

Minutes
Waterways Board
Operations, Finance and Safety Committee
Third Floor Conference Room, Gloucester City Hall
Thursday, October 6 2016

Present: Robert Alves, David McCauley (Chairman), Liam O'Connell, Ralph Pino, TJ Ciarametaro, Chad Johnson, Cate Banks

Oral Communications: None

The Minutes of the August, 17, 2016 Meeting were accepted.

Need for Project Plan and Funding for Harbormaster Complex (HM) at Solomon Jacobs

The responsibility for the design changes to the Harbormaster building has been sent to Public Facilities but funding is an OFS issue. The chair asked what are the major expenses coming, even with more limited vision, and what is the timeline for these expenses? This led to a discussion of NSTAR obligations to return the building to the WWB "status quo ante", as has been the expectation for the last few years. TJ said that it is now unclear what changes, if any, will be made to the building after the remediation contractors leave, an event scheduled for May, 2017 and perhaps earlier. It was also noted that a \$60,000 request by the WWB for Seaport Bond funding for a feasibility study was not submitted to the state. While it was stated by the City that such an expenditure was ineligible on a leased property, OFS thought that the long-term renewable lease would satisfy any state requirement.

It was further noted that the City Administration is not committed to the future of the HM complex at the Solomon Jacobs site and that it is considering other options, including I4C2 and a Commercial Street site. OFS members noted that this would take considerable time to unfold and that we were faced with a very short timeline for a decision on the HM complex. OFS needs to know very soon about the commitment to the Solomon Jacobs site and the condition of the building when the HM receives it.

It was also noted that Maritime Gloucester may be interested in renting some or all of the available space in the building. Any subletting of space may need to address municipal codes and regulations and ADA compliance. The WWB would also have to assess comparative rentals costs in establishing rental fees as well as find suitable tenants.

The HM and OFS agree that the impending rental increases (to \$68,000 annually under the current lease) upon receiving the whole building are onerous and cannot be managed without subleasing parts of the building. Plans for any tenants cannot proceed without clarification of the condition of the building when the HM receives it, the

firmness of Maritime Gloucester's plans and the authority to move forward, the consideration of the Administration's thoughts about other HM sites notwithstanding.

OFS asked Ralph Pino, TJ and Chad to urge Chairman Gross to meet with each of the parties named above to settle these matters. The Chair of OFS said that the committee is hamstrung until these matters are resolved and that the timeline for action is very short.

Update on Budget Adjustments to FY16 Retained Earnings and FY17 Budget Identified at Previous Meeting

TJ and Chad reported on the expenditures made to address current concerns and to correct problems inherited from the previous HM operations. All expensed seemed necessary and the transfers could be easily accommodated at this early point in the fiscal year. We are awaiting certified free cash/retained earnings statement from the state.

Review of Staff Salary Structure

TJ and Chad presented their case for staff and/or salary increases in three areas: (1) additional admin support in FY17 boating season (2) Assistant Harbormasters (3) launch operators

- 1- Admin support: Especially in the late May-September boating season, with additional interest in the January- March slot. OFS is inclined to support this request. The cost implications are, as yet, unclear. Liam suggested that a Mass Maritime Academy coop student might be a solution and he will contact Mass Maritime in this regard. If it seems likely, OFS agreed that a paid internship is fairer to a student and would likely attract a better candidate. OFS will set the internship stipend when we get more info from Mass Maritime
- 2- Assistant Harbormasters (AH): There are seven AH and there are non-rational salary discrepancies among them based on historical factors (e.g. date of hiring) and the overall salary level is too low, affecting hiring success. TJ proposed increasing the salary level from \$15.50 to \$17. Bob Alves argued for a \$20 level but OFS is inclined to support the HM proposal. A total cost estimate for this increase was not presented.
- 3- Launch Operators: There are five launch operators who make \$13.50 per hour. TJ proposed raising the salary to \$14.50 to attract and retain better operators. The cost of this increase is estimated to be in the \$1300-1600 range. The varying level of licenses held by launch operators and potential liability concerns was raised. It was proposed to raise the salary for those who have or get at least a Six Pack license to \$15.50.

OFS was inclined to support these salary adjustments but requested a tally sheet with a firm cost estimate for each category, along with a pattern job description for each. All increases would be effective on July 1 and thus part of the next fiscal year.

Discussion of Matters received from WWB

The full WWB approved (1) the increases of the transient mooring fee, with launch included, to \$40 and (2) the 10A float permit fee by \$1. No OFS discussion was required. The WWB also approved the fee schedule for project details. While there are revenue implications for the City and the staff doing the details, there are none for the WWB.

OFS did discuss the issue of a move to length overall and its revenue implications. TJ argued that the implementation difficulties were considerable and the revenue gain probably small since the boat length for mooring fees is currently determined by the manufacturer specs. No action was taken by OFS but a discussion could resume with new information.

Continue discussion of New Revenue Sources

Bob Alves suggested some sources of increased revenue. He urged increasing by 200 the number of SE Harbor moorings with a \$200 fee for each, plus \$100 for the launch, which could generate up to \$50,000. He further suggested a program to provide access for transient boaters (\$40 fee) to temporarily unoccupied private moorings in desirable fields. He also proposed extending the Wonson Cove and Ten Pound Island fields to open access to those on the wait list. He provided income estimates for each proposal. The discussion will be continued, although Public Facilities generally has the responsibility for mooring management.

New Business: None

OFS agreed not to meet again prior to the next WWB meeting but may convene if progress is made on the Solomon Jacobs issue, as described above.

OFS adjourned at 6:10 P.M.

Minutes prepared by David McCauley and Bob Alves.