



**Provincetown Public Pier Corporation (PPPC)
Provincetown Town Hall, Caucus Hall
Meeting Minutes of Thursday, April 11, 2019**

Members Present: Regina Binder (RB) Herbie Hintze (HH) Carlos Verde (CV)

Telephone Conference: Scott Fraser

Excused absence: Rick Holland (RH)

Other Attendees: Doug Boulanger (DB), Jamie Demetriou (JD)

Public Attendees: None

Regina Binder called the Provincetown Pier Corp meeting to order at 5:08 P.M.

Public Statements: None

Motion made to review minutes at the next meeting

Motion by CV second HH

Roll Call all in favor

Special Agenda:

RB It's been 90 days since Rex's interim review and new rules put in place. Time management communication, and follow through were the areas to be worked on. There has been some improvement in the area of communication. Follow through is still a crunch. I'm helping him with time and task. We should evaluate after the new staff is in place and extend for another 90 days.

Extend another 90 days

All yes

The conversation then went to transient vessels.

RB How do we know when they come in and if they have insurance? JD then showed the board the current Transient form. The board also debated stickers. Different colors for Vessels that have all docs. The board asked if the following could be added to the form:

Insurance

Method of payment

Emergency phone #

Email

Revise title of document to Transient Vessel

DB and JD to work on this for the next meeting.

Facilities Manager Report

Seasonal Staff-

Seasonal staff for the Pier Operations group has been finalized.

- Crew and orientation will start on Tuesday the 16th.
- A task (to do) list/timeline has been put together by the FM of items to be completed by specific milestone dates this spring in preparation for the season to begin.

Pier Operations, maintenance and repairs

- One of the 1st tasks on the list will be deck board replacements on the main Pier and work on the Courtesy Float as a temporary fix
 - Will be looking into obtaining quotes for a more permanent solution.
- Canopies and benches will be going in place by the end of April
- Met Art Green this week and both ice machines were serviced and the 5 ton was repaired.
- Public Restrooms- ladies room door repair began last week
 - Plumbing repairs the 1st week of May
 - Restrooms opening on or before May 15th, 1st Ferry Thursday May 16th
- Fender Pile replacement to begin mobilization the end of next week, by AGM
 - Notice out to Fishermen next week
 - Installation will take 2-3 weeks
- Line painting/stripping to take place the 1st week in May
 - We are working around this schedule where impacted
- Trap shed readiness and database update, Trap sheds open 15th of May
- Excursion floats and gangways began installing this week

Marina Renovation Project-

- Communication Plan/notice was sent out with all floating dock renewals as well as mooring renewals in the cover letter letting everyone know what would be coming this summer and the impact on floats, parking and anticipated access etc..
 - A meeting was also held with the Fisherman back on Jan 24,2019
 - We are working on a weekly communication plan that will involve using such tools as the Town talk FaceBook page, the town website, the Pier Corp FB page as well as individual mailing list and email lists and of course direct phone calls to whom necessary. Would like to get to a format distribution list where this update is going out weekly, daily when and to whom necessary.
- Construction kick off meeting will take place on Thursday the 18th of April, 2019 at 11:30am at the Town Hall in the Caucus Hall
 - Items to be discussed will be Baseline Schedule, Mobilization Plan, Parking Strategy, Delivery logistics, timelines & storage, as well as Submittal questions and GEI Q&A's
- Will request to have a Layout/"Blueprint" showing the construction Phases as well as a Basic Timeline schedule to be posted on the exterior of the construction trailer or on a freestanding Bulletin board, to include basic contact info as well.

Additional Items:

Main waterline system out to the Pier

- Inspected and surveyed in 2016
 - Further investigation and engineering needed, working on researching this concern and options for updating and or replacing...
- Capital Improvements schedule and update data base
- Property management data base
- Researching replacement or repair to street poles/lighting down the pier boardwalk, possible warranty..

Director's Statements:

RB I am happy with the way things are going. We are on the right track.

HH Doug's report was excellent

CV DB and JD work well together

SF Sad that Panagore is leaving.

RB to write a letter to David Panagore.

Motion made to adjourn PPPC public meeting of April 11 2019

Motion - (CV)

2nd Motion - (HH)

Roll call vote -Yes - (HH), (SF), (CV), (GB)

Chair, Regina Binder, adjourned the PPPC Meeting of April 11 2019 at 6:29 pm.

Respectfully submitted,

Jamie Demetriou

PPPC Administrative Assistant

