

Eliot Town Harbor Commission

Lee Emery - *Chairman*
B. Cabot Trott - *Vice-chair*
Lori A. Howell - *Secretary*

Benjamin P. Brickett - *Member*
Douglas A. Anderson - *Member*
Charles L. Rankie - *senior alt. Member*
Richard Russell - *alt Member*

Harbor Commission Meeting Minutes December 21, 2015 – 6:00 pm @ Eliot Town Hall

Meeting called to order at 6:00 p.m.

I Roll Call

1. Present – Lee Emery, Cabot Trott, Lori Howell, Ben Brickett, Doug Anderson, Charles Rankie
2. Absent, excused – Richard Russell

II Agenda

By motion duly made and seconded, the agenda was approved.

III Minutes

Mr. Rankie suggested changes to the minutes from November 16, 2015; ***by motion duly made and seconded, meeting minutes were approved as amended.***

IV Reports from Officers and Boards

- a. Harbor Masters Report - HM was not present to provide his report, Chairman Emery read from the written report the HM provided dated November 2015 that stated he is checking the Landing daily, floats have been repaired by the Highway Department and that he would be taking “R&R” for the three winter months and on call if needed.

V Special Orders

- a. Mr. Trott reported on his finding regarding the standard design for moorings, and reported there is no standard for weight, size, etc. Mr. Trott distributed a copy of the Mooring Waiting List used by the Town of Freeport, ME. The list is supported by the Town’s ordinance and addresses the issues of application priority. The four different categories listed on the Waiting List (Resident, Non-resident, Commercial and Non-commercial) are defined in the ordinance. The ordinance and the list do not address a riparian category. HC members feel this is a category that will need to be addressed in the Eliot ordinance and the Eliot Mooring Waiting List will need five (5) categories in addition to the Master List. Mr. Trott is working on a format using Excel and he requested that any of the members with suggestions or expertise contact him. There is a new list that the TM may have prepared that is posted, but the HC had not seen this list prior to today’s meeting. The Chair suggested that a new list also include the capacity to regularly update the percentage of non-residents for easy reference. Once Mr. Trott has an approved working model he can give it to the HM for a trial run to see how it works. The updated list should be provided to the TM and be used before the ordinance is in place.
- b. Town Manager’s written response to issues raised at previous HC meeting was read by the Chair:

- i. TM re: reflective markers: The Shoreland Zone enforcing of reflective markers on floats and piers - HM will meet with CEO.
- ii. TM re: budget request: Because the Budget Committee had asked for a zero-increase budget, the TM is only presenting a budget with true needs and he suggested the HC only request a \$1,200 budget to cover the expense of preparing minutes and for maps.
 - 1. If we say yes to this budget, he can give his support of this amount to the Budget Committee. If we find we need additional funds later, we can ask for them. He will be presenting his budget to the Selectmen and to the Budget Committee and hopefully both agree with the budget as presented. The HC can think of the \$1,200 as a start- up budget.

A motion was duly made, seconded and unanimously approved that the HC request a 2016 budget of \$1,200.

Later in this meeting, Mr. Rankie suggested that the reply for the budget amount be in written form, and include a statement that legal review fees will be covered by the Town. **Mr. Emery agreed to include this in his written reply to the TM.**

- iii. TM re: Mooring Waiting List: The Mooring Waiting List is updated so next in line is at top.

The relationship of the riparian category was discussed and it was pointed out that it is a 'priority' category, but is always for only one mooring per applicant. Members asked about how the riparian moorings affect the percentage requirements and whether a waiting list can include 'requested area' especially for a riparian mooring. Chairman Emery suggested the Marine Harbor Master School in Calais probably has answers to questions being raised. Mr. Trott offered to email the school.
- iv. The TM requested that care be taken to make sure maps, memos, etc. be dated.
- v. The TM suggested for making sure the ordinance is followed, we should make mooring holders provide proof of numbers on moorings, and provide longitude and latitude. His suggestion used the time frame of thirty days to provide proof, however HC members realized this time frame may not work. **HC members agreed that a list of recommendations should be drawn up for February 2016** so that these items can be attended to when renewals start. **The letter to applicants needs to be drafted. Drafting an outline should be placed on January's agenda.** The list should include what we want to see in the ordinance so that we can try to make these procedures happen now.

Ms. Howell noted that federal law says mooring balls require a blue stripe, so as not to be confused with directional or safety buoys. To avoid mistaking mooring buoys from other buoys, they will be marked with a blue stripe, so 'blue stripe' will stay in the ordinance.

VI New Business

VII Unfinished Business

- a. Mr. Rankie relayed that the BOS noted three items from the by-laws for the HC to discuss and vote on at next meeting. This vote should be placed on the January agenda. **HC will vote on Section 4 of the HC By-laws.**
- b. Continue review of Harbor Ordinance

Members discussed concern about the lack of time to devote to the ordinance after the agenda items get covered, Ms. Howell suggested a Special Agenda to put this item at the beginning of the meeting. Mr. Trott pointed out that since the Agenda must be voted on at the beginning of the meeting, the order of the agenda can be changed then.

It is noted that the current draft of the Harbor Ordinance is not dated. Ms. Howell said she will make sure that each version is dated.

Chair Emery asked members if they want Melissa to email every document she gets for the HC or wait to get a hard copy the evening of the meeting -- members requested email copies of everything.

VIII Good of the Order

a. announcements – The next meeting is scheduled for January 18, 2016 at 6 p.m.

IX Adjourn

Motion to adjourn was made and accepted; the meeting was adjourned at 8:00 p.m.