

HARWICH HARBORMASTER DEPARTMENT

December 2021 Monthly Report

Operations

- Replaced the top chain and set new number 10 and 12 buoys in the Saquatucket Harbor (SAQ) channel.
- Removed dinghies that had been left at town landings beyond the 11/15 deadline.

Administration

- Drafted/submitted front-end document for the Snack Shack vendor Request For Proposal.
- Drafted memo's to BOS for Mooring Servicing Agent contract renewals and proposal for memorial bench request.
- Went to waitlist with open Wychmere Inner Harbor Mooring Permit, (2) 20' Slips, (1) 25' Slip (at Wychmere) & (4) 30' Slips.
- Entered Harbor FY23 budget into Munis.
- Compiled/submitted documents for November Clean Vessel Act reimbursement.
- Obtained new insurance certificates from (3) MSA's to renew License Agreements for 2022.
- Invoiced MSA's for 2022 Fee.
- Worked with front office to start the renewal process for 5 year Fish Weir Permits.
- Changed rates for slip holders to reflect 2022 changes.
- Processed 5 transient slip reservations.

Maintenance

- Pressure washed, painted, repaired and stored Allen Harbor, Herring River, and SAQ seasonal buoys.
- Replaced worn chain on the Allen Harbor, Herring River and Round Cove seasonal buoy weights.
- Repainted and numbered mooring balls for the Long Pond public moorings.
- New Simrad GPS/plotter/sounder/radar installed on Marine 77 by Young's Electronic Service.
- Tested lights on all boat trailers and ordered replacements for broken lights.
- Removed onboard fire pump from Marine 77 and stored in workshop for the winter.
- Attached a stabilizing brace between the floating dock for Marine 77 and the dinghy dock at the east bulkhead at SAQ.
- Cleaned drainage channel and grates at Wychmere Harbor Town Pier.
- Routine building and grounds maintenance.

Meetings

- Met with Luke Beverage Ice Division to discuss potential ice service for Saquatucket Marina.
- Attended Group A budget meeting.
- Met with members from Allen Harbor Yacht Club and their contracted engineer to review ongoing plans for dock replacement project.
- BOS Meeting (13 Dec) – MSA Contracts, Memorial Bench