



## Provincetown Public Pier Corporation

# Minutes

The Provincetown Public Pier Corporation Public Meeting – Working Session of Thursday, December 10, 2020 at 2:00pm via Teleconference.

**Members Present:** Regina (Ginny) Binder (RB), Chair; Scott Fraser (SF); Herbie Hintze (HH); Jamie Staniscia (JS).

**Absent:** Carlos Verde (CV).

**Other Attendees:** Doug Boulanger (DB), Facilities Manager; Jamie Demetriou (JD), Office Manager; Don German (DG), Harbormaster.

**Members from the Public:** None.

RB gaveled the session in at 2:18pm.

DB read the policy for Virtual Meetings in Provincetown Under the Executive Order Suspending Certain Provisions of the Open Meeting Law, signed March 12, 2020 by the Governor.

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

RB motion to approve minutes from 11/12/2020 and 12/03/2020; HH seconded. Passed 4-0.

### **Public Statements**

None.

### **Special Agenda Items**

#### Harbormaster Report

DG presented Harbormaster report. Notably, the 46' Chris Craft has paid excise taxes and 2020 mooring fees; will be fined \$50.00/day starting January 1<sup>st</sup> if boat is still on a mooring. SF discussed staffing for next year, noting that DB and DG should closely coordinate on how staff is allocated throughout the pier.

### Pier Manager Report

DB presented Pier Manager report. Notably, office staff reduced to one in-person in the office due to COVID concerns; Deputy HM is now "On Call" status through the winter months. HH asked about the crane that has been on the pier for about two months. DB stated that it is there for the transportation float repair and there have been scheduling issues.

### Office Manager Report

JD presented Office Manager report. Notably, improving the fees issuing and collections process. SF suggested that JD and DB work together with SF on PPPC's QuickBooks needs, including determining if the project should be in-house or outsourced.

Discussion of Harbor Regulations' Appendices commenced. The complete HR document is near completion: DB appendices updates to be sent to consultant Jason Brown for editing; final comments from legal counsel to be incorporated, etc.

HH motion to adjourn at 4:03pm; SF seconded. Passed 4-0.

Respectfully Yours,

T. Jason Brown