

Town of Harwich Mooring Servicing Agent Application

Qualified individuals, corporations or other business entities, with adequate liability insurance, are invited to apply for a License to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent for the period 1/1/21 through 12/31/21. Upon approval, the License may be renewed for calendar years 2022 and 2023.

Overview

A Mooring Servicing Agent is an individual or corporation in the business of supplying, servicing and/or renting mooring hardware in the Town of Harwich for fresh and salt water boating use. This individual or corporation must have the required equipment to retrieve, inspect, repair, upgrade and replace the individual mooring to the assigned site (using GPS WAAS navigation). In addition the individual or corporation must certify that the proper mooring tag and mooring, permit sticker and client's name are in compliance with the Town of Harwich Harbor Management Plan. These individuals or corporations are required to apply for a mooring servicing agent license. The issuance of a license to become a Mooring Servicing Agent, requires proof of sufficient marine insurance to protect the Town from liability resulting from the services provided by the Mooring Service Agents. The Town of Harwich Harbormaster retains authority to manage all mooring activities, permits, inspections and fees, even where a Mooring Servicing Agent has primary responsibility and liability for management of a mooring servicing field. Boat yards, yacht clubs or related commercial enterprises cannot inspect their own moorings; the Harbormaster or another Mooring Servicing Agent must perform this function.

Permit Application Process

Mooring Servicing Agent applications shall be submitted to the Town Administrator's Office (Town of Harwich, Town Hall, 732 Main Street, Harwich, MA 02645). All requests for Mooring Servicing Agent licenses must be accompanied by a fully completed and executed Mooring Servicing Agent Application form.

Section 3.12 of the Harwich Harbor Management Plan sets forth the requirements for Mooring Servicing Agents, all of which must be adequately met by prospective applicants. The Mooring Servicing Agent licenses shall be issued for the period 1/1/21 through 12/31/21 with a fee due of \$200 upon application for each mooring field. Upon approval, the License may be renewed for calendar years 2022 and 2023.

Harwich Harbor Management Plan Requirements

Section 3.12 of the Harwich Harbor Management Plan sets forth the following requirements for Mooring Servicing Agents, all of which must be adequately met by prospective applicants:

All person(s) or corporations or other business entities licensed by the Town of Harwich as Mooring Servicing Agents shall meet the following requirements:

- 1. Hold current and sufficient marine insurance, specifically:
(Insurance requirements are shown in the attached)**
- 2. Possess for use a properly registered workboat/barge with crane or hoist with sufficient lifting capacity**
- 3. Possess and maintain an on-hand inventory of all tackle components (mooring balls, chain, mushroom anchors, shackles, lines, etc.)**
- 4. Have the ability to provide daily monitoring of mooring field(s)**
- 5. Have qualified and sufficient staffing to perform any functions related to moorings 24 hours/day, 7 days/week, such as pumping after heavy rain, separating tangled boats, identifying a potential boat in distress, etc.**
- 6. Have the ability and qualifications to provide storm preparation and emergency services**
- 7. Have the flexibility to provide complete mooring service packages or a la carte such as haul out, set up, painting, and pick up**
- 8. Have the clerical capability to process applications and conduct inspections, and support the issuance of stickers and tags in cooperation with the Harbormaster.**
- 9. Access to diving services, when necessary, to perform repairs or retrieve lost tackle.**
- 10. Provide a written inspection report to the Harbormaster within five (5) days of having performed an inspection of any mooring.**

Non-compliance with the provisions of any of the above regulations will be sufficient cause for suspension, and after hearing the license may be revoked. If, in the opinion of the Board of Selectmen, a Mooring Servicing Agent (permittee) ceases to be engaged in the business he/she is permitted to pursue, or fails to maintain upon his/her premises the implements or facilities required by this section, shall constitute cause for the revocation of his/her permit. If a permittee at any time conducts his/her business in an improper manner, the permitting authorities, after notice to the permittee and reasonable opportunity for a hearing, may upon satisfactory proof thereof suspend or revoke his/her permit. A permittee who is found in violation of any of the provisions herein shall forfeit his/her permit.

Town of Harwich Mooring Servicing Agent Application Form

Application Date: _____

- New
- Renewal

Business Name: _____

Business Principal: _____

Business Address: _____

Mailing Address: _____

(If different from above)

F.I.D. Number: _____

Telephone Number: _____

FAX Number: _____

Pager Number: _____

Mobile/Cell Number: _____

Emergency Number: _____

(24 Hour)

Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent.

Check all that apply:

- Round Cove
- Wychmere Outer Harbor
- Wychmere Inner Harbor
- Herring River
- Allen Harbor, incl. Oyster Creek
- Pleasant Bay

Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.

1.) Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.

Note: Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)

2.) Do you currently carry Worker's Compensation Insurance?

Yes # No

3.) Provide a detailed description of all on site equipment to accomplish the task of Mooring Servicing Agent.

4.) Describe plans to stock sufficient inventory to service moorings.

- 5.) Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office.
- 6.) Provide a list of all staff names, years experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent.
- 7.) Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties.
- 8.) Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary.
- 9.) Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags.
- 10.) Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?
Yes # No
- 11.) Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list.
12. A) Has the applicant served as a Mooring Servicing Agent in any other Town(s)?
Yes # No
If yes, please list and provide reference contacts.
12. B) Has the applicant served as a Mooring Servicing Agent in Harwich?
If yes, please list dates.
- 13.) Describe what method of mooring storage you will provide and how it will be controlled.
- 14.) Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.
- 15.) If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site.
- 16.) Provide a proposed fee schedule which includes, but is not limited to, fees for the following:
Mooring inspections (per anchor)
Mooring installation (per pound)
Mooring removal (per pound)
Mooring storage
Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour)
Diving charges (per hour, minimum)
Handling Helix moorings
Pumping charges (per hour)

***The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.**

17.) Please provide a resume listing any other business ventures in which you have been involved and for how long.

Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.

Signed

Date

Reviewed by Harwich Harbormaster

Date

Reviewed by Waterways Committee

Date

Reviewed by Board of Selectman

Date