

**CITY OF BEVERLY  
PUBLIC MEETING MINUTES**

CITY OF BEVERLY  
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2023 MAY 18 A 8:36

Board: Harbor Management Authority  
Date: April 19, 2023  
Location: Beverly Public Library - Barnet Gallery  
and via Google Meet  
Members Present: Chair Paul Earl, Vice Chair Danielle Spang, Todd  
Callaghan, David Lane, George Simon, David Suminsby,  
Estelle Rand, Todd Rotondo  
Members Absent: Emily Flaherty  
Others Present: Peter Dickman (Harbormaster), Bryant Ayles (Finance  
Director)  
Recorder: Brett Bauer

Earl calls the meeting to order at 6:45 pm.

**Approval of Minutes**

Callaghan motions to approve the March 15, 2023 minutes. Seconded by Simon. The motion is approved, 6-0.

**Financials Report**

Earl reports they can expect a spike in revenues in May and June due to the commercial contracts going out. Monies from the HMA Capital Fund will be transferred to the grant fund encumbrance as matches for the pump out boat and permitting/design for floats in the former Rowand's dock area. Callaghan notes that the Chapter 91 license for that dock may need to be extended very soon. Simon notes a correction is needed to revenues for the recreational marina and kayak racks for percent complete.

Ayles reports that they are about a month away from the mayor submitting a budget. This is the toughest budget cycle that Ayles has experienced in his 10 years on the job. He notes that revenues are strong, but expenses were higher than expected. Health care costs were particularly higher than expected as the city is self-insured, resulting in \$2 million in unplanned expenses. They went from a \$4 million shortfall about a month ago down to a \$1 million shortfall today, but they are struggling to find small dollars to make this up. Ayles notes that about 80% of the budget is non-discretionary recurring expenses. Callaghan asks about waterfront related investments in the next year such as seawall repairs. Ayles replies that the Rowand's property is expected to move quickly, and they are looking to support the Harbormaster's office, but they are also looking to utilize grant opportunities to react quickly for other improvements. Ayles adds that the city is also trying to retain flexibility in taking on debt for future areas needing improvement, like the Bass River. Ayles notes that the city will be rolling out an online

budgetary tool. This first year will start out small, but they plan to build it out in the future. The roll out will begin at the end of May when the budget is submitted.

### **FY24 Budget Review**

Earl has added new line items for the transient dock and slips. He has estimated conservatively for revenues. The Harbormaster's office has done the same for the transient moorings. They will split the software expenses for these appropriately. Earl will get updates for the money available in the WIF from Ayles. The budget will have the same format with grant funds (\$115k) for projects encumbered. Earl asked the Harbormaster about his needs and priorities. Their first need and priority is for a truck. But by anticipating these needs, they can balance funding them between HMA and city support, and grants. Ayles notes that the default is now that all new city vehicles will be electric unless an argument is made why electric is not feasible. Simon notes that the line item for seasonal help has increased even though they have not used it in the past. Earl thinks they may use it with the introduction of Dockwa this summer. Earl notes they may be able to use part-time staff in the Harbormaster's office, and expense it to the HMA under Dockwa. Ayles warns of the limited hours part-time staff can work to still be considered part-time. Callaghan asks to increase the sign budget to \$10k so they don't have to ask for more later. The additional kayak racks should be paid from this year's budget. Earl reports that he has budgeted for \$24k in utilities for FY24. He notes they have spent \$16k so far this year, but the \$24k is also based on a 60% anticipated increase in utility costs. He has been trying to separate the utilities for the Harbormaster building from those for the commercial and recreational marina. He learned that the recreational marina is metered separately, but that the commercial marina electricity is a subpanel on the Harbormaster building meter. Earl would like to use Falco electricity monitoring as soon as possible on both the recreational and commercial marinas to take advantage of a clause in the contract to charge for utilities that exceed the administration fee. They could do this once per year for the recreational side and twice per year for the commercial side. They could also look at other places to cut the commercial fishermen a break. Earl would like to push the utility budget up to \$30k to implement Falco electricity sensors. Ayles notes as an FYI that solar energy credits will start to appear on the HMA's electric bills. This is related to the solar arrays being built around the city. The city gets a 10% discount on the credits applied to the electric bill. Callaghan notes that they will need to label or identify each outlet to a slip. Earl confirms for Suminsby that the Falco sensors would be an ongoing annual expense of \$3k.

