

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

The Meeting in Public Session

November 16, 2021

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority met on November 16, 2021, beginning at 9:34 a.m., in the first-floor conference room of the Authority's administrative offices, 228 Palmer Avenue, Falmouth, Massachusetts. All five (5) Members were present and participated via Zoom videoconferencing: Chair Kathryn Wilson of Falmouth; Vice Chair Moira E. Tierney of New Bedford; Secretary Robert F. Ranney of Nantucket; Robert R. Jones of Barnstable; and James M. Malkin of Dukes County.

Port Council Chairman Edward C. Anthes-Washburn, of New Bedford, and members John F. Cahill, of Tisbury, and Joseph E. Sollitto Jr., of Oak Bluffs, were present and participated via Zoom. The following members of management were also present: General Manager Robert B. Davis; General Counsel Terence G. Kenneally; Treasurer/Comptroller Mark K. Rozum; Communications Director Sean F. Driscoll; Director of Marine Operations Mark H. Amundsen (who participated in the meeting via Zoom); Reservations and Customer Relations Manager Angela C. Campbell; Woods Hole Reconstruction Project Manager William J. Cloutier; Director of Shoreside Operations Alison A. Fletcher; Director of Human Resources Janice L. Kennefick; Director of Marketing Kimberlee J. McHugh; and Health, Safety, Quality and Environment Manager Angela M. Sampson.

Video and Audio Recording of Today's Meeting:

Ms. Wilson announced Steve Baty of All Media Productions was making a video and audio recording of today's meeting in public session on behalf of Martha's Vineyard Community Television, also known as MVTV. Mr. Driscoll was also making an audio and video recording of the meeting; George Brennan (representing the *Martha's Vineyard Times*) indicated he was making an audio recording of the meeting.

Remote Participation by All Members:

Ms. Wilson announced, pursuant to Section 20 of Chapter 20 of the Acts of 2021 and in line with social distancing guidelines followed during the COVID-19 pandemic, all Board Members were participating remotely in the meeting because their physical attendances would be unreasonably difficult. All Board Members participated in the meeting by the Zoom videoconferencing app and all Members were clearly audible to each other. As a result of the Members' remote participation in this meeting, any and all votes taken by the Members were taken by roll call vote.

Minutes:

IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Ms. Tierney – to approve the minutes of the Board’s October 19, 2021, meeting in public session as corrected.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	_____
TOTAL	100 %	0 %

Port Council Report:

Mr. Anthes-Washburn reported the Port Council meeting included the following:

- Updates on current projects.
- Staff's proposal to expand reservation-only days for 2022, which the Port Council voted to recommend to the Board.
- Staff's proposal to expand the availability of preferred spaces in 2022, which the Port Council voted to recommend to the Board.
- A new parking permit option for the Yarmouth Road and Brooks Road lots for 2022, which the Port Council voted to recommend to the Board.
- Eric Shufelt, vice chairman of the Port Council and its Barnstable representative, announced he would be resigning from the Port Council effective at the end of the year.

Results of Operations:

Mr. Davis reviewed the results of the September 2021 business summary via a PowerPoint presentation, which showed the Authority carried fewer passengers (down 5.6%) but more automobiles (up 8.4%) and more trucks (up 3.5%) than in the same month in 2019, which was the month used for the 2021 budget projections due to the COVID-19 pandemic in 2020. Year-to-date totals show the Authority has carried fewer passengers (down 12.4%), more automobiles (up 3.1%) and fewer trucks (down 0.4%) than expected in the 2021 operating budget.

Mr. Davis said the Authority's operating income for September 2021 was approximately \$14,369,000 and the operating expenses were approximately \$10,140,000, for a net operating income for the month of some \$4,387,000, approximately \$1,219,000 lower than anticipated in the 2021 operating budget. Year-to-date net operating income was \$20,407,000, approximately \$2,846,000 above budget.

During the month of September 2021, the Authority's vessels were scheduled to make a combined 2,491 trips, of which five (5) were canceled for mechanical reasons on the Martha's Vineyard route and six (6) were canceled for mechanical reasons on the Nantucket route, he said.

Ms. Wilson asked where the Authority's parking facilities were located, other than in Barnstable and Falmouth; Mr. Rozum said there was one in Cataumet and a small facility at the Nantucket Terminal.

Mr. Davis noted the fund balances were in relatively good shape and that the necessary transfers to the Authority's Replacement Fund and Bond Redemption Fund were made, along with a small transfer into the Reserve Fund.

Mr. Davis noted that staff would be adjusting the traffic data in 2022 to reclassify trucks of twenty (20) feet or under as passenger vehicles; Mr. Jones noted that was strictly based on space and not whether or not the truck was a commercial vehicle. Mr. Davis concurred and noted the Authority started classifying trucks of all sizes together when the law required pickup trucks to be registered commercially; as that rule does not apply anymore and the use of trucks as personal vehicles is increasing, staff felt it was more appropriate to include them in the automobile categories. Mr. Rozum noted that, of the 12,500 trucks that traveled on the Vineyard route in August 2021, 6,800 were pickups and 5,700 were freight trucks, for an average commercial truck load of 190 per day.

