



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

September 24, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting on Tuesday, September 24, 2019 in the Discovery Room of the Nantucket Whaling Museum, 15 Broad Street, Nantucket. The following members were in attendance: Chairman Robert R. Jones (Barnstable); Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); and Robert F. Ranney (Nantucket). Member Moira E. Tierney (New Bedford) was absent.

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole Terminal Reconstruction Project. After Labor Day, marine contractor Jay Cashman Inc. mobilized at the site following a slight delay due to the effects of Hurricane Dorian. They then started rebuilding the crane on site and moved it into the northernmost slip to replace the chains and U-bolts in the slip. They have since started demolishing the middle slip and are continuing to work on both the north pier and constructing the decking that will be part of the passenger platform on the south side of the southernmost slip. After Columbus Day, the gangway to the north of the southern slip will need to be removed, as will the passenger tents. The Authority has sourced a trailer to allow it to transition the oil shed to passenger shelter, which, along with a glass shelter to be placed at the site, will provide protection for its customers from the elements.
2. HMS Consulting President John Sainsbury and Matthew Lankowski with Glosten Associates provided an update on the implementations of the recommendations contained within the independent review of the Authority's operations performed by HMS, Glosten, and Rigor Analytics.
 - Regarding the Safety Management System and Quality Management System, a "kick-off" meeting with Safety Management Systems LLC was held September 12, 2019. SMS LLC is now on-site conducting its initial review, which will entail site visits to all the Authority's vessels and facilities. Existing documentation, procedures, and protocols will be reviewed as SMS develops its system. A steering committee including Health, Safety, Quality and Environmental Manager

Angela Sampson, Director of Marine Operations Mark Amundsen as well as other staff members and representatives from the fleet and terminals is participating. The SQMS system (what was previously referred to separately as the SMS and QMS) is expected to be functional by late 2020 or early 2021.

- Regarding the Learning Management System, the working group on this project have been meeting weekly with Marine Learning Systems. Thus far, they continue to populate the system with as much data as possible. Laptops for each of the vessels and terminals that will be dedicated for use to access the LMS have been purchased and will soon be installed at our facilities.
 - For the engineering resources project, staff has been interviewing candidates for the project engineer, assistant vessel maintenance manager, port engineer and assist port engineer positions. Mr. Davis announced several new hires in this regard and said more announcements would be forthcoming.
3. The Board voted to accept a draft of the Authority's new mission statement, which will now be advertised for public comment through the end of October. Developing a new mission statement was one of the recommendations in the HMS report and will be used as the basis for the Authority's strategic planning efforts and the development of new performance metrics for the organization.

The Project Team, comprised of Communications Director Sean F. Driscoll (who serves as project manager), General Counsel Terence J. Kenneally, Director of Marketing Kimberlee J. McHugh, Treasurer/Comptroller Mark K. Rozum, presented a report detailing their findings following a public comment period this summer and presented the draft mission statement, which reads:

Our mission is to operate a safe, efficient, and reliable transportation system for the islands of Martha's Vineyard and Nantucket in an environment committed to sustainability, accessibility, and community engagement.

The Project Team will release more details about the forthcoming public comment period in the upcoming days.

4. The Board approved the 2020 summer and fall operating schedules for the Nantucket route, which run from May 15, 2020 through January 3, 2021, with the addition of a hazardous materials designation on the 6:45 p.m. trip during the summer schedule. The route will see no changes to the trip times, quantity of trips, or vessel crewing during this period, with the only differences being the vessels assigned to the route. During the October 21, 2019 through January 3, 2021 timeframe, the *M/V Nantucket* will operate in place of the *M/V Eagle* while that vessel is in repair. Additionally, the *M/V Woods Hole* will be triple-crewed and operate three round trips per day Monday through Friday and two round trips, with an optional third round trip, on Saturdays and Sundays.

Mr. Davis also discussed with the Board the September 9, 2019 public hearing regarding the proposed 2020 summer and fall operating schedules for the Vineyard route. The hearing was held at the request of fifty (50) Falmouth residents who signed a petition objecting to the presence of freight on trips before 6:00 a.m. Staff are reviewing the

testimony given at that hearing and expect to present a report and a recommendation to the Port Council and Board at their October meetings.

5. Treasurer/Comptroller Mark K. Rozum presented the preliminary draft of the proposed 2020 Operating Budget, which anticipates operating revenues of approximately \$113,475,000 against operating expenses of about \$111,600,000, for a bottom line of approximately \$2,285,000. The largest expense increases compared to 2019 estimates are in vessel maintenance, terminal maintenance, depreciation and personnel. Operating revenues are projected to increase 1.2% for automobiles, 1.8% for freight and 1.3% for passengers, and to decrease 4.7% for parking.
6. Mr. Rozum presented the preliminary draft of the proposed 2020 rate adjustments, which are being proposed to bring the Authority’s budgeted net operating income to approximately \$7,300,000. No adjustments are being proposed to passenger rates, daily parking rates, commercial vehicles between 20 feet and 65 feet, as well as bicycle and surf board rates.

The proposed Vineyard rate adjustments are as follows:

<u>Rate category</u>	<u>Proposed rate</u>	<u>Est. Revenue</u>
Standard fare vehicles – peak (Friday-Sunday)	\$100/\$110 ¹	\$1,600,000
Standard fare vehicles – peak (Monday-Thursday)	\$85/\$95	\$ 750,000
Standard fare vehicles – shoulder season	\$85/\$95	\$ 270,000
Standard fare vehicles – off-season	\$55/\$65	\$ 760,000
Excursion rates	Up \$5 RT	\$ 480,000
Miscellaneous increases		\$ 290,000

The proposed Nantucket rate adjustments are as follows:

<u>Rate category</u>	<u>Proposed rate</u>	<u>Est. Revenue</u>
Standard fare vehicles – peak (Friday-Sunday)	\$250/\$275	\$460,000
Standard fare vehicles – peak (Monday-Thursday)	\$230/\$255	\$ 70,000
Standard fare vehicles – shoulder season	\$230/\$255	\$ 40,000
Standard fare vehicles – off-season	\$155/\$175	\$150,000
Excursion rates	Up \$5 RT	\$ 50,000
Miscellaneous increases		\$170,000

Staff will present the final proposed budget and rate adjustments to the Port Council and Board at their October meetings.