### **Harbormaster Update**

Dickman reports that the pump out boat is moving forward, but the pump out facility at Jubilee Yacht Club is not moving forward. A new deputy harbormaster, Josh Barrett, has been selected. The work on the Kernwood bridge is complete. Dickman's office has been getting a lot of calls about the kayak racks. Dickman also mentions the idea of installing an ADA lift on the float. He was told that Marblehead gets a lot of use from their ADA lift and that it could be a good investment. Dickman reports that the budget for all utilities is \$14k, but an additional \$13.5k is needed to cover the utilities used by the commercial marina. He notes that several boats at the

marina keep space heaters running all winter long as a way to maintain their boats. Earl motions to transfer \$13.5k to the Harbormaster's budget for the commercial marina utilities. Rotondo seconds. Discussion: Rotondo asks for clarification that the commercial customers will eventually pay for their own electrical use. Earl responds that is his intent with the Falco electrical sensors. Rotondo asks if all of the \$13.5k isn't used will it go back to the HMA. Earl withdraws his motion. **Rotondo motions that the City withdraws funds from the HMA's account, up to \$13.5k, to help pay the commercial marina's portion of the Harbormaster building's electric bill. Suminsby seconds. The motion is approved, 8-0.**

### Facilities Report

Earl reports that Ciancarelli is getting quotes on a new hoist pier ladder. They will also be installing an additional dinghy bar so that there is one for recreational customers and one for transient tie-ups. The City Solicitor's office has said they have no concerns about locking the gates at the commercial marina. A quote from the same installer of the keypad gate on the recreational side will be obtained.

### Proposed changes to commercial, winter, and recreational agreements

**Rotondo motions to accept all changes as proposed. Callaghan seconds. The motion is approved, 8-0.**

### Commercial Marina Rates

**Suminsby recommends that the rates be kept the same at \$80/ft. Rotondo motions to keep the rates the same. Rand seconds. The motion is approved, 8-0.**

### Winter Marina Rates

**Earl notes that these are currently at \$60/ft. Suminsby recommends that these also be kept the same. Rotondo motions to keep the rates the same. Rand seconds. The motion is approved, 8-0.**

### Commercial Customers Input

Spang reports that she toured the bait lockers in Saugus and they look big and expensive. Earl asks if they can try to get cost estimates. Spang adds that they could consider a floating bait locker, as they already have land space issues in this area.

### Kayak Racks

Rand reports that she attended the last Parks & Rec committee meeting and that they were prepared to approve the kayak racks but ended up only approving one additional rack at each location. Suminsby notes that the powder coating is no longer standard so they should remember to request this in the quotes. Earl states that they will obtain three quotes and then approve the money for the racks. **Callaghan motions to allocate up to \$17.5k for the purchase and installation for three additional racks. Spang seconds. The motion is approved, 8-0**

**Safety Ladders on Floats**

Dickman reports that all but one of these have been installed.

**Pier Interactive**

Spang reports that they are pulling together a jury committee and will be soliciting submissions in May.

**Municipal Vulnerability Preparedness (MVP) Grant - Bass River area**

Spang reports that a map is being developed to show marine uses along the Bass River. There are still some questions that remain, and Spang may reach out by email to answer these. There is also the question of whether the HMA would help with matching funds for grants. Earl notes that there is a paddle event on May 21, and there may be a small charge for guides and boat/board rentals.

**Falco Project**

Earl reports that the contract has been signed and the sensors are back on. **Rotondo motions to approve up to \$4k for electrical sensors for both the commercial and recreational floats. Rand seconds. The motion is approved, 8-0.**

**Signage Phase 3**

Callaghan is narrowing down the list for new or replaced signs. He received feedback on the next chosen locations. The order will be for 6 or 7 signs at the current price.

**Garage Parking Flyer**

Rand asks for edits on the draft flyer that she distributed. Everyone agrees that this is still a good idea.

**BHS ROTC Scuba Dive Club**

Earl reports that this club had requested financial support for its programs. He feels it could be good to support, as it is water related. They are requesting \$2k. All agree they should not be the sole supporter. **Callaghan motions to approve up to \$1,500 to contribute to the BHS ROTC Scuba Dive class. Rand seconds.** Discussion: Dickman has discussed potential activities with this group such as trash clean ups. Rand suggests they could add the condition that the club must submit a report of community activities. **The motion is approved, 8-0.**

**Adjournment**

There being no further business before the Harbor Management Authority this evening, Spang makes a motion to adjourn. Suminsby seconds. Motion to adjourn is approved (8-0).

The HMA Meeting is adjourned at 8:55 pm.