

Town of Harwich Mooring Servicing Agent Application Form

Application Date: October 26, 2020

New

X Renewal

Business Name: Allen Harbor Marine Service, Inc.

Business Principal: Craig M. LeBlanc

Business Address: 335 Lower County Road
Harwich Port, MA 02646

Mailing Address: P.O. Box 445
(If different from above)

F.I.D. Number: 04-2242320

Telephone Number: 508-432-0353

FAX Number: 508-432-0487

Pager Number:

Mobile/Cell Number: 508-294-5399

Emergency Number: 508-294-5399, 508-394-8770
(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
- Red River
- 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.)

Our Certificate of Insurance is attached.

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

Yes Carrier: Hanover Insurance Group Policy # WHN-D637880-01

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

Allen Harbor Marine has the following equipment at its Lower County Road facility:

- A Mooring skiff work boat powered by a 60hp outboard to haul and set service moorings.
- A Caterpillar forklift with 18,000-lb. capacity to haul moorings to shore and to haul boats as conditions warrant.
- Allen Harbor Marine has the following equipment at its Lower County Road Four (4) yard trucks to transport moorings and related hardware, as needed.
- Three (3) pressure washers to clean tackle.
- Hydraulic and roller trailers capable of hauling boats up to 33 feet long and 4-foot draft.

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

Allen Harbor Marine is a full-service marine facility with an extensive marine parts inventory. Included in this inventory is a supply of mushrooms, chains, lines, shackles, mooring balls, thimbles, chafe-guard, wire ties, paint and miscellaneous hardware. We also have next-day availability from our suppliers, should the situation arise.

5. Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office.

Allen Harbor Marine staff will conduct a visual inspection of the boats in the mooring field on a daily basis and more frequently as conditions warrant. This inspection will seek to insure that the boats are not taking water, not coming in contact with each other, dragging their mooring or chafing their pennant lines. Staff will also conduct periodic verification of transom stickers. In addition Allen Harbor Marine provides a launch service, enabling personnel to visually monitor the status of the mooring field continually throughout the day. Reaction time to the mooring is immediate from the office and within ½ hour from home.

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.

Allen Harbor Marine has provided services for the moorings in Allen Harbor for approximately 80 years as an integral part of our business. Consequently, most of the service personnel at the company have significant experience in all aspects of mooring service and maintenance. Allen Harbor Marine employs four (4) licensed launch operators.

<u>Key Personnel, Name</u>	<u>Position</u>	<u>Years Experience</u>
Craig LeBlanc	Owner	22
Eric Awalt	Service Technician	37
Garry Ormsby	Service Technician	34
Roger Peterson	Parts Manager	16

- 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.**

In the event of a significant storm or other emergency, all resources of Allen Harbor Marine are available to perform tasks necessary for adequate preparation and clean up. All employees are "on call" during storm situations. This includes approximately ten (10) service related employees who will monitor the moorings and the respective boats, check all lines, cleats, bow yes, canvas and hardware and, when appropriate, will double up lines and pump out any water. If necessary, we have the capacity to haul the boats and secure them on land. Allen Harbor Marine is fully staffed from 8:00am – 4:30pm and management is available 24 hours by cell phone.

- 8.) **Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary.**

Allen Harbor Marine offers service packages for mooring customers ranging from basic setting and hauling of mooring tackle to more comprehensive packages that include leasing of mooring tackle, repairs to mooring tackle, maintenance, storage, launch service, use of the Allen Harbor Marine docks, providing ice, fresh water, fuel, etc.

- 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.**

The administration staff involved in the mooring service activities has been providing related services for more than a decade. The administrative staff will generate invoices and collect fees for the inspections, tackle, rental, etc. and will communicate regularly with the Harbormaster's office regarding mooring assignments and points of interest.

- 10.) **Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?**

Yes we do.

- 11.) **Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list.**

The following mooring permits are held by Allen Harbor Marine Service, Inc.:
Boatyard Working Moorings: 302, 303, 311, 318
Boatyard Transient Moorings: 307, 316, 319, 323, 325, 326

12. A) **Has the applicant served as a Mooring Servicing Agent in any other Town(s)?**

No we have not served as a Mooring Servicing Agent in any other town(s).

12. B) **Has the applicant served as a Mooring Servicing Agent in Harwich?**

Yes we have served as Mooring Servicing Agent in Harwich from 2002 - Present.

- 13.) **Describe what method of mooring storage you will provide and how it will be controlled.**

The Company has ample space for storing moorings and tackle in our secure Lower County Road facility which is illuminated at night.

- 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.**

Allen Harbor Marine employees navigate the waters of Allen Harbor and Oyster Creek on a daily basis. They are familiar with the depth variations and channels and have managed moorings in the subject areas for many years with no complaints or issues arising from improper placement. The Company will work closely with the Harbormaster to insure proper placement of all moorings.

- 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.**

We do not intend to use the Town Landings to any great extent. In Allen Harbor, we use our own facilities.

- 16.) **Provide a proposed fee schedule* which includes, but is not limited to, fees for the following:**

Mooring inspections (per anchor) \$20.00
Mooring installation (per pound) \$90.00 all sizes
Mooring removal (per pound) \$90.00 all sizes (Includes pressure washing of tackle)
Mooring storage \$15.00
Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour) \$90.00 plus materials
Diving charges (per hour, minimum) \$150.00/hour. Minimum 1 hour charge
Handling Helix moorings N/A
Pumping charges (per hour) N/A

***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.**

We are not involved with any other business ventures.

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

Craig Jessem
Signed

October 26, 2020
Date

Reviewed by Harwich Harbormaster [Signature] 11/12/2020 Date

Reviewed by Waterways Committee _____ Date

Reviewed by Board of Selectman _____ Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/09/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER J.J. Ruddy Insurance Agency Inc. 153 Main St. Medford MA 02155	CONTACT NAME: Gale Fanciullo PHONE (A/C, No, Ext): (781) 396-4900 E-MAIL ADDRESS: gfanciullo@jjruddyinsurance.com FAX (A/C, No): (781) 391-7597
	INSURER(S) AFFORDING COVERAGE
INSURED Allen Harbor Marine Service, Inc. PO Box 445 Harwich Port MA 02646	INSURER A: Hanover Insurance Company INSURER B: Hanover Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 10/09/20 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			IHN3042628	05/01/2020	05/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			IHN3042599	05/01/2020	05/01/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WHND637880	10/01/2020	10/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 500,000 E.I. DISEASE - EA EMPLOYEE \$ 500,000 E.I. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Harwich is listed as additional insured. Liability coverage includes Marina Operators Legal Liability & Protection & Indemnity

CERTIFICATE HOLDER Town of Harwich Office of the Harbormaster 715 Main Street Harwich MA 02646	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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