

Minutes  
Operations, Finance and Safety Committee  
Third Floor Conference Room, Gloucester City Hall  
October 31, 2013, at 4:00 PM

Meeting called to Order at 4:20 PM

Present: OFS Committee: Jim Bordinaro, David McCauley, Ralph Pino; Cate Banks, Jim Caulkett, Tony Gross, Patti Page

Oral Communications: None

Minutes of 10/3/13 Approved

Agenda Review

Update on Timelines, Project Elements and Funding for Solomon Jacobs Project

- Outcome of National Grid meeting on Use of Building and Dock Design  
Parameters: Prior to the meeting the WWB was briefed by National Grid officials about changes in their use of the building housing the Harbormaster's operation and some alterations in the docks. OFS agreed that these changes do not significantly alter our facility costs. The timeline for National Grid project completion is April 2016 but could be delayed until April 2007 if certain work does not commence soon. Under the current timeline, the new pilings would be ready to receive the floats by spring 2015. This provides a clear timeline for some OFS planning.
- Building Plan for Harbormaster's Complex: Mark Lacey provided some working notes on plumbing matters for the proposed transient bathrooms but the committee members agreed to discuss the material later in the context of the overall building plan which is quite ill-formed. Plan development would profit from continuous work by a smaller group of WWB members. Ralph Pino and Jim Bordinaro provisionally agreed to serve on the subcommittee but we agreed that it should be open to other WWB members. OFS agreed to submit this motion to the next full meeting of the WWB. *Moved: The WWB should create a subcommittee to work on a facilities plan for the building housing the Harbormaster's complex, including related uses. The subcommittee would create a detailed floor plan and reliable cost estimates to submit to the OFS/WWB and is authorized to incur reasonable expenses in*

*pursuit of this goal.*

- Status of Seaport Council Funding: Tony Gross reported that the state Department of Conservation and Recreation has notified the City that the \$200,000 available through the Seaport Council must be expended by June 30, 2014. While he noted that some other uses had been discussed for this funding, OFS was adamant that this funding be directed to the purchase of new floats and related costs for the Solomon Jacobs facility and that this could easily be done within the tighter timeline. OFS was also informed that the Mayors Group/Seaport Council is scheduled to meet next week and that the Council needs to remove the “bottom-anchored” designation from the authorization language for these funds. Jim Caulkett will discuss this with some city officials and Chairman Gross was asked to discuss this with the Mayor. Given the larger circumstances of the funding, OFS wanted to assure full WWB support and proposed this motion to the WWB: *The OFS requests the full support of the Waterways Board for the dedication of the remaining \$200,000 in Seaport Council funds to the the purchase of docks and related purposes for the Harbormaster’s Complex at the Solomon Jacobs landing.*
- Status of Boating Infrastructure Grant (BIG) Proposal: There has been little movement on this since the decision to delay the application until 2014. David McCauley, Cate Banks and Jim Caulkett will reconvene soon with Stephanie Cunningham, BIG Administrator to develop a plan for the next application.
- Outcome of meeting with City officials on needs for reimbursable funds: OFS had been concerned with the need to identify funds to meet project costs for the Harbormaster Complex since the BIG is a partial reimbursement program. Jim discussed this with City officials and was assured that management of qualifying costs awaiting reimbursement could be done administratively if the cost/reimbursement timelines were close together in time and the the WWB would not need to develop the front end funding.

Review of FY2014 budget and monthly/bi-monthly report:

- Update on use of free cash for Solomon Jacobs: OFS should have the state certified free cash numbers at the November meeting and will make recommendations on the distribution of the total among different accounts. OFS continues to support the allocation of a significant portion of these funds to the Solomon Jacobs complex to support facilities cost for which reimbursement is not

foreseen and other expenses.

- Approve \$16,000 for engine replacement on 23' Parker: The engine on the Parker has well-exceeded its useful life and needs to be replaced. This replacement was not included in the original budget. OFS will present this motion to the WWB: *The WWB dedicates not more than \$16,000 for the purchase of a new engine for the Parker and directs that these funds shall come from the certified free cash account.*

#### Budget Preparation Process for FY 15

- OFS will focus on program reviews (e.g. launch) and producing an FY 15 draft budget for the December WWB meeting. This will include budgeting for a shortfall in launch finances and operations and the development of estimated revenues. It will consider also the sufficiency of launch operator salaries and a possible fee increase.

New Business: No further new business

Identify Agenda Items for Next Meeting: Prepare the FY2015 budget and further monitor progress on funding for Solomon Jacobs complex.

Next meeting date shall be set by consultation.

The OFS adjourned at 5:25 PM.

Minutes submitted by OFS Chair, David McCauley