Mr. Malkin said the issue was important given the “pretty relentless campaign” about increased traffic to the Vineyard. He said he has talked several times about both the Vineyard and Falmouth sharing issues related to growth and that he is happy to work with the other port communities on the issue, but he finds it “distressing” that individuals, despite hearing this data, continue to misleadingly state that 600 trucks per day travel to the Vineyard, including in a recent *Cape Cod Times* letter to the editor. Mr. Malkin said the real number of commercial trucks per day was less than a third of that number and said the schedule has been the same for four (4) years, so if there is “relentless growth” it has not been on the part of the Authority. He said he was happy to discuss these issues but that discussions needed to stick to real facts and not a false narrative.

Woods Hole Terminal Reconstruction Project Update:

Mr. Davis shared the following updates on the Woods Hole Terminal Reconstruction Project:

- The Jay Cashman Inc. waterside crew finished setting the sheet piles for the gravity structure at the Slip No. 1 south head dolphin. They also began installing wales and tie rods for lateral strength.
- Cashman then completed cutting the sheet piles to their design elevation and installed the top wale back with tieback rods. Their crews also removed the falsework used to set the sheet piles.
- Cashman then started filling the cofferdam for the south head dolphin with concrete the first week of November. The cofferdam will require nearly 500 cubic yards of concrete to fill it. The concrete will be poured in lifts over a couple weeks and additional rebar will be set as the concrete level rises inside the cofferdam.
- Cashman then installed the rebar cage in the top half of the cofferdam and finished filling the cofferdam for the south head dolphin with concrete last Friday, November 12, 2021.
- The masons finished sweeping the polymeric sand in between the pavers on the pier and sealed the pavers.
- Subcontractor Cherry Hill Glass completed the installation of the windscreen on the south canopy.

Thus far, the Authority has sent 173 community email updates for the project.

Mr. Cloutier then shared a PowerPoint presentation with recent photographs from the site. The presentation also included a cost update for the

project, showing the original contract price of \$43,143,280, change orders to date of \$13,827,540 (32% of the original contract price), and the total contract price of \$56,970,820, which is \$3,280,920 over the original waterside cost estimate.

Mr. Jones asked how close the waterside project was to completion; Mr. Cloutier said it should be done by the end of February or beginning of March. Jay Cashman Inc. will be doing some additional work on the head dolphin, plus work on Monopile No. 31 to drill two (2) 36-inch monopiles inside the 96-inch monopile, which should start within the week. Additional work to come is the installation of an anti-scour pad on the south side of Slip No. 1 to protect the bulkhead and groin. The last item would be the strut connecting Monopile No. 24 to the 42-inch piles behind the monopile, he said.

Mr. Jones asked if the anti-scour pad was to rest on the surface or be placed underground; Mr. Cloutier said none of it is underground.

Regarding the landside portion of the project, Mr. Davis said the project's design team, led by BIA.studio, held a community update session on Thursday, November 4, 2021, to present the latest information on the landside design of the Woods Hole Terminal Reconstruction Project. This was held to correspond roughly to the completion of approximately forty percent (40%) of the Design Development phase.

Mr. Davis said the session focused primarily on Cahoon Park, landscaping in general, the project's anticipated LEED certification status, as well as how the landside work will be phased. The progress on the terminal and utility building has been focused on structural and utilities requirements. As a result, those elements remained as previously presented.

At this point, it is anticipated the ninety percent (90%) session will be held in the later part of December or early January 2022, he said.

Mr. Jones said he listened to the presentation and did not take much new feedback away from it, although he was surprised that placing trees was now apparently a problem. He noted that discussion had been ongoing for a long time about the size of the building, and he looked up the sizes of the other terminals for comparison. He said he found the Hyannis terminal was 7,306 square feet; Nantucket is 5,948 square feet; Vineyard Haven is 6,127 square feet; Oak Bluffs is 1,300 square feet; the old Woods Hole terminal was 20,672 square feet, plus 3,800 square feet in the freight shed; and the new terminal will be approximately 5,565 square feet, according to a March 2021 presentation. Therefore, he said, the new terminal will be smaller than all but one of the Authority's present

terminals. He further noted the Authority had moved the second story of the terminal to the freight shed, shortened the terminal by ten (10) feet and added solar panels in response to community comments. He said he was not trying to prove a point but wanted to bring it up in response to comments that the terminal building needed to be smaller, which do not consider the utility of the building and what it needs to perform its tasks now and for the future. He further noted he had received all of the measurements from his own data or from the respective town websites.

Ms. Wilson said she was still concerned about traffic and traffic flow at the site, but those are not new concerns for the property. She said she hoped the Authority was doing whatever it takes to clarify the potential for problems before it commits to a certain layout. She added that the designs for Cahoon Park look great.

Mr. Malkin thanked Mr. Jones for bringing up the issue and putting it into context and reiterated his earlier comments about sticking to facts.

SQMS Status:

Ms. Sampson provided an update on the Safety Quality Management System (SQMS) project. The stakeholders have provided feedback on the Support Operations Manual and the project's consultants from Safety Management Systems LLC (SMSLLC) have returned a new draft of the document for review. Mr. Davis added Ms. Sampson was doing a great job coordinating the review with SMSLLC. He said there was still work to be done and certification may be pushed out farther than anticipated but staff were still making efforts to get it done sooner rather than later.

