

Marina Management Committee – Report to LMS Board November 12, 2013

October 17, 2013 Meeting Notes

Attending

Jim Phillips
Doug Bell
Cliff Fisher
Tom Irwin
Paul Notte

1. Reviewed the July 19th Marina Management Committee meeting notes and updated on the open items:
 - a. Safety Plan still pending.
 - b. Boathouse safety inspections still pending – notice to be sent to boathouse owners.
 - c. Emergency response procedures and callouts through Price Alarms still to be updated.
 - d. Fire and emergency simulations still pending – Tom has contacted the Volunteer fire Department for a joint practice in January 2014 – to be confirmed.
 - e. Parking lot maintenance still to be reviewed with the town.
2. Welcome Centre
 - a. Welcome Centre Procedures/Guidelines 2nd cut being reviewed.
 - b. Welcome Centre rental rates in place - to be reviewed in light of 2013 experience.
 - c. Food services for 2014 operating season – new approach to be identified.
 - d. Alcohol policy outlined in the July 19th meeting notes to be revisited with the new insurers.
3. Development of the Marina Management System is proceeding well.
4. Potential marina volunteers to be contacted by Tom and Paul. Cliff's October 2 recommendations on volunteer aspects of the winter work programme to be implemented.
5. Marina maintenance requirements and upgrades for 2013/2014 have been drafted to tie-in with the new budget. Suitable volunteer tasks for the winter work programme have been circulated.
6. Sewage system maintenance is being discussed with local contractors.
7. Scaffolding to be arranged for (3) Welcome Centre tasks:
 - a. Sewage vent pipe extension
 - b. Security camera replacement
 - c. Cleaning the outer wall in way of the sewage vent
8. Pre-winter electrical checks in the marina to be set-up.
9. Diver's inspection of the breakwater fastenings and moorings to be set-up.
10. Marine-oriented first aid course being investigated – tentative Nov 15-16 dates.

11. Boathouse policies to be reviewed and implemented ASAP:
 - a. Current documentation to be reviewed and a recommendation made to the board for updating the boathouse standards/policy.
 - b. Website, moorers' contracts and written policy (boathouse moorers' Schedule D) to be synchronized.
 - c. Implications of two-hole boathouses to be clarified.
 - d. Current plan for (1) boathouse sale and modification to be reviewed separately.

November 2013 Update

- I. A detailed procedure for the pre-winter boathouse inspections has been ironed-out and recommendations put forward for an updated boathouse policy.
- II. Winter preparations for boats and boathouses at the marina have been sent to all moorers and boathouse owners.
- III. The winter work plan for volunteers has been refined, presented to members and work party regulars.
- IV. Three volunteer work parties have been conducted this Fall.
- V. Rob Pinkerton reviewed the earlier Safety Plan draft and presented a new LMS Safety Policy draft for review Oct 25. This has been marked-up with comments and returned to Rob for revision.
- VI. Rob has also resurrected the marina safety committee (Rob, Graham Fletcher and Paul Notte) which will report to Tom. One meeting has taken place and findings passed-on by Rob.
- VII. Tom and Paul met with liveaboards at the marina and reviewed marina security and safety issues.
- VIII. The waiting list for annual moorage is being cleaned-up and those deemed to be next in line for annual moorage will be contacted shortly.
- IX. Paul Notte has gone south until December 10th. Jamie has taken on Paul's role – to assist Tom generally and cover Sundays and Mondays. Expect Jamie to continue until the end of the year. Tom will take time off when Paul returns.

J Phillips 12/11/13