7. The Board authorized Mr. Davis to award Contract No. 05-2019, Dry-Dock and Overhaul Services for the *M/V Island Home*, to the lowest eligible and responsible bidder, Thames Shipyard and Repair Company of New London, Connecticut, for a total contract price of \$2,140,031. The vessel is scheduled for shipyard availability from January 10, 2020 through February 23, 2020; work schedules includes a hull exam, underwater hull

¹ Reflects rates of vehicles under 17ft. / 17ft. and over.

cleaning and painting, commercial blasting, preparation and painting above the water line to the 03 deck, interior freight deck painting, propeller shafting and rudder repairs, hull plating replacement as required by inspection, rescue boat davit replacement, installation of an additional line handling door, 03 deck weather-tight door upgrades, deck covering repairs, overhaul of one main propulsion reduction gear, and numerous structural and electrical improvements.

The next regularly scheduled monthly board meeting is currently scheduled for 9:30 a.m. on Tuesday, October 15, 2019, at the Oak Bluffs Public Library in Oak Bluffs, Massachusetts. However, the location, time and date of these meetings are all subject to change, so please look for the formal notices of those meetings to appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

August 20, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting on Tuesday, August 20, 2019, in the second-floor meeting room of the Authority's Hyannis terminal, located at 141 School Street, Hyannis, Massachusetts. All five Members were present: Chairman Robert R. Jones (Barnstable); Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford) (who participated via telephonic conference call).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole Terminal Reconstruction Project. Since the majority of work has been halted for the summer, only some smaller items were actively worked on by Jay Cashman Inc. during the previous month. Most significant among them was a platform located on the south side of current Slip No. 2 (the southernmost slip). Shortly after Columbus Day weekend, the passenger embarkation platform between that slip and the middle slip will need to be removed to accommodate the scheduled work on the middle slip. This work will involve dismantling the ramps and platform, as well as the tent between the slips. The ramps will be reused and connected to the temporary passenger platform on the south-side of current Slip No. 2.

In order to provide the Authority's patrons with some shelter from the elements, one of the glass bus shelter enclosures will be erected next to the new passenger platform. Staff are currently looking at repurposing the oil storage shed into an additional passenger shelter as well. In order to accomplish that, an oil storage container is being sourced and will be placed on the east side of the trash compactor. Some work then will be needed to prepare the shed for use as a shelter and to meet the requirements of the state building inspector. One of the benefits of this arrangement will be that, unlike the tent, the glass shelter and shed will offer some protection from the winter winds coming in off the water as they will have walls on three sides. The tent will be placed into storage until a new location is identified for its use.

Cashman also performed some minor work on the platforms on Slip No. 3, as well as working to replace the fender chains as some distortion was found on the U-bolts securing the chains.

Meanwhile, the equipment for the sewer pump-out project has been operational. A ventilation fan has been installed in the equipment shed to address the heat generated by the equipment.

2. Mr. Davis presented an update on the implementations of the recommendations contained within the independent review of the Authority's operations performed by HMS Consulting, Glosten Associates and Rigor Analytics. Project Managers had been named for the seven (7) project implementation plans covering eight (8) of the recommendations contained in the comprehensive review.
 - Regarding the Safety Management System and Quality Management System, a "kick-off" meeting with Safety Management Systems LLC will be held in early September. SMS will then conduct its initial gap analysis, which will entail site visits to all the Authority's vessels and facilities. Existing documentation, procedures, and protocols will be reviewed as SMS develops the Authority's system. A steering committee including Health, Safety, Quality and Environmental Manager Angela Sampson, Director of Marine Operations Mark Amundsen as well as other staff members and representatives from the fleet and terminals will participate.
 - Regarding the Learning Management System, the working group on this project have been meeting weekly with Marine Learning Systems. Thus far, they continue to populate the system with as much data as possible. While the system is a web-based platform and is capable of being accessed via a smartphone, the Authority have ordered laptops for each of the vessels and terminals that will be dedicated for use to access the LMS.
 - The mission statement project team hosted a series of public outreach sessions and have created a page on the Authority's website for individuals to provide their comments. The Authority is accepting comments through August 23, 2019. Once all comments are received and considered, the team expects to be coming back to the Port Council and Board with a draft for consideration in September. Following another round of public comment, the team will then come back after considering any additional feedback with the proposed final version at the November meetings for an adoption vote. The strategic planning and performance metric projects will follow the completion of the mission statement.
 - For the engineering resources project, staff has been interviewing candidates for the project engineer, assistant vessel maintenance manager, port engineer and assist port engineer positions as well as for the vacant Port Captain position.
3. Mr. Davis informed the Board that Captain Charles M. Monteiro has accepted an offer to become the next Port Captain for the Steamship Authority. Captain Monteiro has been with the Authority since 1976, when he was hired as an ordinary seaman on a temporary basis. He became a full-time employee of the Authority in 1977 and later served as an able-bodied seaman, a bosun, a purser, a mate, a pilot and a vessel captain before being

named Assistant Port Captain in 2009. As Port Captain, Captain Monteiro will direct the day-to-day operations of the Steamship Authority's fleet, including compliance with U.S. Coast Guard regulations and overseeing the vessel personnel in the performance of their duties.

Captain Monteiro's appointment comes after the Authority enlisted the services of Flagship Management to assist in the Authority's internal and external recruitment efforts. After a series of interviews led by Mr. Amundsen, including several excellent internal candidates, Captain Monteiro emerged as the clear choice for the position.

4. The Board authorized Mr. Davis to execute a Memorandum of Understanding ("MOU") with the Cape Cod Regional Transit Authority regarding the Authority's participation in the National Transit Database ("NTD") program. Since acceptance into the program, data related to Steamship Authority activities, both statistical and financial, has been submitted via the NTD portal by the Steamship Authority. Since the CCRTA is the designated recipient for the Barnstable Urbanized Area ("UZA"), grant funds related to Steamship Authority's activities must first be transferred to the CCRTA. While these grant funds are a result of Steamship Authority operating data, due to its status as the designated recipient for this zone, the CCRTA has reporting and audit responsibilities.

Grant Funds related to 2017 activities will result in \$769,638 available for financing of certain projects and services.

