

# HENRY POINT WORKING WATERFRONT PROJECT

## COMBINED COMMITTEE MEETING

WORKING WATERFRONT ACCESS COMMITTEE; HARBOR COMMITTEE

**June 20, 2024**

### MINUTES

**Attendance:** Ira Kelley, Chairman Working Waterfront Access Committee; Anson Kelley, Working Waterfront Access Committee; Harry Fish, Harbor Committee; Diane Smith, Harbor Committee; James Jutras, SCEC; Paul Monyok, Haley Ward, Inc.; Cynthia Beauvais, Public; Kathy Killian, Grants/Planning Assistant

**Minutes of May 15, 2024:** Draft Minutes had been distributed by e-mail and were reviewed at the meeting. Motion made to approve the minutes as written. Seconded and approved.

#### **Haley Ward Update:**

- **Environmental Review (required for release of HUD funds):** Ms. Killian advised that the first required notice from the 8-step process outlined by Haley Ward, Inc. was published on June 5, 2024. Comment period closes in 15 calendar days from the date of publication. As of close of business at the Town Office, no comments received.
- **Permit Applications:** Mr. Monyok will send the draft applications for review. He noted that the ACOE application contains copies of the DEP application; there will be two separate files.
- **Contract to move forward with Construction Ready Plans:** We can expect to receive the proposed contract, including deliverables and time-line after Monday, June 24, 2024.
- **Bidding Process for Construction:** Haley Ward will compile bid documents. Some decisions that need to be made include –
  - Public or private opening
  - Where should bids be sent (Haley Ward, or Town)
  - Be sure the process complies with HUD requirements. Haley Ward will check requirements and James Jutras of SCEC will review.
  - Construction Ready Plans and Bid Packets may not be finalized until comments are received from the agencies that will be issuing permits.

**Coleman/Aiston Status:** Coleman Deed has been prepared by the attorney. Draft letter options for the Aiston family were discussed and a brief response is desired by the committee. Killian will draft for approval.

#### **Grant Updates:**

- **Representative Jared Golden Request:** Our project has been selected by Jared Golden to bring forward for funding through appropriations.

- **Harbor Management and Access Grant (5/10/2024):** Applied for \$15,000 to be used for Launch Ramp Construction. This may be eligible to use as matching funds for the HUD grant.
- **FY 2025 Coastal Community Grant.Shore and Harbor Planning Grant Programs:** We were approved to apply. Awards will be announced in late June. Amount applied for is \$50,000, no match and may be eligible to use as matching funds for the HUD grant.
- **FY2023 Community Project Funding (HUD – EDI/CPF):** Corrections to our previous paperwork submission have been corrected. Killian and Jutras are working on budget assumptions and plan resubmission before July 1, 2024. Once our paperwork is approved, we must still have a completed Environmental Review (in process by Haley Ward) before funds will be released. (\$1.5 million for the road).
- **DMR Shore and Harbor Planning Grant (Start 10/11/2019; End 6/30/2024):** Term ended, and grant is fully spent. Ms. Killian is gathering the final documents needed to formally close the grant.

**Miscellaneous:**

- **Protective Covenant Draft:** The draft has been prepared by the Town’s attorney. It is designed to protect the Campground and Working Waterfront from future development that does not support the intended use.
- **Permit and Use Fee discussions:** Diane Smith has offered gather and analyze information that can be used to help the committees develop fee and permit schedules. Annual Mooring Fees will be set at the next Harbor Committee Meeting scheduled for August 21, 2024 at 5:30 PM. Drafting permit and use fees will facilitate future grant proposals as the goal is to have the Henry Point Working Waterfront open and self-sustaining upon completion of the road improvements, parking areas, and launch ramp.

**Motion to adjourn made and seconded at 6:50 PM. Approved**