**MEETING MINUTES: October 1, 2020**

A public meeting of the Salem Harbor Port Authority was convened at 5:05 pm via Zoom web conference.

**Members present**: Mayor Kimberley Driscoll, Bob McCarthy - Ward 1 Councilor, Acting Chair Meaghan LeClerc, Fred Atkins

**Members absent:** Michael Rutstein

**Others Present**: Capt. Bill McHugh – Harbormaster, Seth Lattrell – Port Authority Deputy/Planner, Kathy Winn – Deputy Director of DPCD, Hannah Mori, Alan Hanscom – SATV, Dan Ciarmicoli – GEI, Alan Pepin - GEI.

Mr. Lattrell outlined the format for the meeting and indicating that members of the public may provide comments during the period of the meeting designated for public comment period and provided a roll call of attendees.

Acting Chair LeClerc called the meeting to order at 5:09 pm.

Mr. Lattrell introduced Dan Ciarmicoli of GEI who presented a summary of findings from their inspection of the North Berth at the Salem Wharf and recommended repairs. Mr. Lattrell noted that the proposed repairs are intended, if possible, to simplify the facility to reduce cost and expand the functionality of the facility to different users. Capt. McHugh shared that although the coatings and anodes on the barge are in acceptable condition at the moment, repairs may be made proactively since the barges will already be removed from the water and are nearing the end of the anticipated life span of the coatings and anodes. Mayor Driscoll sought confirmation that the proposed improvements would accommodate the potential use by a second ferry which the City is looking to acquire. Mr. McHugh confirmed. Mr. Ciarmicoli noted that the proposed cost of repairs totaled approximately $370,000. Mr. Lattrell noted that this is slightly higher than the SEC grant funding we received, however there may be flexibility to borrow funding from the grant allocated for the North Berth. Chair LeClerc asked for an update on timing. Mr. Ciarmicoli noted that there is a 2-3 month permitting process along with the 2-3-month repair depending on contractor availability. Mr. Pepin clarified that the proposed repairs would not impact ADA use of the facility. Mayor Driscoll made a motion to advance the work based on the engineering and inspection report and to proceed with permitting. Mr. Atkins seconded the motion. All members present voted in favor, carrying the matter.

Mr. Lattrell provided an update on the Deepwater Berth assessment and repair. Collins has provided drafts of the permit applications and anticipates filing the permits within the coming weeks. It is anticipated that the permitting process will take 2-3 months.

Mr. Lattrell provided an update on the Municipal Harbor Plan/DPA Master Plan. Public meetings were held on August 19 for the Harbor Plan Committee (HPC) and August 25th for the public kickoff. Meetings through March have also been schedules and will be posted to the harbor plan website at salem.com/harborplan. Mr. Lattrell presented the schedule for upcoming meetings and noted that he will be sending out an email notice to the public in the following week with both the schedule and links to a new community engagement tool. The next meeting of the harbor plan committee is scheduled for October 7 and will include a presentation by RKG Associates on the market analysis for Salem, with a focus on the undeveloped Footprint property. Mayor Driscoll recommended that we consider a site visit of Footprint as well as another port site. Mr. Lattrell acknowledged that he would work to set up a visit and noted in response to Councilor McCarthy’s recommendation at the prior HPC meeting that coordination with landowners is ongoing to ensure that they are active in the harbor planning process.

Regarding the conveyance/wharfing agreement, Mr. Lattrell shared that the negotiations with Footprint on a long-term lease of the property are ongoing. Comments were provided on draft conditions to Footprint by legal counsel, however we have not yet received a response. Mr. McHugh shared that he has been coordinating with a local admiralty insurance firm on the specific insurance requirements/implications of the lease/wharfing agreement. A site visit was conducted, and Burke insurance is reviewing initial insurance documents that have been shared by Footprint. Mr. McHugh is coordinating with Burke to develop pricing estimates for a policy in the City’s name under the long term-lease/ wharfing agreement.

Mr. Lattrell indicated that the website work is still pending approval from the finance department.

Mr. McHugh provided the Harbormaster’s report, noting that he was contacted by Joel Constantino, a representative from New England Steamship Agents to use the deep-water berth for a special project cargo. Due to infrastructure challenges, the use of Salem was not deemed economically feasible at this time. However, this of operation is an example of potential uses of the Port Area following berth repairs and infrastructure improvements. Salem also hosted site visits from two cruise line representatives interested in Salem as a Port of Call destination. Both companies have called on Salem in the past and are interesting in berth prospects for future itineraries. While all cruises were cancelled for 2020 per CDC guidelines, currently we have four vessels confirmed to call on Salem during the 2021 season, including the new Ritz Carlton vessel, “EVRIMA”. Mr. McHugh also noted that the Willows Pier work is advancing, as DMF recently received bids for engineering work.

The meeting was opened to public comment. No comments were provided.

Meeting minutes from the August meeting were unanimously approved.

Salem Harbor Port Authority adjourned @ 5:50 pm.