- 5 Treasurer/Comptroller Mark K. Rozum presented an update on the implementation of the new accounting system, NAV, and the efforts underway to implement the payroll activities into the system. Mr. Rozum said everyone on the land-side operations has moved to the digital time clocks, and while the vessel employees are using their employee ID to clock in, they are still submitting paper time sheets as well to make sure the time is properly being accounted for. Mr. Rozum said plans are to finish this payroll migration in the next 60 days, after which point the Accounting Department can begin to implement more enhancements to the system, including electronic payments to the Authority's vendors. Mr. Rozum thanked the staff for their buy-in to the new program and help in fully implementing it throughout the organization.
6. The Board authorized Mr. Davis to approve change order No. 44 as part of Contract No. 16-2017, Woods Hole Reconstruction – Waterside, with Jay Cashman Inc., for a total cost of \$398,182.27. During the construction period this past season, monopile No. 8 located in Slip No. 3 encountered an obstruction that prevented it from reaching sufficient depth for the design loads anticipated for this approach dolphin per the engineers' calculations. The engineered fix was to drive two (2) 42-inch diameter pipe piles behind the 96-inch diameter monopile in order to provide additional impact support. The change order includes the material cost for the two (2) coated 42-inch steel piles, the manpower and equipment required to drive these piles, and the manpower, equipment and materials to fill these piles with concrete.

The next regularly scheduled monthly board meeting is currently scheduled for 9:30 a.m. on Tuesday, September 24, 2019, in the Discovery Center of the Nantucket Whaling Museum on Nantucket. However, the location, time and date of these meetings are all subject to change, so please look for the formal notices of those meetings to appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

July 24, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting on Wednesday, July 24, 2019 in the Community Room of the EMS Building at the Tisbury Fire Station, located at 215 Spring Street, Vineyard Haven, Massachusetts. All five members were present: Chairman Robert R. Jones (Barnstable); Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford) (who arrived during discussion of the Woods Hole Terminal Reconstruction Project).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. During the past month, the construction season wrapped up prior to the start of the summer operating schedule on June 19, 2019. Slip No. 3 is operational and has primarily been used for the *M/V Sankaty*, although there have been some occasions in which it has been used by the *M/V Nantucket*. Some minor issues remain that need to be addressed, including the chains on the fendering system being too tight and the platforms on one of the monopiles being on the wrong side for the freight boats, so in the fall a bollard will be put on top of the monopile itself. In general, however, the slip has been well-received by vessel crews.

Jay Cashman Inc. is actively working on a platform on the south side of current Slip No. 2, or the southernmost slip. Shortly after work resumes after Labor Day, the passenger embarkation platform between the slips will need to be removed to accommodate the scheduled work on the middle slip. Then, shortly after Columbus Day weekend, Cashman will be dismantling the ramps and platform, as well as the tent between the slips. The ramps will be reused for a temporary passenger platform on the southern side. The tent will be placed into storage until a new location is identified for its use.

The engineers are still looking at options to address the north bulkhead. The plans for this fall do, however, have the monopoles being driven *prior* to the sheet pile for the bulkhead so that there is not have a reoccurrence of the soil liquefaction that happened at Slip No. 3.

Meanwhile, Robert B. Our Co. completed installing all of the equipment for the sewer pump-out project. The system was turned on and is operational, although some minor items need to be addressed, including installing a ventilation fan in the equipment shed to address the heat generated by the equipment.

2. Mr. Davis presented an update on the implementations of the recommendations contained within the independent review of the Authority's operations performed by HMS Consulting, Glostten Associates and Rigor Analytics. Project Managers had been named for the seven (7) project implementation plans covering eight (8) of the recommendations contained in the comprehensive review.
 - Regarding the Safety Management System and Quality Management System, Health, Safety, Quality and Environmental Manager Angela Sampson and her team have been reviewing submissions by vendors to provide the SMS and QMS systems. Earlier this month, a meeting of captains and chief engineers was held. The staff received positive feedback about the implementation of the systems and that the crews see the value in making the change.
 - Regarding the Learning Management System, Human Resources Director Janice Kennefick and her team are meeting weekly with Marine Learning Systems and continuing to populate the system with as much data as possible. The goal is to get a pilot of the system live this summer although portions of the materials are already being used for new hire orientations.
 - The mission statement project lead by Communications Director Sean F. Driscoll and his team have started hosting a series of public outreach sessions and have created a page on the Authority's website for individuals to provide their comments. (www.steamshipauthority.com/missionstatement) The team will also be doing outreach soon to get input on the mission statement from our employees. Strategic planning and performance metric projects will follow the completion of the mission statement.
 - For the engineering resources project, Ms. Kennefick and Director of Marine Operations Mark Amundsen have been interviewing candidates for the project engineer, assistant vessel maintenance manager, port engineer, and assist port engineer positions as well as for the vacant port captain position.

3. The Board also approved staff's recommendation to award a contract to Safety Management Systems LLC of Portland, Maine, to assist the Authority in transitioning to a process-based approach to management, including the development and implementation of a new Safety Management System (SMS) and Quality Management System (QMS), both of which were recommendations contained in the HMS report. Safety Management Systems was one of four (4) companies to reply to a Request for Proposals for the systems; while their bid was the highest, at \$585,526, the evaluation team unanimously agreed their proposal was the most advantageous for the Authority. Notably, the Authority's cost estimate for the contract was \$575,000 based upon the cost estimates contained within the HMS report's recommendation.

4. Mr. Davis presented the preliminary draft of the proposed 2020 Summer and Fall Operating Schedules, which cover the period from May 15, 2020 through January 3, 2021. The proposed schedules are similar to the operating schedule run this year.
- The early summer schedule from May 15, 2020 through June 16, 2020 starts on the same date as this year's schedule but ends three (3) days earlier.
 - On the Vineyard route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing. The vessels and dates for the "spruce up" repair periods will be finalized at a later date.
 - On the Nantucket route, the *M/V Gay Head* would be tripled crewed and operate three (3) round trips Monday through Friday and two (2) round trips on Saturdays and Sundays, with the ability to provide an optional trip on Sat-Sun if needed.)
 - The schedule from June 17, 2020 through September 8, 2020 would start three (3) days earlier than this year's schedule.
 - On the Vineyard route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing.
 - On the Nantucket route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing compared to 2019, with the exception that the *M/V Gay Head* would serve as the primary freight vessel as the *M/V Katama* will have a scheduled dry-docking.
 - The schedule from September 9, 2020 through October 20, 2020 would be similar to this year's schedule, except it will end three (3) days earlier.
 - On the Vineyard route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing.
 - On the Nantucket route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing compared to 2019.