Website Update/Redesign Status:

Mr. Driscoll said the contract for the redesign of the Authority's website and development of a mobile app remains under review by outside legal counsel. Once that review is completed, it will be forwarded to ADK Group for their review, hopefully within the next few days.

Mr. Jones noted that, while he was researching the statistics he cited earlier, he recalled having seen a plan of the terminal area and went to the website to find it, but it proved difficult. He said as the new website was developed, he hoped that a "table of contents" could be included so information could be accessed more efficiently.

The Authority's Communications:

Mr. Malkin said he had asked Mr. Davis to discuss the issue of communications and trip cancellations in light of recent weather- and mechanical-related issues experienced by the Authority. Mr. Davis gave an overview of the process of how a trip cancellation, delay or diversion is entered into the Authority's computer system. He said, when a trip cancellation notice is sent, between 5,500 and 8,000 notifications go out via email and text message. The Authority's servers generate the list, and an external service, GovDelivery, handles the sending of the messages.

Although the Authority began using GovDelivery, which works only with governmental agencies, after the in-house emails were being blocked as spam, Mr. Davis said recently it has been noted that recipients are not receiving messages in some circumstances. Mr. Davis said there is a feature in GovDelivery that the Authority was not using that would alert its MIS Department to emails that bounce back; filtering out those messages will help the other emails not get flagged as spam by the major email carriers, he said.

Additionally, Mr. Davis said the Authority continues to work to improve its communications to its front-line employees, which will continue to be examined by the entire senior staff for improvement so customers can get up-to-date information at terminals and not get mixed messages depending on which employee they are talking to.

Regarding the recent missed trips by the *M/V Nantucket*, Mr. Davis said the terminal employees in Woods Hole were being extremely proactive by looking ahead to how many spaces they had available and telling people who would not be able to travel that night to park their cars for free at the Palmer Avenue lot and travel as a passenger, then return the following day for their vehicle. He said he did receive reports that not all customers received that message, so that is another issue the Authority will be examining.

Mr. Davis said, so far in 2021, the Authority has had 14,557 scheduled trips, of which 54 were canceled due to mechanical reasons and 191 due to weather. On the Vineyard route, 98.32% of trips ran as scheduled, with 0.37% being canceled for mechanical reasons and 1.31% canceled due to weather. He said those figures were roughly in line with 2020 and 2019, when the Authority ran 98.15% and 97.96% of its trips as scheduled, respectively. On the Nantucket route, the Authority has run 96.84% of its trips, with 0.39% of trips canceled for mechanical reasons and 2.77% of trips canceled due to weather. Again, those are consistent with prior years' numbers, he said, noting that the Nantucket run tends to have more weather-related cancellations.

Mr. Davis said the Authority's crews do not like to cancel trips as they know it is important for customers to get where they are going, and both reliability and communications will continue to be a focus. He noted a capital budget has been approved for digital signage to be installed at the Authority's terminals. He said the Operations and Communications Center also needs to be looked at to get its mission re-established and helping shoreside and marine operations get these messages out.

Mr. Malkin said, when the *M/V Nantucket* was out of service, he was not hearing complaints about the cancellation, but the concern was consistent communication on the ground and effective communication electronically. He said he knows that answers may not always be available, but the same message needs to be delivered to all customers regardless of the source.

Ms. Wilson asked if the trip cancellations are on the website as well; Mr. Davis said they were, and if there are any additional alerts, they display at the top of the homepage and the mobile site as well. As part of the website project, Mr. Davis said the ability to push messages out sooner was being examined. Although there is a five (5)-minute waiting period before a trip cancellation gets sent, Mr. Davis said that is necessary in case a cancellation is made in error, and it can also take some time to evaluate an issue to determine if a cancellation is necessary or if a vessel can leave and run late. He added the logistics of bringing out a spare vessel, when one is available, assembling a crew, getting them to Fairhaven, and then transiting a vessel from Fairhaven to Woods Hole, which takes a minimum of one hour and fifteen (15) minutes, or longer if it is going to Hyannis.

Mr. Driscoll added that customers also need to be sure they are signed up to receive the Authority's travel alerts and that their profile has the correct contact information included.

Mr. Jones asked if vehicle reservations or tickets included language advising customers to check the Authority's website before they travel, or if there was a way to push a button on the website to get an instant report as to whether that trip is still scheduled. Mr. Driscoll said the current website displays the day's trips prominently, as does the mobile site, and said the new site and mobile application will have push alert features as well. He said the website project team will work to make this information even more accessible on the new site.

M/V Sankaty Dry Dock Status:

Mr. Amundsen provided an update via PowerPoint presentation on the dry docking of the *M/V Sankaty* at Thames Shipyard in New London, Connecticut, which is currently underway. Highlights of the project include installation of a new fire detection system, blasting and coating of the superstructure and underwater areas, and overhaul of the bow thruster, shaft, and rudders. The project cost, with credits and change orders, is \$821,679.

2022 Reservation-Only Dates:

Ms. Campbell said, following an expansion of reservation-only days in 2021 to extend from Labor Day to Columbus Day, it was being recommended that a similar expansion be in place for 2022 as follows:

- Every Friday, Saturday, Sunday, and Monday from May 20, 2022, to October 24, 2022, as well as the following dates:
 - May 26, 2022, and May 31, 2022;
 - June 28-30, 2022;
 - July 5-7, 2022;
 - August 23, 2022; and
 - September 6, 2022.

