



MANCHESTER-BY-THE-SEA

HARBORMASTER • TOWN HALL

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Hello Manchester Waterfront Users,

My name is Bion Pike and I am very pleased to be your new harbormaster. I would like to thank you all for being so patient during this time of transition, and although mooring renewals are off to a late start, the goal is to move forward as quickly as possible. Over the course of the last month I have received many e-mail requests for the procedure to renew mooring permits and positions on the waitlist. Understandably there has been confusion and concern, I hope this communication will shed some light on the procedure and allay some of those concerns.

I look forward to meeting each and every one of you.

Mooring, Float and Dinghy Renewal Process

Online mooring is no longer our renewal method. The following steps will lead you all to mooring, float and dinghy assignment renewal.

1. Call or Visit Harbormaster

All mooring, float and dinghy permit holders must call or visit the harbormaster's office. Users must speak directly with the Harbormaster. This is the only way to ensure that all information in the database is truly accurate.

2. Provide Documentation

Please bring the following documents when you visit the harbormaster to renew your mooring:

- verification of payment for your 2012 boat excise tax, and
- current registration or documentation for your "vessel of record" as defined in the harbor regulations.

These documents are required for mooring renewal. Any questions or problems with your excise can be discussed with the harbormaster.

3. Harbormaster Prepares Mooring Renewal Form

The harbormaster will complete the database by gathering or confirming user contact, boat and mooring information. User will receive a form generated directly from the database. Date and time will be automatically printed on the form and a second copy printed at the same time will be permanently filed at town hall.

4. Pay Fees

All pertinent fees are included on the renewal form. At this time, only checks or money orders may be accepted for payments. Efforts are underway to accept payment by credit card. Checks should be made payable to Town of Manchester. Upon receipt of payment, both forms will be stamped, dated and initialed by the harbormaster.

5. Waterway Usage Permit Sticker

Once the renewal is complete and payment received the user will receive a Waterway Usage Permit sticker that must be affixed to the “vessel of record”, no exceptions. Each sticker is pre-numbered by the printer and the number is recorded in the database and appears on the renewal form. If the “vessel of record” changes, do not put the new vessel on the mooring before contacting the harbormaster to update the database and receive a new sticker. Only the “vessel of record” may be on the mooring, any other use must be approved in advance by the harbormaster, failure to observe this rule will result in revocation of your right to a mooring. Visual verification of this regulation will be ongoing during the boating season. Waterway Usage Permit stickers have been ordered and will be available within 10 days. Any users who renew before the stickers are available will receive their sticker in the mail.

Waitlist Process

All waitlist forms will be available on the harbormaster website and at Town Hall. The only waitlist that has a fee associated with it is the mooring waitlist (\$10).

Once the waitlist form is received by the harbormaster, data will be entered into the database and the form stored in an appropriate binder. When the waitlist is determined to be correct all persons on the list will be recorded in a ledger by name and original date of application. Each person will be assigned a waitlist number starting with the number 1 (starting with those already on the list). The number assigned remains with that person until a permanent mooring is assigned. Upon assignment and acceptance of a permanent mooring assignment, the assignee will be immediately removed from the waitlist. Each new applicant will be recorded in the ledger and the ledger will become the de-facto permanent and unalterable record for all waitlists.

The electronically generated waitlist from the database will be published on the harbormaster website and a paper copy will be posted at town hall. Both of these lists will match exactly the waitlist in the ledger, without deviation or exception. The ledger, once complete will be available for public examination during harbormaster hours to verify accuracy.

Should questions of legitimacy of placement on a waitlist or mooring assignment arise more documentation may be required from the applicant. Every effort will be made to quickly resolve these issues. In all cases harbor regulations will be fully enforced. Any individual who feels the process has wrongly denied the use of a mooring or position on the waitlist will be encouraged to appear before the Selectmen and Harbor Advisory Committee along with the harbormaster to address the grievance. The goal is not to deny a rightful assignment but rather to provide an equitable process for all who have waited patiently for the opportunity to enjoy the Manchester waterfront. Any individual found to have circumvented the process to unfairly gain advantage shall have their mooring taken away and re-assigned or be removed from the waitlist, without exception.

Best,
Bion Pike
Harbormaster
Manchester-by-the-Sea