



Manchester-by-the-Sea Harbormaster
Harbormaster

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December 20, 2012



Greetings Boaters,

Harbor Advisory Committee

All Harbor Advisory Committee Meeting agendas and minutes are now posted under Boards and Committees on the town website. A comprehensive review of the rules and regulations is underway. The update will be circulated before final presentation to the Board of Selectmen.

MASSPORT

On December 10th the Harbor Department received word from MASSPORT that their legal department is in the early stages of drafting a proposal to the Town of Manchester in regards to environmental moorings. A formal proposal is expected after the first of the year.

Waterway Permit Renewal for 2013

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 accurate and up to date.
2. Provide Documentation
Unless you intend to change your vessel of record you do not need to provide documentation or registration. This information is already in the database and file. You do not need to provide proof of payment for your excise tax. The Treasurer's Office will provide a list of paid boat excise to the Harbormaster. Any questions or problems with your excise can be discussed with the Harbormaster and/or the Assessor.
3. Harbormaster Prepares Mooring Renewal Form

The harbormaster will update 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. Checks should be made payable to Town of Manchester. For 2013, credit card and electronic checks will be accepted through Uni-Bank. Uni- Bank does charge for this service.

The fee schedule is as follows:

<u>Schedule is Based on Purchase Price</u>		
From	To	Fee Amount
\$1.00	\$99.99	\$2.50
\$100.00	\$199.99	\$5.00
\$200.00	\$399.99	\$10.00
\$400.00	\$699.99	\$17.50
The Fee for Payment by Electronic Check is 25cents.		

Payment can be made at the Harbormaster’s Office or through the Town of Manchester website. 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 you are changing the “vessel of record” do not put the new vessel on the mooring until you contact 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.

<u>Waitlist Process</u>

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).

Hours

The harbormaster will be in the office Monday, Wednesday and Thursday through the month of January. The harbormaster will be on vacation from December 24th through January 2nd.

Missing Canoe

During the November Nor'easter a canoe went missing in Magnolia. The canoe is eleven feet long, lime green in color and is painted L'arc / AEW on one end. Please call the harbormaster or Rob at (978) 810-2298

Lifejackets

Anyone with serviceable lifejackets that you are replacing please consider donating them to the Manchester Harbor Department loaner program. Loaner lifejackets are distributed when the harbormaster encounters a boater with an inadequate number PFD' on his/her vessel ensuring that everyone is safe.

Dinghies

All dinghies remaining on town docks will be removed at the owner's expense after January 1st and will be considered abandoned.

Please, feel free to contact me with any and all questions.

Click the following link for your latest Local Notice to Mariner's.

<http://www.navcen.uscg.gov/pdf/lnms/lnm01482012.pdf> Be vigilant and notify the harbormaster of any missing or off station aids to navigation.

Stop by, say hi and don't forget your lifejacket! You can follow harbor happenings on the town website under Harbormaster or Facebook at Manchester Harbormaster Department. Updated as often as is practical.