It should be pointed out that during the schedules from May 15, 2020 through October 20, 2020, the staff is proposing that the 5:30 a.m. trip from Woods Hole operate in the same manner that it is during this year's schedule.

- The schedule from October 21, 2020 through January 3, 2021 would be similar to this year's schedule, except it will start three (3) days earlier.
 - On the Vineyard route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing.
 - On the Nantucket route, it is proposed that there is no change in the sailing times, quantity of available trips or vessel crewing compared to 2019. However, since the *M/V Eagle* will be undergoing its scheduled dry docking, the *M/V Nantucket* will be running in its place. As a result of the lower capacity of the *M/V Nantucket* versus the *M/V Eagle*, it is proposed that the *M/V Woods Hole* would serve as the freight vessel during this entire schedule period.

The Authority will be advertising the schedules in the local and regional papers as well as on its website for comment. Meanwhile, it will be reviewing the "Reservations Only"

dates on the Vineyard route to determine if that policy needs to be expanded to include additional dates. The staff expects to make its final recommendations to the Port Council and Board at their September meetings for approval.

- 5 The Board authorized Mr. Davis to award Contract #12-2019, Supply and Deliver Two (2) Remanufactured MTU 12V4000 M70 Engines for the *M/V Iyanough*, to the lowest eligible and responsible bidder, Steward & Stevenson Power Products LLC of Marlborough, Massachusetts, for a total contract price of \$1,316,357.

The next regularly scheduled monthly board meeting is currently scheduled for 9:30 a.m. on Tuesday, August 20, 2019, at the Authority's terminal in Hyannis. However, the location, time and date of these meetings are all subject to change, so please look for the formal notices of those meetings to appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

June 18, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting on Tuesday, June 18, 2019 in the second-floor meeting room of the Authority's Hyannis terminal. All five members were present: Chairman Robert R. Jones (Barnstable); Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford) (who arrived during discussion of the food bank policy proposal).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. During the past month, Jay Cashman Inc. completed remediation work on monopile No. 8, including installing its fender as well as some concrete work. They also installed barriers and security fencing around the public perimeter of Slip No. 3; continued work on a trestle over the water that will be used for next year's passenger platform work; and worked on the installation of the catwalks to the mooring bollards. They will also set the ticket booth while the utility contractors finish their work to support the slip operations.

Lawrence Lynch Corp. worked on paving and installing drainage structures and bollard structures at the slip. The electrical contractor powered the transfer bridge, continued work on electric and communication wiring and installed the shore power connection on the utility platform. The transfer bridge contractor worked on operational details of the bridge and the masonry contractor installed the granite cap on the bulkhead perimeter. The plumber completed the potable water piping on the utility platform.

At the end of the day on Thursday, May 23, 2019, the new slip was available for public use. Cashman has completed demobilizing for the season. The barges have left the site for the summer, and divers have installed anodes on the piles and the steel sheet piling. Cashman and all the subcontractors pulled together and worked tirelessly to make this slip operational. Mr. Davis thanked everyone involved for a great effort.

Meanwhile, Robert B. Our Co. continues to be onsite setting conduits and installing the concrete risers for the equipment vaults as part of the sewer pump-out project. They now expect to have all work completed by June 30th.

Thus far, the Authority has sent out 63 “Community Emails” on what to expect in the coming weeks. Soon, those emails will pause during the summer and resume in the fall for the next phase of the project.

2. The Board approved an update to the Authority’s advertising policy to explicitly address relatively recent changes in the laws of the Commonwealth of Massachusetts concerning the sale or use of marijuana or marijuana-related products. Under Massachusetts law, marijuana or marijuana-related products cannot be used in public or on federal land. Federal law defines marijuana as a controlled substance and prohibits its transportation and/or use by licensed merchant mariners. As a ferry operator licensed and certified by the United States Coast Guard, the Authority must comply with all applicable federal regulations. Therefore, it is prudent to explicitly prohibit advertisement of the sale of marijuana or marijuana-related products at its facilities, including the website.

The Board also voted to add a prohibition against advertising e-cigarettes and vaping materials to the Authority’s already-existing prohibition against advertising tobacco products.

3. The Board approved the new Martha’s Vineyard and Nantucket Food Bank Travel Policy, which extends the Town and County Travel Voucher Program (which provides a 50% reduction in the cost of official town or county travel onboard the Steamship Authority ferries) to include vehicles traveling on the ferries for the various entities that distribute food on the islands through local food pantries, community health centers and other agencies for island residents in need.

In this situation, the County of Dukes County and Town of Nantucket would administer which island agencies are eligible to participate in the program and a separate account(s) would be set up with the Authority that would be restricted to food bank travel. The individual agencies would be responsible for paying their cost of travel, although at a 50% discount, at the time of the food shipment.

4. The Board approved the 2020 Winter and Spring Operating schedules as they were presented at the April 16, 2019 meeting. The winter schedules, which run from January 4, 2020 to March 15, 2020, are largely the same as the schedules for the same time frame this year. Neither the Martha’s Vineyard nor Nantucket routes will include changes to the sailing times, quantity of available trips or vessel crewing. The spring schedule, which runs from March 16, 2020 to April 2, 2020, is the same as 2019 for the Nantucket route and similar to 2019 for the Martha’s Vineyard route. The schedules for April 3, 2020 to May 14, 2020 are the same on both routes.

After advertising the schedules in the local and regional papers, only one (1) comment was received. It pertained to the language regarding “additional trips being added during

peak periods” such as school vacation weeks; arrival time of trucks; and included a copy of a letter issued by the Falmouth Board of Selectmen back in June 2017.

