

**Warren Harbor Commission  
Minutes from the November 2, 2010 Meeting**

**Present**

William J. Kemp (chair)  
Mark Amaral  
Peter Tekippe  
Julie Blount  
Matt Calouro

**Absent**

Steve Surdut  
George Gempp

1. Approval of the Harbor Commission Minutes of October 2010.
2. **Harbormasters Report presented by chief harbormaster, Matthew Calouro.** The harbormaster provided a written report that included pump-out boat bids, training, mooring classification for waterfront associations, patrol report and commercial dock. The harbormaster reported that his office will implement a new patrol logging and risk assessment system for planning and tracking on-water patrols next year.
3. **Mooring management software.** The commission reviewed and discussed the proposed purchase of software for managing mooring permit and placement process. The harbor commissions recommends that this software be purchased and applied because: 1. the software will be self funding; 2. It will significantly reduce the time required by the harbormasters office to renew mooring permits; and, 3. the software will improve the overall management of mooring field by improving space efficiency, tracking inspections and offering better customer service.
4. **Proposed FY11 Budget.** The harbormaster presented the proposed FY11 budget for review. The harbor commission recommended the approval the proposed budget with the following modification: 1. Additional funds by provided for fuel; 2. cost of flag pole be added to capital expenses. The harbormaster agreed to use cost-accounting system this year that will track expenses against line items during the next FY.
5. **Town Rights of Ways (ROW).** The harbor commission reviewed the status of new and proposed ROWs in town and agreed:
  - a. The harbor commission should be involved in the DEM Recreational Trails signage program.
  - b. Move forward with processing the three ROW that have already been vetted by Commission

- c. Identify and vet an additional three ROWs from the list of potential sites. The harbor commission will seek the assistance of a student to help with this process.
6. **Town Marina.** Harbor commission reviewed status of erecting a flag pole on the property and agreed that the cost of the flag pole should be included in the FY11 capital budget.
7. **Motion to adjourn.**

Respectfully submitted,

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William J. Kemp, Chairman

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Julie Blount, Secretary