the progress to date. (RM) also stated that FEMA does not require any further information and they are currently working within their internal processes. (RM) also advised the board that the contact individual stated the attenuator does qualify based on the BCA. He continued by reporting that Peter O' Connor anticipates we can proceed with bidding in January of 2018 with openings in February of 2018 and award a bid in March of 2018. (RM) stated that we should have the award letter in possession by that time and will request the following time extension based on the receipt of the award documentation. He also advised members of the board that moving forward, installation of the attenuators can happen in September or October of 2018 with the docks scheduled to be installed around the fishing fleet in November and/or December of 2018.

(SF) asked if we are directing the advertisement for bids to those who may be more qualified for the job or if the advertising is being done so in a more generalized manner. (RM) replied that those with a higher qualification and interest have been in contact but for legal reasons the bidding must be advertised to all who may have interest in the project.

Discussion ensued regarding the bidding process and the importance of the job and time frames.

(GB) thanked (RM) for his detailed attention to this project and process of seeing it through.

(SF) asked (RM) if there were any problems with the structure following the completion of the project if we would have to call upon only one party or multiple. (RM) replied that it would be one project in entirety and therefore one party.

Discussion ensued if it would be financially responsible to also receive a bid for the 90 ft of area from the dinghy dock to the wave attenuator. (SF) expressed his preference to receive a bid for the 90 ft area at the same time the formal project was being bid. With this, discussion continued if this would affect the FEMA project and reimbursement and any potential problems it may cause. (SF) repeated his idea in a way of keeping it clear that it is two separate projects and presenting it to the bidders as such and that we would pay for the 90 ft project separately and this would ultimately save money in long term to save from having the installer to have to come to us twice. Discussion further ensued resulting in an agreement that merely receiving a bid would be a benefit.

(RM) further stated the RFP process has started as well as the new auditors have started their review and the pier is working for a January 1st deadline to begin using Quick Books 2018 online giving a higher level of transparency to the Treasurer and Finance Director at Town Hall. He followed this by advising the board members that the new weather station has been installed and the app can be downloaded via 'rainwise app' and 'weather underground'.

(GB) suggested having the app information on our web page in a prominent position.

(RM) concluded his report with informing the board that the \$11,000 payment from the insurance claim for the restrooms was received and forwarded to the Town of Provincetown for construction costs and the project is moving forward.

(RM) pointed out the document in the meeting packet listing all the dates for the following year for PPPC Board meetings.

Director's Statements:

(CV) asked (RM) what the status was of the F/V Artemis to which (RM) replied he is working on the issue with the town managers involvement but there is a formal process of handling the vessel.

(CV) asked if the board could receive updates on the issue of the fishing vessel.

(CV) further stated that he noticed a scallop trailer on the end of the tee and with the winds was hitting one of the ticket booths and if this could be removed. He also asked the status of the pilings in storage in Truro and asked if we could have those installed.

(HH) made his statement regarding decorating the pier for the holidays to which (RM) that due to weather conditions and also, the failed initial intent of the benefit of the trap sheds there was a decision made to decorate the office only.

Discussion ensued regarding decorations in the future for the pier during the holidays in an effort to showcase it along with the Pilgrim Monument and Lobster holiday tree.

New Business:

(GB) opened up new business with the subject of organizational structure and how to help empower the pier staff by having board members oversee facets of the pier that their expertise would best be suited with. She asked (CV) if he would be interested in facility operations. (CV) accepted the position.

(GB) then directed her statement to (HH) with his communication skills and handling any communication relating to marketing, etc.. (HH) agreed to accept this position.

(GB) then discussed taking on the part of re-organization of duties and how they relate to staff members. She referred to a list of duties and positions on the pier included in the packet that (RM) and (JK) had done some work on but wished for more input from board members. She broke the duties down to three categories being Director of Operations, Director of Maintenance and Pier Manager. Discussion ensued as to how this will help issues including lack of staffing and assigning duties based on strengths of personnel.

(CV) made a statement regarding the Mass Maritime program of utilizing a student for temporary pier staffing. (RM) replied that the two persons of interest from the program are not available but another group of students will be available in January giving the pier another chance to use the program. Discussion ensued.

(CV) discussed the amount of work in relation to the present number of staff members and hiring another person to assist.

(GB) and (CV) discussed concentrating on more attention to work load and a proper level of staffing.

(HH) spoke to the matter of number of employees being low and no definite job descriptions for those employees. He also spoke to the matter of uniforms and those uniforms having the proper job titles on the uniform.

(GB) replied that the above mentioned worksheet will potentially help solve all of these and additional issues.

Unfinished Business:

(SF) opened his statement with discussing the process of how the commercial fishing fleet is