- 5 The Board authorized Mr. Davis to execute Change Order #01 for Contract No. 08-2018 “Sewer Pump Out Modifications – Woods Hole & Vineyard Haven” with Robert B. Our Co., Inc. at a total cost of \$135,827.24. The work related to a design change that moved the electrical equipment and air compressors in an above-ground storage shed instead of in underground concrete vaults, which was felt to be a safety concern.
6. The Board voted to name Mark. K. Rozum as the Authority’s next Treasurer/Comptroller, effective July 1, 2019. Mr. Rozum has been with the Authority since 1996, when he was hired as a member of the Authority’s accounting and finance team. After a stint as Reservation Manager, Mr. Rozum returned to the Accounting Department to serve as Internal Audit Manager before transitioning to the Director of Terminals and Parking and then to the Operations Manager position, a post he has held since 2015.

The next regularly scheduled monthly board meeting is currently scheduled for 9:30 a.m. on Tuesday, July 16, 2019, at the Tisbury EMS Building. However, the location, time and date of these meetings are all subject to change, so please look for the formal notices of those meetings to appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

May 21, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting on Tuesday, May 21, 2019 in the Discovery Room of the Nantucket Whaling Museum, 15 Broad Street, Nantucket. The following members were in attendance: Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford). Chairman Robert R. Jones (Barnstable) was absent.

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. During the past month, Jay Cashman Inc. continued the work on the monopoles, including welding fender standoffs and pad eyes and setting the rebar for the concrete tops as well as installing the ferry tie-up bollards. Cashman continues to work on monopile No. 8 remediation and installed catwalks around the slip.

On Thursday, May 9, the *M/V Martha's Vineyard* entered the new Slip No. 3 briefly so that the transfer bridge alignment with the head dolphins could be checked; the test showed everything fits according to the design. The concrete contractor has finished the sheet pile cap; the electrical contractor worked on electric and communication conduits and wiring; the fuel oil piping contractor installed the underground fuel oil piping and leak detection system; and the transfer bridge contractor completed the erection of the transfer bridge.

Lawrence Lynch Corp. finished the work on much of the underground utilities and started backfilling the site. The plumbing contractor was on site to plumb the water to the utility platform. The concrete contractor finished the work on the west sheet pile cap and will be pouring the concrete for the north sheet pile cap later this week. The electrical contractor worked on electric and communication wiring.

Meanwhile, Robert B. Our Company completed the installing the valves at the town's forced-main sewage line and excavated around the old pump-out vaults so that the covers can be removed to allow for access the equipment. The company then completed

equipment installation in Vineyard Haven for its sewer pump-out system and is setting the foundation for a small, above-ground equipment building in the employee parking lot in Woods Hole. They also trenched an underground conduit from the freight shed to the equipment building for electrical power. The old concrete chambers were backfilled with sand. They will be connecting the equipment and installing the chamber access shafts.

Thus far, the Authority has sent out 60 community emails on what to expect in the coming weeks.

2. Mr. Davis provided an update on the design progress regarding the Woods Hole terminal building. At last month's meeting, it was noted that the Authority would be engaging the engineers from the Woods Hole Group to conduct a velocity zone study. Staff met with the principals of the group and the Authority's architects and engineers have supplied any requested information. The report was initially due this past Friday but production of it has been delayed. Once the final report is received and evaluated, an update will be provided to the Members.
3. Mr. Davis provided an update on the implementation of the recommendations resulting from the independent review of the Authority's operations conducted by HMS Consulting, Rigor Analytics and Glostén Associates. The Authority received four responses to its Request for Proposals (RFP) for a Safety Management System (SMS) and a Quality Management System (QMS). The RFPs are currently being evaluated and a recommendation is anticipated to come before the Board at its June meeting.

Additionally, Mr. Davis confirmed that HMS Consulting and Glostén Associates intend to be on-site from June 5, 2019 through June 8, 2019, to conduct an implementation workshop with the Board and the Authority's staff. The current plan is for a session including to the Board, Port Council and staff on Wednesday, June 5, 2019, which will take slightly more than half a day, and two days of staff work before wrapping on Saturday, June 8, 2019, with another half-day session including the Board, Port Council and staff. More details will be forthcoming after the scheduling is finalized.

4. Mr. Davis presented to the Board the proposed guidelines for the 2020 Operating Budget, the highlights of which are as follows:
 - Operating revenue will be primarily based on actual traffic statistics for the most recent 12 months, or August 2018 thru July 2019.
 - The proposed 2020 operating budget will be based in part on the anticipated operating schedules.
 - Depreciation costs will include the *M/V Sankaty* bow thruster replacement as well as the completed portion of the Woods Hole marine reconstruction project.
 - Maintenance for the vessels will include scheduled dry-docking for the *M/V Nantucket*, the *M/V Eagle*, the *M/V Island Home*, the *M/V Katama*, the *M/V Governor* and the *M/V Iyanough*.

- Training will include STCW Basic Safety Training, customer service, discrimination prevention, rescue boat, security and oil spill, as well as planned new environmental health and safety courses.
- New information technology initiatives, including the addition of the Learning Management System, the Safety Management System and Quality Management System.

Mr. Davis said he expects to present a preliminary draft of the 2020 Operating Budget at the September meeting and to seek final approval at the October meeting.

The Board voted to approve the budget policy statement as presented.

- 5 The Board authorized Mr. Davis to proceed with maintenance dredging at the Authority's Fairhaven vessel maintenance facility and to sign a Letter of Intent with the New Bedford Port Authority to pay dredge material disposal costs of an estimated \$140,000. The dredging will allow the Authority's vessels to continue to dock on either the north or south side of the pier and will allow for future installation of a new monopile pier to the south, which could be used to store vessels in the winter or in severe weather conditions.
6. The Board authorized Mr. Davis to confirm and publicize the Authority's support for the enactment of federal legislation establishing Nantucket Sound as a National Historical Landmark via a letter addressed to members of the Massachusetts congressional delegation and written by the Alliance to Protect Nantucket Sound, a nonprofit organization.