Ms. Campbell said the Reservation Office will have extended hours of 7 a.m. to 6 p.m. on reservation-only days in the following periods:

- May 20-23, 2022;
- June 3-30, 2022; and
- September 9, 2022-October 24, 2022.

The Reservation Office will have extended hours of 7 a.m. to 8 p.m. on reservation-only days in the following periods:

- May 26-31, 2022; and
- July 1, 2022-September 6, 2022.

Mr. Davis said after the Members approved the expansion of reservation-only days in July 2021 for September and October, the reports that have been received indicated that it generally worked well. The Authority did experience issues with staffing in the Reservation Office, which staff will work on resolving going forward, he said. He said staff felt it was appropriate to start the reservation-only days at the beginning of the summer schedules to help try to

mitigate some of the traffic issues that have occurred on standby days. He noted the Port Council had voted to recommend approval to the Board.

Ms. Wilson noted a question in the chat about why traffic backs up during weekday afternoons; Mr. Davis said the Authority will continue to look at the issue and try to keep on its portion of those backups.

Mr. Malkin noted the Vineyard residents were giving up the ability to travel on standby as much as they were able to in the past, but it should help with the traffic backups.

Ms. Wilson asked if the Authority was currently using one or two traffic booths at the Woods Hole terminal, and whether or not the new terminal layout would have one or two booths. Mr. Davis said the terminal was currently using one booth but had worked out a system to check in multiple cars at once. Meanwhile, the architects had worked out a concept to position two traffic booths at the new terminal by staging them slightly further into the property.

Ms. Wilson asked if a staff member was able to go to the top of the hill to monitor traffic and asked if the town could use its Embarkation Fee money to post an officer there. Mr. Malkin said he did not know if Embarkation Fee funds were used, but both the towns of Tisbury and Oak Bluffs did that at their respective terminals. Mr. Ranney said Nantucket did that for a while, but the presence of the officers made traffic worse, not better. Mr. Jones added that the Town of Barnstable also had traffic officers for a time at intersections near the Authority's Hyannis terminal but it, too, made the situation worse.

Mr. Davis said staff has always tried to figure out if there is a rhyme or reason for the influx, be it the traffic lights up Woods Hole Road or traffic at the Bourne Bridge. Ms. Fletcher said the terminal staff would help out with traffic issues as much as it can; Mr. Jones said the Authority can only do what it is responsible for, and that the village and town have to take ownership of the road and traffic caused by the Woods Hole drawbridge.

IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Jones – to approve the Proposed 2022 Reservation-Only Dates for the Martha's Vineyard Route, as recommended in Staff Summary #RCR-2021-02, dated November 10, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
TOTAL	100 %	0 %

Preferred Space Report and Recommendations:

Ms. Fletcher said, following a recent request to increase the amount of preferred space for island residents, staff reviewed the current daily allocations of preferred spaces on all routes and considered the total overall amount of preferred spaces allocated per day throughout the year; the distribution of total preferred spaces between those available seven (7) days versus one (1) day in advance of the dates of departure; the distribution of preferred spaces initially designated as over-height preferred spaces for vehicles that require center space; and the distribution of regular and over-height preferred spaces among scheduled trips throughout the operating day.

Currently on the Vineyard route, 120 preferred spaces per day are set aside during the summer schedule, 120 preferred spaces per day in the shoulder season, and 112 preferred spaces in the fall/winter season. During these three (3) seasons, there are always ninety (90) preferred spaces departing from Woods Hole. The current policy for unsold preferred space calls for the seven-day spaces to become available to the general public after three (3) days; unsold one-day spaces become available to the general public at noon the day before travel. In July 2021, the “borrow-down” feature for the unsold seven-day preferred spaces was suspended, Ms. Fletcher said.

Ms. Fletcher said approximately forty percent (40%) of seven-day preferred spaces remained available to book four (4) days before the departure date. Of the remaining available seven-day preferred spaces, twenty-two percent (22%) of those spaces were released and eventually sold to the general public (including waitlist matches). She said staff recently increased the number of preferred spaces on some vessels and has left all preferred spaces available to island residents only until noon the day before the scheduled departures. The changes have been positively received, and she said staff is also reviewing current preferred space allocations with the intent of moving space from less-favorable trips to trip times that are in higher demand.

On the Nantucket route, the Authority is offering preferred spaces on its early morning departure from Nantucket (Trip 102) and its late-afternoon (Trip 107) and evening (Trip 111) departures from Hyannis. Staff is currently seeking public feedback from islanders to determine whether increasing the number of preferred spaces will effectively afford more travel opportunities to islanders. Staff is also recommending additional preferred space on the Nantucket route as follows:

Nantucket to Hyannis

- 6:30 a.m.: six (6) spaces (current allocation)
- 9:15 a.m. (when running) – two (2) spaces
- 12:00 p.m. – two (2) spaces
- 5:30 p.m. – four (4) spaces
- 8:00 p.m. (when running) – two (2) spaces

Hyannis to Nantucket

- 9:15 a.m. – two (2) spaces
- 12:00 p.m. (when running) – four (4) spaces
- 2:45 p.m. – four (4) spaces (increase of three (3) spaces)
- 5:30 p.m. (when running) – two (2) spaces
- 8:00 p.m. – six (6) spaces (current allocation)

Ms. Fletcher also shared a PowerPoint presentation with the above information and noted the Port Council voted to recommend approval of the preferred space changes as presented.

