

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES - SPECIAL MEETING
THURSDAY – JUNE 30, 2016 – 5:30 p.m.
JUDGE WELSH ROOM - 260 COMMERCIAL STREET**

Chairman Richter convened the open meeting at 5:30 p.m. noting the following attendees:
Board of Selectmen members: Raphael Richter, Erik Yingling, Cheryl Andrews, and Robert Anthony.

Excused: Thomas Donegan

Other attendees: Town Manager David Panagore, Pier Corp. Members: Kerry Adams, Carlos Verde, Herbert Hintze, Regina Binder, Scott Fraiser, and Harbormaster Rex McKinsey.

Recorder: Loretta Dougherty

1. Joint Meeting with Provincetown Public Pier Corp. for a review of the Pier Corporation's financial statements and the operating results of the prior financial year; the maintenance plan and budgets for the current year, including the status of the maintenance reserves and any other issues related to the Pier Corporation's operational planning for the summer season just ahead:

Harbormaster **Rex McKinsey** spoke about the letter received from the Coast Guard which had identified several reoccurring deficiencies at the pier's facilities during scheduled and non-scheduled inspections over the past two years. He assured the Board that all matters are being taken care of or have been taken care of already.

Robert believes that this should never have happened. Making reference to the letter he also wants the Harbormaster to be involved with the Town Manager in taking care of whatever cruise ship plan needs to be put into place.

Rex stated that there was a plan that was done well over two years ago. The letter involved components of the plan not being adhered to thus far.

David P. wants to focus on correcting the issue. Quarterly exercises will be done in the future, and a letter has been sent from us assuring them of our commitment and that we will follow through on all of the issues of concern.

Rex stated that they have started doing the drills and are in compliance with the Chapter 105 facilities. The Coast Guard will be notified of such. He updated the Board on operating results, maintenance plans and town meeting articles. A complete copy of the Appendix A – budget versus actual with notes along with a brief summary updating the Board on the town meeting articles may be found at <http://www.provincetown-ma.gov/Archive.aspx?ADID=15774>.

Cheryl asked the Pier Corp to make sure that the issues with the Coast Guard do not come up again. She hopes that communications will stay open. She wanted to know how the budget is put together and where any monies left over at the end of this year would appear in next year's budget.

Scott stated that at the end of the year if they end up with cash reserves after everything has been paid those monies would sit in the bank account and the auditor would designate the assets and add \$50,000 to the reserve account. It is an increase in the cash available for use.

David P. asked the Pier Corp to have the audit in hand with all of the statements. Based upon the books we need to have the conversation in September.

Scott stated they will have everything available for the Board in September.

Regina stated they will start with the amount allocated, show what is spent and what remains to be spent which will leave the balance.

Erik wanted to know when we will receive the money from FEMA for the attenuator.

David P. stated that Peter O'Connor is working with Rex on the FEMA piece. We now have an outline of the flow chart and all the particulars. We are at the beginning of the end of the process and it is moving forward. We have organized what was missing and whose approvals need to happen and in what sort of order.

Rex wanted everyone to know that they are not damaging right whales, sturgeons or any wildlife as there have been some concerns about this issue.

Erik wanted to know if there were any embarkation fees in arrears and if so how can we collect them.

Rex stated that everyone is in compliance.

Scott wanted to know if they should be collecting from the whale watch boats; people are disembarking and they do not have to collect the \$.50 for walking on our pier. We need to pass a rule and collect it. It's worth about approximately \$12,000 to \$15,000.

Raphael asked the Town Manager to check into this.

David P. is sending a message to Town Counsel to see what they have on this issue.

Raphael asked if the Pier Corp can make arrangements to meet with the new owners of Cabral's old pier. He believes it would be a good idea to have the new owners to one of the Pier Corp's meetings.

Kerry stated they would be willing to meet anytime.

Scott noted that their business models are different; commercial versus private customers.

Raphael asked about the reserve of the \$50,000.

Scott stated that they are stabilized right now. They will be putting together a maintenance plan which will show what the Pier Corp will be responsible for and what the Town will be responsible for doing. The Plan will come out in September and will be placed in the town meeting warrant under lines B-5 and B-6 of their budget. Line B-6 will be paid for by the Pier Corp.

David P. has requested the full plan from the engineering company. Based upon what is needed they will have distinguished what is maintenance and what is capital.

Scott wants to be sure that the cash reserve will be enough for a quick and rapid response should the town experience an accident or any storm damage. He wants to have a discussion about the tasks that the new Business Manager will be handling. Perhaps it would be more effective to have someone come in one day a week to enter data into QuickBooks or there may be the need for a permanent position. They will bring this back before the Board for discussion.

Cheryl asked staff to start setting dates for the Pier Corp to join with the Town's budget process.

Kerry appreciates the meetings they are having with the Town Manager on a weekly basis.

Carlos believes that their budget is well thought out. They will be looking at the rates at the pier once again and the fishermen may be back in the room. It is presently \$2,000 for the whole season and there has not been an increase in quite a while. There will be letters sent out and conversations with everyone.

The Board appreciates all the hard work they are doing.

The Pier Corp. appreciates the Town Manager's participation.

2. Other: None.

Without objection Raphael adjourned the meeting at 6:30 p.m.

Minutes transcribed by: Loretta Dougherty