The next regularly scheduled monthly board meeting is currently scheduled for 10:00 a.m. on Tuesday, June 18, at the Authority's terminal in Hyannis. However, the location, time and date of these meetings are all subject to change; additionally, special meetings are anticipated to meet with HMS Consulting in early June, so please look for the formal notices of those meetings to appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

April 16, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting Tuesday, April 16, 2019 in the Lobby Level Function Room of the New Bedford Harbor Hotel, 222 Union Street, New Bedford. All five members were in attendance: Chairman Robert R. Jones (Barnstable), Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. During the past month, Jay Cashman Inc. finished driving the piles for the transfer bridge at Slip No. 3. With all the piles in place for Slip No. 3, Cashman cut the transfer bridge piles to the design elevation and then completed filling the 16- and 18-inch piles with concrete. The concrete subcontractors mobilized and built the concrete forms for the bridge foundation and the rebar subcontractor installed the rebar for the foundation. Cashman continued the work on the monopiles, welding fender standoffs and pad eyes, and setting the rebar for the concrete top.

Cashman also welded the support bracing for the utility platform and constructed the utility platform for Slip No. 3. Cashman also set the temporary piles for a temporary trestle to be used in the passenger platform construction. The concrete contractor started work on the bulkhead concrete cap and the electrical contractor will be mobilizing to install the electrical and telecommunication utilities. The concrete contractor completed the landside concrete for the transfer bridge.

Lawrence Lynch Corp. mobilized on site and started installing the stormwater structures at the bulkhead. Lawrence Lynch then completed the 48-inch stormwater drainage and continued to work on the 24-inch stormwater drainage.

For the ferry sewage pump-out system project, Robert B. Our Co. installed the precast concrete chambers for the vacuum tanks, as well as the concrete sewage holding tank. As part of the sewer pump-out project, Robert B. Our excavated in front of the concrete

chambers for the suction and discharge piping. They then began testing the sewage pump-out system in Vineyard Haven so that it can become operational, which will allow us to start relocating the equipment in Woods Hole to its new concrete vaults. Robert B. Our Co. completed the installation of another concrete vault for the forced sewer main pumps and install a valve vault at the town's forced main pipe.

Thus far, the Authority has sent out 55 Community Emails on what to expect in the coming weeks.

2. Mr. Davis provided an update on the design progress regarding the Woods Hole terminal building. On Thursday, March 28th, the SSA's staff and its architects presented to the Falmouth community the schematic design alternatives of the Woods Hole terminal building and received a number of comments from the public about the building's proposed design and location.

Staff and architects then provided the Falmouth Historical Commission an update on the schematic design alternatives on Tuesday, April 2nd.

On Monday, April 8th, the SSA's staff and its architects presented the schematic design alternatives of the Woods Hole terminal building to the Vineyard community.

Comments on the alternatives were requested to be submitted by April 12th, and we are in the process of sorting out and addressing, where we can, the concerns raised.

3. Mr. Davis introduced four new additions to the Authority's management team, including two individuals who will be filling newly created positions designed to help improve the Authority's operations. Angela Sampson is the new Health Safety, Quality and Environmental manager, and Capt. Jordan Baptiste is the new port captain. Both started with the Authority this week. The new human resources director, Janice Kennefick, will start April 29, 2019, and the new director of marine operations, Mark Amundsen, will start May 6, 2019.
4. Mr. Davis presented to the Board the preliminary version of the proposed 2020 Winter and Spring Operating schedules. The winter schedules, which run from January 4, 2020 to March 15, 2020, are largely the same as the schedules for the same time frame this year. Neither the Martha's Vineyard nor Nantucket routes would see new changes to the sailing times, quantity of available trips or vessel crewing. The spring schedule, which runs from March 16, 2020 to April 2, 2020, would be the same as 2019 for the Nantucket route and similar to 2019 for the Martha's Vineyard route. The schedules for April 3, 2020 to May 14, 2020 would be the same on both routes.

The proposed schedules will be posted to the Authority's website and published in area newspapers for public comment over the next month. Staff will present their final version of the proposed operation schedules to the Board at its May 21, 2019 meeting.

5. The Board authorized Mr. Davis to approve several change orders and contracts, including:
- Change Order #32 to Contract No. 16,-2017 with Jay Cashman Inc. for \$168,450.57 relating to remedial work on the 96-inch monopiles at Slip No. 3 as part of our Woods Hole Terminal Reconstruction Project.
 - Change Order #33 to Contract No. 16,-2017 with Jay Cashman Inc. for \$314,862.41 relating to remedial work on the sheet pile bulkhead installation at Slip No. 3 as part of our Woods Hole Terminal Reconstruction Project.
 - Contract 01-2019, Dry-dock and Overhaul Services for the M/V Martha's Vineyard to the lowest eligible and responsible bidder, Thames Shipyard and Repair Co. of New London, Connecticut, for a total contract price of \$589,330.
 - Contract 07-2019, Engineering and Design Services – Falmouth Maintenance Facility New Shop/Office Building, to DHK Architects Inc. to provide architectural, structural, mechanical, electrical, plumbing and fire protection design services for a new maintenance and office building at the Authority's current Falmouth Maintenance Facility in East Falmouth, in the amount of \$145,554.

The next regularly scheduled monthly board meeting is currently scheduled for 9:30 a.m. on Tuesday, May 21, 2019, at the Whaling Museum, 13 Broad Street, Nantucket. However, the location, time and date of these meetings are all subject to change; so please look for the formal notice for the meeting that will appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

March 19, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting Tuesday, March 19 2019 in the first-floor conference room (Room 103) of its administration building in Falmouth. Five members were in attendance: Chairman Robert R. Jones (Barnstable), Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. During the past month, Jay Cashman Inc. began setting the falsework for the landside transfer bridge piles. Cashman later set the landside transfer bridge piles with a vibratory hammer, and also set the falsework for the waterside bridge piles. As they were performing that work, Cashman also drove and set four 16-inch diameter piles for the utility platform that will hold all the shoreside utilities for the ferries. Cashman also completed the bulkhead closure at the end of the new bulkhead, although a final engineering solution for the far north portion of the bulkhead has not yet been finalized.

Cashman completed working on cutting the top of the 96-inch monopiles to their design elevation during this past month. Cashman also tested the use of "spin fin" piles to see if the lengths of the piles needed for the future phases of the project can be shortened.

Meanwhile, Lawrence Lynch Corp is onsite to start installing the storm water drainage piping.

