

**Minutes of the Harbor Committee**  
May 18, 2015

JUL 09 2015  
Wendy Rankie  
Town Clerk

**Roll Call:** Lee Emery, David Emery, Doug Anderson, Lori Howell and Charlie Rankie were present. Cabot Trott arrived at 7 pm. Harbormaster, Richard Philbrick and Deputy Harbormaster Tom Phillips, Jr. and Grant Hirst were also present for the meeting. Ben Brickett was absent.

Mr. Lee Emery stepped up to fill the shoes of Mr. Brickett and served as Chair. Both Lori Howell and Charles Rankie were appointed as voting members. Mr. Trott arrived at 7 pm and took Mr. Rankie's place. Lori Howell volunteered to serve as recording secretary for the evening.

**Minutes:** The minutes of the April 20, 2015 meeting were reviewed. Motion by Mr. David Emery to adopt as amended. Seconded by Lee Emery. No further discussion. Motion passed. 4 in favor.

**Harbor Master's Report:** The Harbor Masters are working on mooring registrations. The number is up to about 105 with about 80 to go. Lease was signed on Harbor Master boat. It is awaiting bottom painting. The boat should get into the water within the week. The Harbor Master reported that he is taking latitudes and longitudes of existing moorings. They found that some of latitudes and longitudes were incorrect and they are re-doing that work. There was a discussion regarding how the Harbor Masters are taking readings. The unit they are using is accurate to +/- 3 meters. Trying to take readings at slack tide. There is an hour and a half slack after high tide, but during that period we lose a foot and half of water. Thus there is a very limited window in which to work. Dave Emery suggests taking reading at slack, high tide.

Motion to attach the Harbor Master report as submitted. Seconded. Five members in favor. Mr. Philbrick will try and do a written report for meetings. The Harbor Master report is attached and made a part of these minutes.

**Budget:** Mr. Emery asked why the boat painting/prep/winterization, etc. isn't included in the total rental fee. Mr. Philbrick states that the individual sums are combined so that public can see where the costs go and what the total cost is. Other members pointed out that the budget committee will want very specific details. Mr. Anderson suggested that the harbor committee should comment on the budget, but it is not the role of the Harbor Commission to format the budget.

**Unfinished Business:**

- Discussion about launch fees, drop box and honor system at the Dead Duck Public Landing.
- There was a discussion regarding setting fees for next summer. Fee reviews can't occur until occur in June or July at the earliest. The Harbor Commission would need to see:

Mooring revenues- # of moorings

Resident moorings- # of moorings  
Non-resident moorings- # of moorings  
Wait list fees- # on list  
Updated Harbor Master budget- actuals  
Late fees  
Launch fees

It was noted that skiffs can be left at Dead Duck for free.

- Harbor Master will report back on pump out of vessels.
- The next meeting will progress to the appeals procedure in the ordinance. Everyone should review the appeals procedure. The Town Manager will be asked what the Town's appeal procedure is. Want to write so that the Harbor Commission reviews complaints and can make decisions. If parties are still aggrieved then they can appeal to the selectmen. Also look at Section 18- public complaint procedure.
- Discussion about Robert's Rules and how the agenda is formatted. Ben had formatted the agenda extremely close to the format proposed by Mr. Rankie. Mr. Trott moved to add to the format to add the names of the members and alternates and officers. Unanimously passed to amend the agenda format.
- General discussion about Robert's Rules. General consensus about why to use and the consistency.
- Procedure for replacing a member. Article 3, section 2. The most senior alternate steps up. The Harbor Commission should make recommendations to the Town Manager should recommend a new member to be appointed by the selectmen within 60 days. We should tell Wendy Rawski/Town Manager that we intend announce the vacancy and that the position should be filled. Chair should go to the Town Manager and have Wendy issue an e-alert and then Town Manager should come to the Harbor Commission and we make recommendations.
- Discussion about not having summer meetings. This would require a bylaw change. Motion to change the bylaws: Amend article 5, meetings, Section 1, to read "Regular meetings shall be scheduled in advance. The town clerk shall be notified of meeting dates as soon as the date is set."

Moved and seconded. Moved by Mr. Rankie. Seconded by Mr. Trott. 5 in favor.

**Good of the Order:** Next meeting is June 15<sup>th</sup>.

**Adjournment:** Motion to adjourn at 8:09.

Respectfully submitted

A handwritten signature in black ink, appearing to read "B. Cabot Trott". The signature is stylized and written in a cursive-like font.

B. Cabot Trott  
Secretary, Eliot Harbor Commission