Mr. Ranney asked if any consideration had been made for an advanced booking period for Nantucket similar to the seven-day advanced sales available to Vineyard residents. Ms. Fletcher said staff would look into it; Mr. Davis said the extra trips should be available on a seven-day advance basis as well so the two programs are similar.

Mr. Jones asked if, even with that, there would be any trips available at all in the middle of summer. Mr. Davis said, the additional preferred spaces would be of help, and noted that residents can contact the Reservation Office supervisors for help booking trips for medical appointments. He said staff was making these efforts so people who don't know in January that they will have to travel in July can still make that trip. Mr. Malkin said scheduling is extremely complicated and thanked staff for what they are doing to address longstanding concerns by islanders.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Malkin – to approve staff recommendations that (1) all unused preferred spaces on the Vineyard route, both seven (7) day and one (1) day, be available to the general public at noon the day before a vessel’s departure, and (2) the availability of preferred spaces on the Nantucket route be increased, and that the additional Nantucket spaces be available seven (7) days prior to travel, as recommended in Staff Summary #SO-2021-07, dated November 10, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
TOTAL	100 %	0 %

2022 Parking Permit Recommendations:

Ms. Fletcher said, throughout 2021, the Nantucket route has seen an overall influx in the sale of parking permits, most notably at the Yarmouth Road lot. In 2020, 339 parking permits were sold for the Yarmouth Road lot; in 2021, 372 parking permits have been sold to date, or a nearly ten percent (10%) increase. The most common complaint with permit holders is that, due to space limitations, they are not always able to park their car at the Yarmouth Road lot and must park at the Brooks Road lot, farther away from the terminal. The space limitations are, in part, caused by seasonal Nantucket customers who purchase a yearly permit because it is more affordable than paying by the day.

Therefore, staff was recommending the following:

- The number of parking permits available for the Yarmouth Road lot would be capped at 300 (a nineteen percent (19%) increase over the total number of marked parking spots available) beginning in 2022.
- Year-round island residents would have first access to these permits.

- The creation of a seasonal/summer permit for the Brooks Road parking lot, which would enable the permit holder to park at the Yarmouth Road lot from January 1-June 14 yearly; the Brooks Road lot from June 15-September 14 yearly; and the Yarmouth Road lot from September 15-December 31 yearly.
- The proposed permit rate for the Brooks Road lot would be \$700; the rate for the Yarmouth Road permit would remain \$750.

Ms. Fletcher said there are no changes recommended at this time for the parking permits on the Vineyard route. The Port Council voted to recommend approval at its last meeting.

Mr. Jones said he has been asked several times why the Yarmouth Road lot is marked “full” when open spaces can be seen from the road; Mr. Davis said those spaces are set aside for permit holders. Mr. Jones said it does not look good when travelers have to go to the airport parking property, but it may be something the Authority has to live with.

Mr. Ranney asked if current permit holders would get priority for the new permits; Ms. Fletcher said anyone who has an excursion profile would get first preference, then those holding a preferred profile, then it would be based on the longevity of their permit. Mr. Ranney said, based on the number of permits being offered and the number of spaces available, it seemed the Authority was already offering too many permits. Ms. Fletcher said not all permit holders were at the lot at once, and Mr. Davis said the Authority expects that people who are leaving the island will vacate spaces that will be taken by those coming to the island.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jones – to approve a cap of the Yarmouth Road parking permits at 300, to give year-round residents first access to those permits, and the creation of a seasonal/summer permit for the Brooks Road and Yarmouth Road lots, which would enable the permit holder to park at the Yarmouth Road lot from January 1-June 14 yearly; the Brooks Road lot from June 15-September 14 yearly; and the Yarmouth Road lot from September 15-December 31 yearly, as recommended in Staff Summary #SO-2021-08, dated November 10, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	<hr/>
TOTAL	100 %	0 %

Proposed Renewal of Lease with the
Town of Falmouth for the Woods Hole Parking Lot:

Mr. Davis asked that this item be held over for one month.

Treasurer's Report:

Mr. Rozum then shared slides showing the advanced vehicle reservation activity by month for the entire Authority and for each route and fast ferry reservations by month as of November 14, 2021. Mr. Rozum also noted that October 2021 traffic figures would be significantly higher than budgeted as there were storms in October 2019 that negatively affected the figures used for budget purposes.

Change Order No. 194 for Contract No. 16-2017,
Woods Hole Terminal Reconstruction – Waterside:

Mr. Davis said, at the Board's meeting in August 2021, staff advised certain proposed design changes to Slip No. 1 were under review by GZA GeoEnvironmental Inc. ("GZA"). One of these design changes addressed the installation of a stone groin for scour protection within Slip No. 1.

