

Eliot Town Harbor Commission

Lee Emery - *Chair*
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 April 18, 2016 – 6:00 pm @ Eliot Town Hall

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

I Roll Call

Present – Lee Emery, Lori Howell, Doug Anderson, Charles Rankie, Richard Russell
Delayed until 6:20 – Cabot Trott
Absent, excused – Ben Brickett
Also present—Grant Hirst

Charles Rankie appointed to voting member in the absence of Ben Brickett and Richard Russell appointed to voting member during the interim absence of Cabot Trott.

II Agenda

By motion duly made and unanimously approved, the agenda was accepted as presented.

III Minutes

By motion duly made and unanimously approved, the minutes of February, 2016 were accepted.
By motion duly made and unanimously approved, the minutes of March 21, 2016 were accepted as amended.

IV Reports from Officers and Boards

a. Chair update

1. The report he prepared and submitted for the inclusion in the Town Report was corrected so that ‘Committee’ was changed to ‘Commission’ per discussion at the March 21st Harbor Commission (HC) meeting.
2. Chair Emery read the Town Manager’s (TM) reply to the request to include the HO on the ballot, which indicated the Select Board (SB) did not take action on the request, and they would like to see the draft ordinance prior to taking into consideration.
3. Chair Emery and Vice-chair Trott reported on the April 6, 2016 meeting with the TM and Town Clerk (TC) at which concerns raised at the previous HC meeting regarding the costs of the Harbor Master (HM) position and the number of hours scheduled for the HM for mooring renewals, and other renewal issues were discussed. At this meeting the TC stated that the mooring renewal notice reviewed at the last HC meeting was a draft meant only for the TC, TM and HM; that the (12) hours scheduled for renewals is adequate, based on her observations of previous years; she also suggested that the renewal notice should be no more than one page, with detailed information on a separate document that could be presented to the applicant at the time of renewal and that the ‘on-line renewing’ section should remain in the renewal notice, since the HM must sign off on the application regardless of how it is submitted. The TM reported that the appropriation request in the 2016-2017 budget for the HM is \$17,055 and is

100% related to moorings/HO. The \$7,000 collected in mooring fees is part of the general fund revenues. The Chair suggested that going forward, the HC should decide if the mooring fees collected are adequate to support the HO and whether the fees collected meet the standards set in MRSA § 7-A3.

4. The Chair did not receive a HM report to provide to the HC.

V Unfinished Business

1. Mr. Rankie distributed the updated timeline he had prepared with refinements in the timing of tasks to be completed between HC meeting times. After discussion, it was decided not to schedule public meetings until the HC finished its final draft. Ms. Howell noted an error in the timeline—the next meeting of the HC is May 16th, not 23rd; this would present the opportunity to schedule an additional meeting on that date if the final review is not completed on the 16th. **The motion was duly made and unanimously accepted to schedule a meeting for May 23rd as an option if it becomes necessary.**
2. Continued review of HO – Ms. Howell made changes contemporaneously in the HO draft as agreed upon updates were expressed during meeting. Summary of the review:
 - a. Cover Page - update to reflect history of ordinance; also the Town only wants a clean copy of the updated HO, not the marked up copy.
 - b. Table of Contents – Ms. Howell will update as needed.
 - c. I. Purpose & Authority – all set.
 - d. II. Definitions – definitions for ‘municipal resident,’ ‘riparian rights,’ and ‘abandoned mooring’ need to be addressed.
 - e. III. Piers – all set.
 - f. IV. General Mooring Administration –
 1. Should be ‘Harbor Commission Membership’
 2. Purpose - Correct to ‘Select Board’ instead of ‘Board of Selectman’
 3. Control of Moorings – ok
 4. Town Mooring Master Plan – ok
 5. Limited Mooring Areas – designate “restricted areas” on Master Plan
 - g. V. Mooring Assignment Procedure – Mr. Trott recommended using ‘Registration’ in place of both 1. Reassignment and 2. Assignment Procedure. **Ms. Howell will review Mr. Trott’s rewrite of this section and the section will be reviewed in-depth at the May HC meeting.**
 - h. VI. Waiting Lists – multiple items to continue reviewing, including specificity of categories.
 - i. VII. Mooring Permitting Process –
 - j. VIII. Mooring Usage Regulations – further discussion on this item at next HC meeting; **Mr. Trott will find more information on “variable boat assignment.”**

VI New Business

No new business.

VII Good of the Order

- a. Announcements – The next meeting is scheduled for May 16th, 2016 at 6 p.m. and May 23rd 2016 at 6 p.m. **The Chair will check on the availability of a room for the 23rd.**

VIII Adjourn

Motion to adjourn was made by Mr. Anderson, seconded by Mr. Rankie and unanimously accepted; the meeting was adjourned at 8:24 p.m.