

MINUTES

**Waterways Board
3rd Floor Conference Room, City Hall
Gloucester, MA 01930
April 5, 2016**

Present: Anthony Gross, Ralph Pino, Dave McCauley, Mark Lacey, Jim Bordinaro, Phil Cusumano, Bob Alves, Jim Caulkett

Also: Matt Fradette (Dockwa), Paul Giacalone, Nick Novello, Joe Boreland, Kyle Grant

Chairman Gross opened the meeting at 6:00 p.m.

Oral Communications: Joe Boreland inquired about the process for posting the Harbormaster's position. He was informed about the posting of the position, the time period allotted to apply, and interviews. This will be discussed at the May meeting.

Approval of Minutes: On a motion of Mark Lacey, second by Dave McCauley, the Board voted unanimously to accept the WWB minutes of March 1, 2016.

Dockwa Presentation: Matt Fradette from Dockwa presented the Board with an overview of their company and their program for transient boating reservation management. He elaborated on instant visibility of their active network of boaters who use Dockwa to research marinas and make reservations via web and mobile bookings. There is automatic payment collection processed through Stripe and deposits are automatically deposited directly into your bank account, dates of arrivals and departures, an accounting record created and reservation history update. He noted that all information on all customers is on file and these files are updated automatically. When questioned about fees Matt stated there are no monthly fees, no refund costs, no setup fees, and no card storage fees. Processing fees of 3.5% per successful charge and deposit; fees for all credit cards including AMEX and Discover is the same. In order to know if a reservation has already been made on a certain date the calendar shows that date blank. Many questions about the cost of the program being approximately \$6,000.00 a year was discussed. Board members would need to meet with the Mayor, Treasure, Auditor, Leal Dept. and Purchasing before committing to this program. Chairman Gross feels there was a favorable response from Board members.

Harbormaster and Asst. Harbormaster Meetings with CLE: The Harbormaster, Assistant Harbormasters and Launch operators met to discuss the recommendations from the CLE completion of their Harbormaster Management Review, and their plan of action. They all gave their input on mooring field assignments, establish specific mooring survey for 30 day habitual use, and job descriptions. A note book for use by the Assistants will be created by Jim for use in each area. Some suggestions were two different electronic means of taking inventory, items were added to Duties and Qualifications, new phone system, mooring ball inspections and guidelines for the office, operational, launch and a training schedule.

Deputy Harbormaster Job Description: Board members review the job description fully.

>**Motion:** On a motion of Ralph Pino, second by Phil Cusumano the Board voted to accept the job description of the Deputy Harbormaster.

> **Motion:** On a motion of Ralph Pino, second by Phil Cusumano the Board voted to accept the description of the Deputy Harbormaster with adding licenses required under Mass and Federal Law listed under Qualifications. **Motion passed**

National Grid Float Replacement, Cleanup Date: Jim reported Charter has paid for the two broken floats, but neither National Grid nor Charter knows when the new ones will arrive. The seawall construction is slower than expected; hoping to be finished by Memorial Day week-end. Discussion on the floats followed. Chairman Gross stated the floats will work out better.

Budget Process: Dave McCauley reviewed the FY17 budget with Board members. Discussion followed on the various increases in the budget. It was suggested that raising fees and rents would bring in more revenue: i.e.: rents at St. Peter's Marina and Harbor Cove Commercial Docks, check with State about raising fees at Dun Fudgin, all other fees.

Harbormaster Report: Jim met with Mayor Theken to discuss the possible used of Ten Pound Island, requested Personnel Department advertise Launch Operators, all materials need for the Magnolia Pier Landing float have been purchased and delivered to the Wood Shop at Gloucester High School. The new float needs to be installed by Memorial Day week-end. Jim has correspondence from Joe and Dominic Sanfilippo regarding a slip that's available at Harbor Cove Commercial Docks and St. Peter's Marina; referred to Public Facilities.

Subcommittee Reports: None

Discussion Items Not On Agenda: Dave McCauley suggested having an Ad Hoc Committee. This will be on the agenda for May.

There being no other business the meeting adjourned at 7:51 pm.

Respectfully submitted,

Shirley M. Edmonds