The change order addresses the installation of the scour protection and a stone groin south of Slip No. 1. The scour protection is required to protect the steel sheet piles on the south side of the slip that are driven to minus nineteen (-19) feet. The piles' original design depth was minus forty-four (- 44) feet. The scour protection will prevent the prop washes from the Authority's vessels from eroding the soils at the bases of the slip's sheet piles. The stone groin will replace the fiber-reinforced polymer (FRP) composite sheets that the original design

called for to protect the beach and eelgrass located south of the slip. Recent investigations revealed that the FRP sheets could not be driven through the rocks located within the seabed, Mr. Davis said.

The Town of Falmouth’s Conservation Commission has approved an amended Order of Conditions for the scour protection and the stone groin; the Department of Environmental Protection (DEP) has indicated that it will approve this change in design as a minor modification to the project’s Chapter 91 license, Mr. Davis said.

The labor, equipment, and materials for scour protection and the stone groin is estimated to cost \$318,753.91, he said. The materials to construct the scour protection and the stone groin have already been ordered and purchased at a cost of \$81,843.84 under Change Order No. 193 because of long lead times due to current supply chain delays and the necessity to complete the project in early 2022.

Ms. Wilson asked if the sheeting that had to come out was able to be reused; Mr. Cloutier said Cashman was trying to reuse it for the connection between the 42-inch piles and on Monopile No. 24.

Mr. Jones said the work was not surprising to him as other terminals have had issues with their sheathing as well. He asked if the other slips in Woods Hole needed the treatment as well; Mr. Davis said the surveys at Slip Nos. 2 and 3 have shown there will not be an issue.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jones – to authorize the general manager to execute No. 194 for Contract No. 16-2017, Woods Hole Terminal Reconstruction – Waterside, with Jay Cashman Inc. for a total fixed cost of \$318,753.91, as recommended in Staff Summary #GM-767, dated November 12, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney		10 %
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
TOTAL	90 %	10 %

Change Order No. 195 for Contract No. 16-2017,
Woods Hole Terminal Reconstruction – Waterside:

Mr. Davis said, in spring 2021, Jay Cashman Inc. began driving 18-inch pipe piles to construct Slip No. 1's north head dolphin. As previously reported, it was determined that additional pipe had to be spliced to the original piles in order to achieve the piles' designed capacities. In late June 2021, concrete work on the north head dolphin began and this work was completed in July. In August, Cashman completed work on the north head dolphin by installing its fenders, mooring bollard, railings, and access platform.

The change order is for the additional time required to drive the 18-inch pipe piles for the north head dolphin and the costs associated with directed driving procedures required to prevent damage to previously installed structures while driving these piles, Mr. Davis said. The bid sheet required the pipe piles to be driven to minus sixty-eight (-68) feet, but in the field the piles had to be driven to approximately minus one hundred and forty (-140) feet in order to reach the design capacity. Handling and driving the longer piles was more complicated and time-consuming than what was requested on the bid sheet. The longer piles caused movement in the installed pier and sheet pile bulkhead, so Cashman was directed to stop driving piles after a certain interval to allow the energy in the soils to dissipate before proceeding with additional pile driving.

Initially, Cashman requested \$286,338 for additional time and equipment required to install the pipe piles, Mr. Davis said. Following a review and negotiation with the Authority's design team, Cashman agreed to accept \$220,000 for the associated costs and the additional time required to drive the 18-inch pipe piles for the north head dolphin.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jones – to authorize the general manager to execute No. 195 for Contract No. 16-2017, Woods Hole Terminal Reconstruction – Waterside, with Jay Cashman Inc. for a total fixed cost of \$220,000, as recommended in Staff Summary #GM-768, dated November 12, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney		10 %
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	<hr/>
TOTAL	90 %	10 %

Request for Authorization to Purchase Engine Turbochargers, Fuel Injectors and Lube Oil Coolers for the *M/V Iyanough*; Engine Injectors and Fuel Pumps for the *M/V Governor*; and Engine Injectors and Fuel Pumps for the *M/V Woods Hole*:

Mr. Davis said the Authority intends to purchase MTU diesel engine parts suitable for planned maintenance of two (2) MTU 12V4000 M engines for the *M/V Iyanough*, two (2) MTU 12V4000 53 for the *M/V Governor* and for two (2) MTU 16V4000 M64 engines for the *M/V Woods Hole*. The Fairhaven maintenance staff will use the parts to perform planned maintenance of the engines during the vessels' scheduled repair cycle.

The price quotations total \$477,145.68 and include core charges totaling \$89,451, which will be credited back to the Authority once the cores are returned. After receiving the core credit, the final cost will be \$387,694.68, Mr. Davis said.

Mr. Davis said these items were initially requested to be included in the 2022 Operating Budget at an estimated cost of \$426,000. Purchase of these parts were removed from the 2022 Operating Budget and accelerated into 2021 due to supply chain concerns.

Mr. Malkin asked if that would, therefore, reduce the total of the 2022 Operating Budget; Mr. Davis said they were removed from the budget before it was presented to the Board.

Mr. Jones asked if the parts were for immediate needs; Mr. Davis said, in some cases, the parts will go on the shelf until the repair periods. Mr. Amundsen added that the parts will be used in the Authority's planned maintenance program in the first and second quarters of 2022. Mr. Jones asked if even more parts should be purchased now to increase the Authority's spares; Mr. Amundsen said spares were in stock already. He said there was validity to the question of whether more spares should be ordered, but said that the Authority's stock of these items was constantly evaluated as part of the budget process.

