**MEETING MINUTES: April 2, 2020**

A public meeting of the Salem Harbor Port Authority was convened at 5:00 pm via Zoom webconference.

**Members present**: Chairman Michael Rutstein, Bob McCarthy - Ward 1 Councilor, Mayor Kimberley Driscoll, Meaghan LeClerc, Fred Atkins

**Members absent:** None

**Others Present**: Capt. Bill McHugh – Harbormaster, Kathy Winn – Deputy Planner, Seth Lattrell – Port Authority Deputy/Planner, Georgie Drive – Planning Assistant, Rinus Oosthoek/Jeff Swartz – Salem Chamber of Commerce, Amber Hewett – National Wildlife Federation, Hannah Mori – Senator Lovely, Pat Gozemba – SAFE, Cindy Keegan – SAFE

Meeting called to order at 5:05pm.

Chairman Rutstein opened the meeting and outlined the format for the meeting, indicating that members of the public would remain muted until the public comment period, during which each participant will be unmuted by the host and given an opportunity to speak.

Mr. Lattrell provided a summary on the SEC grant and the harbor planning effort. The SEC contract for the MHP came through today, which will allow for contracting to advance with the consultant, Utile. Still waiting on the remaining funding for the Deepwater Berth and the North Berth of Salem Wharf, but hoping to move forward with the near-term work on the Deepwater Berth and repair of the North Berth soon thereafter.

Mr. Lattrell provided an update on the Municipal Harbor Plan/DPA Master Plan. The City held a successful kickoff with the consultant team last week and is coordinating with the State on review of the request for Notice to Proceed (NTP) and targeting an April 15 filing for the request for NTP. Mr. Lattrell continues to work with the consultant team to understand if the current restrictions on group gatherings will impact the overall schedule. The goal is to utilize online platforms integrated with social media for the initial meetings to avoid significant delays and keep on track for an initial community meeting in late spring/early summer.

Mr. Rutstein asked for an update on the conveyance/wharfing agreement. Mr. Lattrell and Mr. McHugh both stated that they have not received an updated recently but presume it’s under review. Mayor Driscoll noted that the paths at Footprint are open to the public, although some additional landscaping work is needed.

Mr. Lattrell provided an update on the progress of establishing a website for the Port of Salem. Mr. Lattrell has met with 3 marketing firms who provided a rough budget to inform future decisions. Mr. Lattrell and Mr. McHugh will be coordinating on the details of what the website will contain. The City has 3 different domains to utilize if desired. Mr. Rutstein suggested coordinating with Kate Fox from Destination Salem. Mr. Lattrell confirmed that he has and will continue to do so, as there is a desire to build off the Destination Salem branding.

Mr. McHugh provided the Harbormaster’s report. The first of the Ritz Carlton vessels, the Evrima, has hit delays in the shipyard due to the coronavirus pandemic, which has delayed their arrival in Salem. The Silver Seas is currently still on track for a September visit.

Mr. McHugh updated on the ongoing discussions with Customs and Border Patrol (CBP) regarding shoreside requirements and service for ports of entry. He submitted an email to CBPs Port Director requesting information on the design requirements for shoreside infrastructure, and also asked that Salem be treated similar to other ports in New England and be granted a waiver from full compliance while we advance our harbor plan and determine the ultimate upland use of the site.

Mr. Rutstein asked if there was any update on the previous discussion regarding dredge funding. Mr. McHugh noted that there is money available, although not much, and that he and Mr. Lattrell have been working to explore the potential for a CAD cell in Salem. Mr. Lattrell suggested that part of the holdup with moving forward with a CAD cell is that we need to understand why recent determinations by the USACE for offshore disposal have been reversed, which is subject to ongoing litigation. Mr. McHugh noted that Palmer Cove was also subject to one of these decision reversals.

Councilor McCarthy requested that once we have a timeline for a harbor plan kickoff it be shared publicly. Mr. Lattrell agreed and indicated that the priority now is figuring out a method for holding remote public meetings that comply with the state regulations for harbor planning, and that it’s important to have a brand/image established before hosting the kickoff.

The meeting was opened to public comment. There were none.

Meeting minutes from the March 5th meeting were unanimously approved.

Salem Harbor Port Authority adjourned @ 5:25 pm.