While this has been going on, Robert B. Our Co. completed the tap into the town's forced main sewer line and the horizontal drilling company completed installing the sewer discharge pipeline from the employee parking lot to the town's pipeline. As part of this project, Robert B. Our Co. was back onsite excavating large pits in the Woods Hole employee lot for the vacuum tanks for the ferry sewage pump-out system. Robert B. Our

was also completing equipment installation in Vineyard Haven for its sewer pump-out system in order to have it operational before additional work can proceed in Woods Hole.

Thus far, the Authority has sent out 51 “Community Emails” on what to expect in the coming weeks.

2. Mr. Davis provided an update on the design progress regarding the Woods Hole terminal building. He presented three (3) design alternatives to the Board that have been developed as a result of the engagement with several community groups following the Authority’s October public presentations. Staff and the architects plan to show the design alternatives to the Falmouth community at 6:00 p.m. on Thursday, March 28, 2019 at Falmouth High School and then to the Martha’s Vineyard community at 5:00 p.m. on Monday, April 8, 2019 at the Katharine Cornell Theater in Tisbury. The presentations will also focus on the comments received from the public since the last public presentations on October 9-10, 2018. How the Authority then proceed will depend upon the input it receives at the public presentations (as well as the input it receives from the Members), but management expects to then to present the design alternatives (as they may be revised due to comments received from the public) to the Falmouth Selectman as well as the Falmouth Historical Commission at a future commission meeting.

The three designs will soon be available on the Authority’s terminal project page, www.steamshipauthority.com/WHterminalreconstruction.

3. The Board approved a reauthorization of the Authority’s investment policy, as it is required to do every two (2) years. The policy is essentially the same as what was approved in February 2017 by the Board and establishes the framework for the Authority’s investments (which are fiscally conservative), identifies the types of permitted investments (government securities and the Massachusetts Municipal Depository Trust) and identifies risk avoidance.
4. The Board approved the 2019 Capital Budget, which includes \$1,775,000 in new projects, including \$1,000,000 to upgrade the Authority’s reservation system, \$100,000 to study a website upgrade and redesign, \$125,000 to purchase hardware and software for its Operations and Communications Center, and various other projects. The budget also includes a new maintenance shop building project request in Falmouth that is contingent upon receiving additional funding through state and/or federal grants.
5. The Board authorized Mr. Davis to award Contract No. 04-2019, “Agreement for Palmer Avenue Parking Lot and Hyannis Terminal Car Rental Services,” to Avis Budget Car Rental of Parsippany, New Jersey. Avis has provided car rental services at the Authority’s Palmer Avenue lot and at the Hyannis terminal for several years, but as the contract expires in May the Authority issued a Request for Proposals to interested companies. Three firms responded: Avis Budget, Enterprise Holdings and Hertz Rent a Car. All three nonfinancial proposals were rated “advantageous” by the Authority’s evaluation committee; Avis’ financial proposal included a minimum guaranteed amount per year of \$108,458, while Enterprise’s proposal was \$105,270 and Hertz’s was \$85,000

per year. The new contract will run until May 15, 2022, with the option of two one-year extensions at that time.

The next regularly scheduled monthly board meeting is currently scheduled for 10:00 a.m. on Tuesday, April 16, 2019, at a location to be announced in New Bedford, Massachusetts. However, the location, time and date of these meetings are all subject to change; so please look for the formal notice for the meeting that will appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

February 19, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting Tuesday, February 19, 2019, in the first-floor conference room (Room 103) of its administration building in Falmouth. Four members were in attendance: Chairman Robert R. Jones (Barnstable), Vice Chairman Marc N. Hanover (Dukes County); Secretary Kathryn Wilson (Falmouth) and Robert F. Ranney (Nantucket). Member Moira E. Tierney (New Bedford) was absent.

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. Jay Cashman Inc., after a brief evaluation of the bulkhead situation, continued to drive the 96-inch monopoles in place for Slip #3. By and large they completed the driving of the monopoles, although they will need to use the diesel hammer on some of the piles to drive them to designed depths. Monopile #8, which is on the south side of Slip #3, currently is driven to only to a 60-foot depth, but Cashman has hit an obstruction and the engineers are looking into possible solutions.

Cashman continued work on the bulkhead that shifted when the head dolphin monopoles were driven. They will be realigning the bulkhead and de-tensioning the tie rods that were affected by the soils shifting during the monopile driving. Cashman completed the concrete demolition around the garden area and the old slip.

Cashman and the engineers continue to look at solutions for the obstructions preventing the sheetpiles for the north bulkhead from being driven to designed depths. The obstruction is the anti-scour pad from the old Slip #3 and has proven to be difficult to remove.

Thus far, the Authority has sent out 48 Community Emails on what to expect in the coming weeks.

2. The Board authorized Mr. Davis to approve an amended license agreement with Seastreak LLC to add additional service at Thanksgiving, during the Nantucket Christmas

Stroll and the Christmas in Edgartown events. They proposed five (5) days of service around the Thanksgiving holiday, running two round trips daily between New Bedford, Vineyard Haven and Nantucket. They also proposed Nantucket stroll service from Friday to Monday, with two trips daily except on Monday, which will be a single trip; and Edgartown service Friday to Monday with two trips daily.

3. The Board authorized the sale of high-speed passenger ticket books at a 20% discount prior to the resumption of the return of the *M/V Iyanough* to service in 2019. For the past seven (7) years, the Authority has offered a 20% discount on the sale of those books for a short period prior to the resumption of the *M/V Iyanough* service. This pre-season promotion has become more and more popular with the Authority's customers, both existing customers and new customers, as over 45% of the yearly ticket book sales for the *M/V Iyanough* occurred during the promotional period.

This year's promotion will run from Wednesday, March 20, 2019 through Friday, April 5, 2019. The discount would apply solely to electronic ticket books for adults, seniors and children.

4. The Board authorized Mr. Davis to execute several contracts and change orders:
 - Contract No. 02-2019, Dry-Dock and Overhaul Services for the *M/V Gay Head*, to the lowest eligible and responsible bidder, Senesco Marine LLC of North Kingstown, RI for a Total Contract Price of \$737,488.
 - Change Order #47 to Contract 09B-2012 with BIA.studio to cover the estimated expenses in the amount of \$824,280 relating to construction administration services & testing services stemming from the marine construction at the Woods Hole terminal during 2019.
 - Change Order #48 to Contract 09B-2012 with BIA.studio to cover the estimated expenses in the amount of \$205,187 relating to GZA testing services stemming from the marine construction at the Woods Hole terminal during 2019.
 - Change order #28 as part of Contract No. 16-2017 with Jay Cashman Inc. to cover the expenses in the amount of \$124,273.61 relating to avoiding the obstruction and driving the new sheet pile bulkhead for the northern portion of the wharf in Woods Hole.