IT WAS VOTED – upon a motion by Mr. Jones, seconded by Mr. Ranney – to authorize the general manager to execute purchases of miscellaneous engine parts, turbocharger parts, injector parts, fuel pumps and lube oil cooler parts reference quotations No.30130535, No. 30130529 and No. 30130580 with Stewart & Stevenson Power Products LLC – Atlantic of Marlborough, Massachusetts, for the total price of \$477,145.68, as recommended in Staff Summary #MO 2021-10, dated November 16, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	_____
TOTAL	100 %	0 %

Request for Authorization to Purchase
 Engine Turbochargers, Fuel Injectors for the *M/V Island Home*;
 Engine Overhaul Parts, Fuel Injectors for the *M/V Nantucket*;
 Engine Injectors for the *M/V Martha’s Vineyard*;
 Engine Injectors and Valve Bridge Assembly for the *M/V Sankaty*;
 Engine Injectors for the *M/V Eagle*; and
Engine Overhaul Parts for the *M/V Gay Head*.

Mr. Davis said the Authority intends to purchase EMD diesel engine parts suitable for planned maintenance of the following:

- Two (2) EMD 12-645 E6 engines for the *M/V Eagle*.
- Two (2) EMD R12-645 E6 engines for the *M/V Martha’s Vineyard*.
- Two (2) EMD 12-710G7B engines for the *M/V Island Home*.
- Two (2) EMD 8-645-F7 engines for the *M/V Gay Head*.
- Two (2) EMD 12-567-BC engines for the *M/V Sankaty*.
- Two (2) EMD 12-645 E6 engine for the *M/V Nantucket*.

The Fairhaven maintenance staff will use the parts to perform planned maintenance of the engines during each vessel’s scheduled repair cycle, he said. The price quotations total \$621,247.62 and do not include core charges.

Mr. Davis said these items also were initially requested to be included in the 2022 Operating Budget but were accelerated into 2021 due to supply chain concerns.

IT WAS VOTED – upon a motion by Mr. Jones, seconded by Mr. Ranney – to authorize the General Manager to execute purchases of miscellaneous spare parts, turbocharger parts, injector parts and pumps referenced in quotations Nos. 2703361, 2703362, 2703360, 2701695, 2701692, 2703337, and 2701700 with Marine Systems Inc. of Chesapeake, Virginia, for a total contract price of \$621,247.62, as recommended in Staff Summary #MO 2021-11, dated November 15, 2021.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
TOTAL	100 %	0 %

Results of Veterans Day Promotion:

Mr. Davis shared the results of the Authority’s recent Veterans Day promotion, which offered free passenger travel for retired and active-duty military members:

- Hyannis: 17 tickets
- Nantucket: 21 tickets
- Woods Hole: 27 tickets
- Vineyard Haven: 25 tickets
- Total: 90 tickets

Discussion of the Long-Range Vineyard Transportation Task Force:

Mr. Jones said he recently listened to the meeting of the Long-Range Vineyard Transportation Task Force and said it was an “eye-opening discussion,” from which he took the fact that New Bedford is more than willing to work with the Authority to establish service, but they want any such service to be an

employment benefit to the city. Comments were made to the effect of New Bedford not wanting to take Woods Hole's problems, and he said the city would also be taking proposals to use two (2) city-owned properties from which the Authority might establish service. He said the matter needs a lot of discussion and he was wondering if the Members would be interested in taking the time to discuss those topics and perhaps encourage the Task Force in its efforts. He said, as the official body of the Authority, the Board should take a leadership position on what direction the Authority would take regarding New Bedford service and that the matter calls for innovative leadership and planning from the Board.

Ms. Tierney said she believed there were several opportunities for New Bedford and the Authority to work together, but it would have to be an arrangement that works for both parties. She said she and Mr. Davis recently met with Justin Poulsen, the new executive director for the Port of New Bedford, and had a "refreshing" discussion on some areas that the city and the Authority could work together. She said the New Bedford seaport is very busy and it may be a "now or never" situation, and added she was willing to work in whatever capacity the Board sees fit.

Mr. Malkin said he heard Mr. Poulsen say New Bedford was not interested in taking Falmouth's traffic problems. He said it was his understanding that the Board voted to have the Task Force work with staff to develop a Request for Proposal seeking a company to operate freight traffic from a non-Cape Cod port to the Vineyard, and he said he was interested in seeing what, if any, interest there would be to that request.

Ms. Wilson asked if the Board would like to have a joint meeting with the Task Force; Mr. Malkin said he thought the Board chose to let the Task Force develop their thoughts and ideas, which management would then evaluate before making a presentation to the Port Council and Board.

Mr. Davis said the Task Force meeting to which Mr. Jones was referring included discussion by Mr. Poulsen regarding two (2) properties known as North Terminal and North Terminal 2, the latter of which was the focus of the meeting. Mr. Davis said there was discussion about coordinating a time to review the site in person with Mr. Poulsen and Ralph Packer, and in light of this potential opportunity, the dynamics of how the RFP was to be crafted might change. He said he thought it would be appropriate to have Counsel Steven M. Sayers report to the Board once more fact finding had been done.

