



Lower
Cape
Marine
Services

Protection. Worry-free Maintenance.

Lower Cape Marine Services

P.o. Box 847

West Chatham, MA 02669

(508) 237-8542

Please use this as a cover letter for The Town of Harwich Mooring
Servicing Agent Application

Town of Harwich Mooring Servicing Agent Application Form

Application Date: Oct 17, 2023

New
 Renewal

Business Name: Lower Cape Marine Services

Business Principal: James Nash John Fitzgerald

Business Address: Lower Cape Marine Services
P.O. Box 847
W. Chatham, MA 02669

Mailing Address: SAME
(If different from above)

F.I.D. Number: _____

Telephone Number: 508-237-8542

FAX Number: _____

Pager Number: _____

Mobile/Cell Number: _____

Emergency Number: 508-237-8542
(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
 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
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- 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
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If yes, please list and provide reference contacts.
12. B) Has the applicant served as a Mooring Servicing Agent in Harwich?

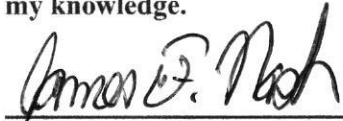
If yes, please list dates.
- 13.) Describe what method of mooring storage you will provide and how it will be controlled.
- 14.) Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.
- 15.) 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

10/17/23
Date

Reviewed by Harwich Harbormaster _____ Date

Reviewed by Waterways Committee _____ Date

Reviewed by Board of Selectman _____ Date

**Swiss Re Corporate Solutions America
Insurance Corporation**

COMMERCIAL VESSEL POLICY

Declarations Page

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Policy No. 58M0005246-02

Renewal

Effective Date From: 02/22/2023 to 02/22/2024 at 12:01 A.M. Standard Time at the Address of the Named Insured.

Insured's Representative: 3824020
Ocean Marine Insurance Agency, Inc.
33 College Hill Road
Building 10
Warwick, RI 02886-2744

Named Insured:
Lower Cape Marine Services, LLC
P.O. Box 847
W. Chatham, MA 02669

Coverage applies to items below only when amount and limits are specified.

Section	Coverage Description	Limits	Deductible	Premium
A	HULL (Agreed Value)	\$17,000	\$1,000	\$411
	Breach of Warranty	N/A	N/A	N/A
	Tender	N/A	N/A	N/A
	Excess Collision	N/A	N/A	N/A
B	PROTECTION & INDEMNITY	\$1,000,000	\$0 Bodily Injury \$1,000 All Other	\$2,151
	Includes coverage for 1 crew.			
	Pollution Exclusion Buyback Coverage	N/A	N/A	N/A
C	Terrorism Coverage	N/A	N/A	N/A
Endorsements: NAS-PVP-10136-0 (03.90), SP_5_694_1012, NAS-VP-005 0122, NAS-VP-006 0522				\$10
Passenger Vessel Safety Tips, NAS-PVP-027 (1017), NAS-PVP-10532-0 (10.95), NAS-PVP-012 (03.10), NAS-PVP-10537-0 (10.95), NAS-CVP-021 0319, SP-39C, SP-38, SP 4 661 01 15, SP 4 161 08 18, NAS-CVP-047 0920, SP 3 881 0307				
TOTAL PREMIUM				\$2,572

Description of Vessel: Year Built: 2002 Manufacturer: CAROLINA SKIFF
Length: 21 Ft Model: Skiff
Name: Hull Serial # EKHB2492L102

Description of Motors: Number Year Built Manufacturer Serial#
1 2016 HONDA

Navigation Limits Warranty: Warranted confined to the use and navigation of Atlantic coastal waters, and tributaries thereto, between Eastport, ME and Morehead City, NC.

Warranted that the insured vessel shall be engaged in the business of: Boat mooring installation, inspection and service and coverage shall not be provided for any other commercial activity unless endorsed hereon.

Navigation shall not be more than 5 Miles offshore.

Membership Credit

Issued Date: 01/12/2023
Issuing Office: Westbrook, CT

Agent: 06014-00
Maritime General Agency, Inc.
70 Essex Road
Westbrook, CT 06498

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

1.) See Attached

2.) No

3.) LCMS has the following equipment to be deployed in on-site operations.

- Carolina 21' skiff with bow winch and cable rated at 1000lbs lifting capacity.
- 2018 GMC 2500 truck with front fixed boom and winch rated at 1000lbs lifting capacity.
- 2011 Ford F250 truck with flatbed to transport moorings up to 1000lbs.

4.) LCMS stockpiles an inventory of chain, shackles, mooring hard balls, winter spars, hawsers, mushroom anchors, dor-mar anchors, and stainless seizing at our yard facility on Rt 137 in Chatham, MA. LCMS also maintains a business relationship with Cape Fishermen's Supply in Chatham, MA for additional hardware.

5.) LCMS will be able to monitor mooring field and can have equipment on-site within 24 hours.

6.) **John Fitzgerald**- 3 Yrs. Professional Mooring Service, 25 Yrs. Commercial Fisherman.
James Nash- 3 Yrs. Professional Mooring Service, 30 Yrs. Commercial Fisherman.

7.) Storm preparation will be based on customer request. In case of emergency LCMS can have equipment on scene with 3 hours

Staff Members include - James Nash and John Fitzgerald

8.) The LCMS plan starts with an inspection of moorings, identifying and fixing any deficiencies in the mooring tackle. Making sure the mooring is properly identified by name and permit number, as well as filing the required inspection reports with the town and the mooring owner. A GPS position will be logged into the boat plotter as well as customer notebook. LCMS will be available to move moorings at the discretion of the Harbormaster's Office.

9.) **Stephanie Jepsen**- Bookkeeper, submits invoices to customers, pays bills, writes checks.

10.) Yes

11.) No

12.) A. Yes Mooring agent in Chatham- Stuart Smith Harbormaster B. No

13.) All moorings and tackle that might need to be stored will be transported to the LCMS facility on Rt 137 Chatham. The LCMS facility is video monitored 24 hours a day.

14.) All moorings will be set in original locations according to Town of Harwich guidelines and with The Harbormaster's discretion. The size and length of the mooring tackle will be based on the vessel size and the availability of space within mooring field.

15.) LCMS plans to do most of the mooring maintenance in the off season (Spring/Fall) Ideally, we would use the Town landings in the early morning or late afternoon. In cases where access to Town landings would create problems, we would bring the mooring boat in the water from Chatham.

16.) **LCMS Fee Schedule-**

* Mooring Inspection \$100.00

* Mooring Installation \$150.00

* Mooring Removal \$150.00

* Mooring Storage \$75.00/Winter

* Mooring Maintenance \$150.00/Hour

* Diving \$150.00/Hour