

Town of Harwich Mooring Servicing Agent Application Form

Application Date: October 18, 2023

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 115hp 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 five (5) 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 37 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. 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 | 26 |
| Eric Awalt | Service Technician | 41 |
| Garry Ormsby | Service Technician | 38 |
| Roger Peterson | Parts Manager | 20 |

- 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) \$105.00 all sizes

Mooring removal (per pound) \$105.00 all sizes (Includes pressure washing of tackle)

Mooring storage \$20.00

Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour) \$105.00 plus materials

Diving charges (per hour, minimum) \$150.00/hour. Minimum 1 hour charge

Handling Helix moorings N/A

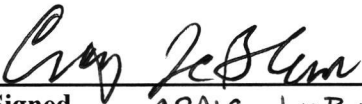
Pumping charges (per hour) N/A

***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.


Signed _____
CRAIG LEBLANC

October 18, 2023

Date

Reviewed by Harwich Harbormaster

_____ Date

Reviewed by Waterways Committee

_____ Date

Reviewed by Board of Selectman

_____ Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2023

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).

| <p>PRODUCER</p> <p>J.J. Ruddy Insurance Agency Inc. 153 Main St. Medford MA 02155</p> | <p>CONTACT NAME: John Hackett, Jr., CIC</p> <p>PHONE (A/C, No, Ext): (781) 396-4900 FAX (A/C, No): (781) 391-7597</p> <p>E-MAIL ADDRESS: jhackettjr@jjruddyinsurance.com</p> | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------------|--|--------|---|-------|--|---|--|--|-------------------|--|--|-------------------|--|--|-------------------|--|--|-------------------|--|--|
| <p>INSURED</p> <p>Allen Harbor Marine Service, Inc. PO Box 445 Harwich Port MA 02646</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 70%;">INSURER A: Hanover Insurance Company</td> <td colspan="2" style="text-align: center;">22292</td> </tr> <tr> <td>INSURER B: Hanover Insurance Co.</td> <td colspan="2"></td> </tr> <tr> <td>INSURER C:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER D:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER E:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER F:</td> <td colspan="2"></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: Hanover Insurance Company | 22292 | | INSURER B: Hanover Insurance Co. | | | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | | |
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| INSURER E: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | |

COVERAGES CERTIFICATE NUMBER: 10/18/23 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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|---------------------------------------|---|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | IHN3042628 | 05/01/2023 | 05/01/2024 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | OTHER: | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | Pollution Liability \$ 250,000 |
| | <input type="checkbox"/> OWNED AUTOS ONLY | <input type="checkbox"/> | <input type="checkbox"/> SCHEDULED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY | <input type="checkbox"/> | <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | BODILY INJURY (Per person) \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB | | | IHN3042599 | 05/01/2023 | 05/01/2024 | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> EXCESS LIAB | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | | | | | | \$ |
| | DED RETENTION \$ | | | | | | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | WHND637880 | 10/01/2023 | 10/01/2024 | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | Y / N | | | | | E.L. EACH ACCIDENT \$ 500,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | <input checked="" type="checkbox"/> N | N / A | | | | E.L. DISEASE - EA EMPLOYEE \$ 500,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ 500,000 |

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

| | |
|---|--|
| <p>CERTIFICATE HOLDER</p> <p>Town of Harwich Office of the Harbormaster 715 Main Street Harwich MA 02646</p> | <p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"><i>John A. Hackett, Jr.</i></p> |
|---|--|