

MINUTES OF THE WATERWAYS MANAGEMENT COMMISSION MEETING
Tuesday, December 13, 2016 - 5:30 p.m. Room 305 Dartmouth Town Hall

A meeting of the Waterways Management Commission was duly scheduled for Tuesday, December 13, 2016 in Room 305. The meeting was called to order by the Chairman, Gerald Hickey. Present were members: Warren Hathaway, Joseph Hannon, Roger Race, Geoffrey Marshall and Andrew Herlihy. Also present was Mr. Steven Melo, Harbormaster, and Steve Bliven.

Mr. Hickey reviewed the Agenda for the meeting. It was moved and seconded to approve the agenda with alteration in the order of discussion.

The minutes of the last meeting of November 29, 2016 were reviewed and discussed. It was agreed to post the minutes to the meeting as reported. All approved.

B. Shared/Licensed use of 12 Rogers Street:

Taken out of agenda order was item B, shared/licensed use of 12 Rogers Street with CBC. Mr. Hannon asked if the “lessor” should be the Harbormaster or Town, but not the WMC. It was suggested that a “subgroup” do a draft agreement for intended shared use of the building. Liability for use of the property should be concern #1. This was stressed by Town Treasurer Barnes. The Town must be “covered” for all insurable risks under the CBC policy. Consideration should reflect that the use is not a “giveaway” but also should reflect what the non-profit organization is able to afford. It was noted that CBC carries substantial insurance with a national provider. It was further suggested that the subgroup look at similar city and town agreements to provide a template for this agreement. It was discussed that the complete subject of this agreement should include the building at 12 Rogers Street, and any non-exclusive uses for the adjacent parking lot. Any special or major events should require separate agreements.

C. Recycling #4 LDPE - Shrink Wrap:

Recycling program for #4 LDPE (low density polyethylene) shrink-wrap plastic – it was learned that Frades disposal will haul the waste shrink-wrap for free since it does have some value as a recyclable product. It was suggested that installing a dedicated bin in some local area to collect properly-prepared material from the region would encourage recycling. Possible depositary locations could include Rogers Street, DPW, Crapo Hill or a major marina such as Bayline in NB. Mr. Hannon continues to work with Marissa Perez-Dormitzer and shared an encouraging email from her regarding establishment of this program.

A. Waterways/Harbor Master Plan:

Follow-up information presented by Steve regarding the start for a master plan. The first step in developing a town waterways master plan would be done by Mr. Bliven directly under contract with the Town. The Waterways-paid preliminary study by Mr. Bliven should be factored into any subsequent grant match required for a full plan. Waterways needs to help define where “harbor” or “waterways” of the Town begin/end. Suggestions as to high water mark, a defined flood plain, perhaps a defined elevation such as the 20’ elevation were made. The major part of the preliminary plan needs to also define who should be included in the interview process. It will be explained to all identified for interviews that the Waterways Department is “kick-starting” a process that will eventually become a town-wide endeavor. Each person involved will be able to tell what they see their individual role in the harbor or waterways to be. Interviews will be of one hour duration. The complete and larger Master Plan could be steered by a town-wide, broad-based citizen advisory committee appointed through a Town Meeting process. An outside independent and neutral facilitator could assist in the Master Plan. Such a group could be composed by the Town Moderator,

Select Board, or representative body of various Town entities. It was also suggested that an initial steering group could start with a smaller and more focused composition.

A list of other towns that have undertaken similar waterway master plans was requested. Mr. Bliven will provide comparisons of various levels of planning already completed. Some will be those done by Urban Harbors Institute, others will be done by other planning groups. Scituate was named as one comparison. It was suggested that one or two members of the Waterways Commission should contact the Select Board to explain what is being undertaken, and why it is being done regarding this preliminary project. The first interviews will be done with individual members of the Commission.

Mr. Bliven expects that parts 1, 2 & 4 of the "scope of work" document should be completed within 3 weeks. That scope of work will become the basis for his contract work on this preliminary phase.

It was suggested that the Town grant administrator or economic development director should be included in the process as she may need to endorse any subsequent grant application for a full plan funding. Notification from the Commission is best to Town Administrator, Grants/Economic Development Director, and Town Planner should be notified of preliminary project, steps to be taken in that project, and to seek their encouragement for town-wide participation.

The Commission discussed in detail the proposed scope of work. All agreed with it as presented. Mr. Hannon would like to see 10% of the \$2,500 preliminary plan cost come from the general fund to reflect the shellfish activity component of the waterways project. It was also asked that I seek the proper signatory for this contract with Mr. Bliven. The Waterways Commission voted unanimously to accept the scope of work proposed and to commence work as soon as possible on the preliminary project.

While this preliminary project is underway, it was discussed that efforts to obtain funding for the full master plan should proceed. Although we will need to have an idea of the scope and estimated cost before we can apply for SEC grant money. It will be helpful to know if the needs of the Dartmouth waterways will warrant a \$50,000 or \$100,000 level project through UHI. The level of funding sought will also determine the size of the match required.

There was no public comment and the meeting was adjourned by vote at 6:45 pm.