Mr. Jones said if such a tour was to happen that the Membership should join so they can understand the dynamics of the site.

Resident Public Information Sessions:

Mr. Davis said the Authority held a public information session for Nantucket residents the prior evening to provide them with information on island-specific programs. About forty (40) people attended, he said, and another was scheduled for Thursday, November 18, 2021, for the Vineyard. Mr. Malkin noted that both island newspapers were listening to the meeting and asked them to publicize the session.

Mr. Ranney said the session was well-received and said it was appreciated that the Authority was reaching out to provide this information.

Employee Thank You Ads:

Mr. Jones said he appreciated seeing the recent thank-you ads for the Authority's employees in the local papers, as well as hearing the commercial on local radio stations. Mr. Davis said he had received good feedback on them and that he knew the Members had a great deal of appreciation for the employees.

Ms. Wilson's Resignation:

Ms. Wilson then informed the Members that, effective at the end of the year, she would be resigning her position from the Board. She said she had been pleased to serve on the Board for almost three (3) years and that she, and the Board, have accomplished much of what she hoped would be done. She said there was a more complete awareness of the Authority's traffic flows and the prospect of incorporating New Bedford into its operations. She said there has also been stronger dialogue about the demand for service, what it means for the Authority and what it means for each of the port communities. She said the Woods Hole Terminal buildings have also been modified, and while there is more to be done in regard to the terminal project, that was a huge step forward.

The Members then expressed their thanks to Ms. Wilson for her service.

Public Comment:

Catherine Bumpus of Woods Hole thanked Ms. Wilson for her service and said she would be strongly missed. Ms. Bumpus also thanked Mses. Sampson and Kennefick for participating in the recent village cleanup.

Mr. Brennan thanked the purser and engineer who helped him retrieve his cell phone from between a seat and the wall on his return trip to Woods Hole the prior night. They had to take out the table and extract the cell phone using a piece of wood, and said it was a wonderful experience and he has had many good experiences as a commuter on board the boats.

At 12:08 p.m., Ms. Wilson entertained a motion to go into executive session to discuss and approve the minutes of the Authority's meeting in executive session on October 19, 2021; to discuss the Authority's strategy with respect to collective bargaining matters and security matters because a public discussion of these matters may have a detrimental effect on the Authority's negotiating and bargaining positions. These matters include:

- Anticipated and Ongoing Negotiations with the unions (Teamsters Union Local No. 59, SEIU Local 888 and MEBA) and all the Authority's represented employees;
- Discussion with respect to a tentative collective bargaining agreement with Teamsters Union Local 59 governing the terms and conditions of employment for the Authority's unlicensed vessel employees; and
- A Memorandum of Understanding with the United States Coast Guard.

Ms. Wilson said the public disclosure of any more information with respect to these matters would compromise the purposes for which the executive session is being called. After the conclusion of the executive session, Ms. Wilson said the Board would not reconvene in public.

IT WAS VOTED – upon a motion by Ms. Tierney, seconded by Mr. Malkin – to enter into executive session to discuss and approve the minutes of the Authority's meeting in executive session on October 19, 2021; and to discuss the Authority's strategy with respect to collective bargaining matters and security matters.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Wilson	10 %	
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
TOTAL	100 %	0 %

A TRUE RECORD

ROBERT F. RANNEY, Board Secretary

**Documents and Exhibits Used at the
November 16, 2021, Meeting in Public Session of the
Woods Hole, Martha's Vineyard and Nantucket Steamship Authority**

1. November 16, 2021, Meeting Agenda, posted November 12, 2021.
2. Video and audio recording announcement.
3. Statement regarding remote participation.
4. Minutes of the Board's October 16, 2021, meeting in public session (draft).
5. Minutes of the Port Council's November 3, 2021, meeting in public session (draft dated October 15, 2021).
6. PowerPoint presentation, Business Summary – September 2021, dated November 16, 2021.
7. Business Summary for the month of September 2021.
8. PowerPoint presentation, Woods Hole Terminal Reconstruction Project update, dated November 16, 2021.
9. PowerPoint Presentation, *M/V Sankaty* 2021 Dry Dock, Thames Shipyard and Repair Co., undated.
10. Staff Summary #RCR-2021-02, Proposed 2022 Reservation-Only Dates on the Martha's Vineyard Route, dated November 10, 2021.
11. Staff Summary #SO-2021-07, Increasing Availability of Preferred Space on All Routes, dated November 10, 2021.
12. PowerPoint Presentation, preferred spaces by route, undated.
13. Staff Summary #SO-2021-08, 2022 Parking Permit Renewals, dated November 10, 2021.
14. Staff Summary #GM-767, Change Order No. 194 for Contract No. 16-2017, Woods Hole Ferry Terminal Reconstruction – Waterside, dated November 12, 2021.
15. Staff Summary #MO-2021-10, Miscellaneous Engine Parts for *M/V Iyanough*, *M/V Governor* and *M/V Woods Hole*, dated November 16, 2021.
16. Staff Summary #MO-2021-11, Miscellaneous Engine Parts for *M/V Eagle*, *M/V Martha's Vineyard*, *M/V Island Home*, *M/V Gay Head*, *M/V Sankaty* and *M/V Nantucket*, dated November 16, 2021.
17. Statement to be read prior to going into executive session.