5. Mr. Davis announced public sessions on Nantucket and Martha's Vineyard to allow island residents to learn more about the results of the comprehensive review of the Authority's operations issued by HMS Consulting, Glostten Associates and Rigor Analytics. The sessions are scheduled as follows:
 - 5:30 p.m. Monday, March 4, 2019: Nantucket High School cafeteria, 10 Surfside Road, Nantucket
 - 6:00 p.m. Tuesday, March 5, 2019: Martha's Vineyard Regional High School Performing Arts Center, 100 Edgartown-Vineyard Haven Road, Oak Bluffs
6. The new Falmouth representative to the Board, Kathryn Wilson, attended her first meeting Tuesday. As per the Board's practice, the holder of the Falmouth seat would serve as secretary in 2019; therefore, she was elected to that office by a vote of her peers.

The next regularly scheduled monthly board meeting is currently scheduled for 10:00 a.m. on Tuesday, March 19, 2019 at the SSA's administrative office, 228 Palmer Avenue, Falmouth. However, the location, time and date of these meetings are all subject to change; so please look for the formal notice for the meeting that will appear on this website next month. Thank you.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

January 22, 2019

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Board held their monthly meeting Tuesday, January 22, 2019 in the first-floor conference room (Room 103) of its administration building in Falmouth. Four members were in attendance: Chairman Robert R. Jones (Barnstable), Vice Chairman Marc N. Hanover (Dukes County); Robert F. Ranney (Nantucket); and Moira E. Tierney (New Bedford). The seat of the Falmouth representative was vacant at the time of this meeting.

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. Jay Cashman Inc. has continued work on driving the 96-inch monopiles at what will be the new Slip #3. The first pipe pile went in to within 4 feet of the expected depth, but the second pipe pile hit an obstruction, which left the pipe pile at an angle and damaged the hammer used to drive the piles. The hammer was replaced with a vibratory hammer and the second pipe pile was removed, repaired and reset. So far, they have driven five of the pipe piles. Lawrence Lynch Corp. continues to support Cashman with the removal of excavated materials from the site.

Cashman is planning to continue work on the new bulkhead and the corresponding deadman wall. Manchester Awning has installed the canopy frame and roof sections for the new passenger tents at the vessel loading area.

Thus far, the Authority has sent out 44 Community Emails on what to expect in the coming weeks.

2. Counsel Steven M. Sayers also provided an update on the design plans for the Woods Hole terminal building. Following a community meeting in Falmouth and an open house on Martha's Vineyard at which the terminal design plans received mixed reviews, the Authority has started a dialogue process with the Woods Hole Community Association and the SMART Citizens Task Force in which the Authority has discussed the size and

design of the building, as well as its program needs for the facility. The Authority also used its bucket truck to demonstrate the heights of different variations on the building design. Those community meetings have continued into this month and more are scheduled in upcoming weeks.

3. The Board authorized Mr. Davis to approve an amended license agreement with Hy-Line Cruises that will allow them to run more trips in 2019. On the Nantucket run, most of the nineteen (19) additional trips will be scheduled around the Thanksgiving holiday; on its Martha's Vineyard route, it will add two (2) additional trips between Labor Day and Columbus Day; and on its inter-island service, it will run one (1) additional trip in that same time period.
4. The Board authorized Mr. Davis to approve an amended license agreement with Seastreak Cruises LLC to increase the number of roundtrips in 2019. Its 2019 operating schedule will eliminate the 9:30 p.m. trip on the Vineyard route in the mid-June to September time period from Sundays through Thursdays; will add a daily round trip on the Nantucket route in that same time frame; will add sixteen (16) days to its early September to mid-October schedule; and will add service on Memorial Day. Requests to add service around Thanksgiving and two Christmas events on the islands will be addressed at the February Board meeting after the conclusion of a public comment period.
5. Following executive session, the Board reconvened in public session and approved a new lease agreement for use of the property at 1251 Route 28A, Cataumet (the "Cataumet lot") for off-site parking during a 10-year term running from December 1, 2018 to November 30, 2028. The lease gives the Authority the right of first refusal to purchase the property during the term of the lease and raises the minimum annual rent on the property to \$75,000 per year.
6. At a separate meeting held in the afternoon, the Board began its discussions about how to implement the recommendations contained in the comprehensive report of the Authority's operations by HMS Consulting, Glosten Associates and Rigor Analytics. The report contained ten (10) recommendations in four areas in which the consultants believed the Authority could improve its operations. They are:

Process-based management

- i. Adopt a Safety Management System
- ii. Adopt a Quality Management System
- iii. Adopt a Learning Management System

Vision

- iv. Mission Statement and Objectives
- v. Strategic Planning

Organizational Structure

vi. Engineering Resources

vii. Health, Safety, Quality and Environmental Management

viii. Vessel Operations

Management Recruiting and Accountability

ix. External Recruitment

x. Performance Objectives/Accountability

Mr. Davis discussed with the Board the fact that many of these recommendations overlap and can be carried out concurrently with one another, but overall it will take some time – perhaps as long as two years – to carry out all of them. The Board discussed the need to hire a consultant to aid in the implementation of the recommendations; to that end, Mr. Davis will be seeking proposals from several maritime firms in that regard.

The Board and Mr. Davis also discussed which positions to add to the Authority's organizational structure of the items presented by HMS; it was agreed upon that seeking a qualified candidate for a new position, director of marine operations, should be the first priority. Adding a director of health, safety, quality and environment and a planner position were among the other options discussed, as was the possibility of adding a chief operating officer, although that position, if added, would come further along in the process.

The next regularly scheduled monthly board meeting is currently scheduled for 10:00 a.m. on Tuesday, February 19, 2019, at the SSA's administrative office, 228 Palmer Avenue, Falmouth. However, the location, time and date of these meetings are all subject to change; so please look for the formal notice for the meeting that will appear on this website next month. Thank you.