

Town of Harwich Mooring Servicing Agent Application Form

Application Date: 10/27/20

New
Renewal

Business Name: Harwich Port Boat Yard

Business Principal: John D. Oeur

Business Address: 4 Harbor Rd
P. O. Box 218
Harwich Port, MA 02646

Mailing Address: _____
(If different from above)
F.I.D. Number: 201-804-346

Telephone Number: 508-432-1322

FAX Number: 508-430-0742

Pager Number: _____

Mobile/Cell Number: John D. 508-509-5105 / Dan 508-237-9072

Emergency Number: 508-432-2467
(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. See attached

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

- 5.) Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office. *See attached*
- 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. *See attached*
- 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. *see attached*
- 8.) Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary. *see attached*
- 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. *see attached*
- 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. *see attached*
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. *yes. see attached*
- 13.) Describe what method of mooring storage you will provide and how it will be controlled. *see attached*
- 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. *see attached*
- 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. *see attached*
- 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)

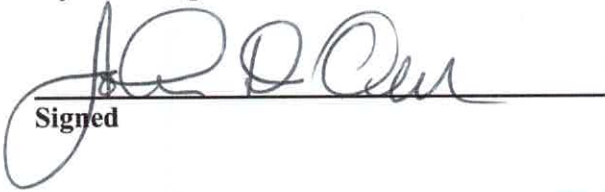
***The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.**

See attached

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

See attached

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


Signed

10/27/20
Date

Reviewed by Harwich Harbormaster  11/12/2020 Date

Reviewed by Waterways Committee _____ Date

Reviewed by Board of Selectman _____ Date

Harwich Port Boat Yard, Inc. Application

1. Provide evidence of current, or ability to obtain, sufficient marine insurance, specifically:
 - A. A minimum of \$500,000 Marina Operators Legal Liability and Protection Indemnity

Yes-Copy Attached

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

Yes-Copy Attached

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

16' x 10' Mooring Barge outfitted w/ crane and 5000 lb, winch powered by a Honda Engine w/ 85 watt alternator, 8 D 12 volt Battery. Barge powered by 25 HP outboard. Honda Powered Water Pump w/ 20 ft. / 2" hose.

16' Tow Boat powered by 20 HP Yamaha 4 stroke outboard.

16' Yard Skiff power by 90HP Two Stroke Johnson Outboard

Catapillar Fork Truck w/ 30,00 lb negative lift capacity

2 Trucks w/ Hydraulic Trailers Capable of hauling boats up to 34' with draft of 5.5' and 14,000 lb. capacity

Hostar trailer capable of hauling power boat to 45', sailboats to 40' and 50,000 lb capacity

**25' x 60' Mooring Storage Area – Lighted at Night
Located at our Facility at 4 harbor Road Harwich MA.**

**Will also have off-site equipment from R.B. Our, Co.
Generators, pumps, cranes, fork lifts etc...**

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

HPBY maintains a stock of various sized shackles, thimbles, barrels of chain, rope, premade pennants etc. We have a contract with Marine Supplier for overnight delivery of any additional equipment needed.

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

Workers monitor the mooring field daily (“Daily Harbor Patrol”). Each morning the mooring field will be “scanned” for Entanglements, Boats Hitting, Boats sitting low in the water, chafe gear, fuel leaks, etc.

Traveling from office, Workers can reach any Wychmere Inner or Wychemere Outer Harbor mooring in 5-10 minutes. Traveling from their homes, Workers can be on site, in 10-15 minutes. John Our could travel from his home, to the Mooring fields, in less then 5 minutes.

6. Provide a list of all staff names, years of experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent.

**Dan Lowery: 33 years of Boat Yard Experience
28 years Mooring Experience at Wychmere Harbor
All aspects of Mooring Service
Certified Diver**

**John Our: 42 years boating experience
Several years at Marine Construction
Salvage from boat to aircraft**

**John Molander: 32+ years mooring experience
Certified Diver
CPR instructor**

**Mike Joy: 24 year of Boat Yard Experience
Hauling/Launching, Repair
5 years mooring experience**

Zachary Volpecelli: 14 years Boat Yard Experience

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.

Monitor weather for storm severity.

Ability to remove smaller boats with fork truck upon mooring permit holders' request

Ability to remove other boat with 3 hydraulic trailers upon request

Double up and/or lengthen mooring pennant line upon mooring permit holders' request

Use of "Sea Anchors" when/where applicable

Use of pumps for Boats taking on water

Employees are considered "On Call" during storms; emergency numbers will be posted

Upon mooring permit holders request, we will be able to utilize our ramp and the extra equipment to remove boats

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

HPBY will offer a complete menu of Mooring Options.

Customers (Mooring Permit Holders) will have a variety of choices. From a "Complete Mooring Package", thru to an "Ala Carte" option, choosing only the service that they want. These options will be sent to all permit holders within the Wychmere Inner and Outer fields.

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.

Barbara Our: Office Manager 14 year at HPBY

Assisted in the collection and sending application/inspection forms to the Town of Harwich.

Ryan Our: Office Assistant and Book Keeper, First year at HPBY

Completed current mooring service agent renewal permit applications for the Town of Harwich. The applications and checks were sent to HPBY and these were forwarded to the Harbormasters Office. Upon completion of Mooring Inspection by The Harbormasters Office the mooring stickers and tags were delivered to HPBY to be attached to the appropriate boat and Mooring. Except for sending out the original application, all other processes will be done in the same manner.

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

Dan Lowery - P.A.D.I Certified in 1988

John Molander - Certified

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

Yes – Permits #1, #2, #17, #51, #62, #78, #201

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

A: No

B: Yes: Wychmere Inner Harbor 2008-2011, 2011-2014, 2014-2017, 2017-2020

Wychmere Outer Harbor 2008-2014, 2017-2020

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

Mooring storage is always available in a specified area of our yard. The yard has night lighting. Mooring will be tagged and monitored throughout the off-season.

14. Provide a plan for placement of mooring with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.

Moorings will be placed as defined by our experience in vessel type, size, draft, swing rate, prevailing winds and currents while allowing passage thru navigable channels, access to Town and Private docks and piers.

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.

HPBY has its own facilities for its mooring services and would not use the Town Landings for mooring activities.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2020

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 HUB INTERNATIONAL NEW ENGLAND LLC P.O. Box 9146 Norwell, MA 02061 | CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|---------------------------------------|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|
| | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : AmGUARD Insurance Company</td> <td>42390</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : AmGUARD Insurance Company | 42390 | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : |
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| INSURER F : | | | | | | | | | | | | | | |
| INSURED Harwich Port Boat Yard Inc. P.O. Box 218 Harwich Port, MA 02646 | | | | | | | | | | | | | | |

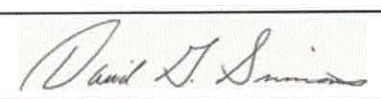
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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.

| INSR LTR | TYPE OF INSURANCE | ADDL INSP | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____ | | | | | | EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below | | | R2WC058799 | 12/16/2019 | 12/16/2020 | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Employees: Full Time: 0; Part Time: 0 Governing Class Description: MARINAS - STATE ACT ONLY

| | |
|---|---|
| CERTIFICATE HOLDER Town of Harwich Harbor Master 715 Main Street Harwich Port, 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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