

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

**The Meeting in Public Session**

**March 15, 2022**

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority met on March 15, 2022, beginning at 9:31 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 Moira E. Tierney of New Bedford; Vice Chair Robert F. Ranney of Nantucket; Secretary Robert R. Jones of Barnstable; James M. Malkin of Dukes County; and Peter J. Jeffrey of Falmouth.

Port Council Chairman John F. Cahill was present and participated via Zoom. The following members of management were present: General Manager Robert B. Davis (who participated via Zoom) ; General Counsel Terence G. Kenneally; Treasurer/Comptroller Mark K. Rozum; Communications Director Sean F. Driscoll; Executive Assistant Monika N. Andrade; Director of Marine Operations Mark H. Amundsen; Reservations and Customer Relations Manager Angela C. Campbell; Woods Hole Reconstruction Project Manager William J. Cloutier; Director of Marketing Kimberlee J. McHugh; and counsel Steven M. Sayers (who participated via Zoom).

Video and Audio Recording of Today's Meeting:

Ms. Tierney 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; Rich Saltzberg (representing the *Martha's Vineyard Times*) and Louisa Hufstader (representing the *Vineyard Gazette*) indicated they were making an audio recording of the meeting.

Remote Access to the Meeting:

Ms. Tierney 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 members of the public were participating remotely in the meeting via the Zoom videoconferencing app as an adequate, alternative means of public access occurring in real time.

Minutes:

**IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Jeffrey – to approve the minutes of the Board’s February 15, 2022, meeting in public session.**

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

Port Council Report:

Mr. Cahill then reviewed the Port Council’s March 8, 2022, meeting, noting that the members had reviewed the proposed 2023 winter and spring operations schedules and voted to recommend the proposed changes to the organizational chart and the issuance of a Request for Proposal for off-Cape freight service to Martha’s Vineyard. Regarding the RFP, Mr. Cahill noted that Port Council Vice Chairman Robert S.C. Munier has extensive experience in that arena and that the Port Council felt it would be wise to include him in the process moving forward.

Results of Operations:

Mr. Rozum reviewed the results of the January 2022 business summary via a PowerPoint presentation, which showed the Authority carried more passengers (up 2.6%), but fewer vehicles less than 20 feet (down 5.5%) and freight trucks (down 6.5%) than in the same month in 2021.

During the month of January 2022, the Authority’s vessels were scheduled to make a combined 1,598 trips, of which zero (0) were canceled for mechanical reasons on either the Martha’s Vineyard or Nantucket routes, he said.

Mr. Malkin noted that, contrary to the Authority's experience in 2021 that saw more standard-fare automobiles traveling than excursion-fare automobiles, the January 2022 business summary showed the inverse, and he wondered if this was the start of a reversal of that trend.

Mr. Jones asked if the Authority's hedge strike price was now in effect for its fuel purchases; Mr. Rozum said it was not in January 2022 but currently was. He noted that the Authority had budgeted to use 3,400,000 gallons of fuel in 2022 and was hedged for 3,276,000 gallons of that usage.

Woods Hole Terminal Reconstruction Project Update:

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

- Marine contractor Jay Cashman Inc.'s crew continues supporting the divers with crane support and fabricating the wales.
- Divers continued the underwater work, including welding closure plates at the piles and installing the wales and tieback rods to reinforce the sheet piles forming the cofferdam at Monopile No. 24.
- The insulation subcontractor was on-site to insulate the potable water line for the ferries.
- Most recently, Cashman's crew and the dive crew completed installing the rebar cage inside the cofferdam at Monopile No. 24. They also started filling the cofferdam with concrete.

Thus far, the Authority has sent 189 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 \$16,177,467 (38% of the original contract price), and the total contract price of \$59,320,747, which is \$5,630,847 over the original waterside cost estimate.

Regarding the landside portion of the project, Mr. Davis said the Authority is looking at the pros and cons of overlapping the construction of the two buildings to shorten the timeline. After talking with terminal and shoreside personnel, they agreed and felt that there would be obstacles for staging regardless and combining the two builds does not create significantly more

challenges than separate projects. By combining the builds, the architects estimate that the shoreside work can be shortened by twelve (12) to eighteen (18) months.

Mr. Davis said the initial site work package is being prepared with plans to award by the fall so that utilities and stormwater modifications can begin this fall. The building contract, meanwhile, will be prepared with an award date prior to the end of 2022, he said.

Website Update/Redesign Status:

Mr. Driscoll provided the following updates on the website redesign and mobile app development project:

- ADK Group and the Steamship Authority have concluded the discovery phase of the project, called Revealing Reality.
- Discovery activities included mapping the current and ideal states of the web platform; investigating the Authority's technological ecosystem, including users and their journeys, features and functionality, and infrastructure; identifying gaps, opportunities and pain points; and began creating a shared vision for the new experience
- The Focused Innovation phase is now under way. Tasks during the phase include creating the foundational design and user experience for the website, with rapid prototyping to follow.
- A plan for public engagement and beta testing during this phase is to be developed.
- Two editions of the project eNews have been sent, and updates are available at [www.steamshipauthority.com/websiteproject](http://www.steamshipauthority.com/websiteproject).

Mr. Driscoll noted the Members had been provided with a monthly sprint report and he expected a presentation updating the project's progress in April.

M/V Iyanough Dry Dock Status:

Mr. Amundsen provided an update on the dry docking of the *M/V Iyanough* at Thames Shipyard and Repair Co. of New London, Connecticut, the highlights of which are extensive coating renewals, overhaul of jet drives and carpet renewals. The contract cost, including change orders and credits, is \$655,659.

M/V Island Home Dry Dock Status:

Mr. Amundsen provided an update on the dry-dock for the *M/V Island Home* at Senesco Shipyard of North Kingstown, Rhode Island, the highlights of which are bow and stern thruster overhauls; bow and stern door overhauls; modifications to the Marine Evacuation System door; blasting and coating the hull; and overhaul of the rudders. The contract cost, including change orders and credits, is \$1,329,649

M/V Nantucket Dry Dock Status:

Mr. Amundsen provided an update on the dry docking of the *M/V Nantucket* at Thames Shipyard and Repair Co. of New London, Connecticut, the highlights of which are bow and stern door overhauls, installation of a new fire detection system, blasting and coating the hull, repairs of the propulsion shaft and overhaul of the rudders. The contract cost is \$1,751,492.

Mr. Ranney thanked Mr. Amundsen for handling the Authority's repair projects in an improved fashion and said it was very refreshing to see the changes. Ms. Tierney agreed and noted that Mr. Amundsen's presence at the Authority was one of the nice benefits of the HMS Consulting review of the Authority's operations. Mr. Amundsen said it was not solely his responsibility and praised his team and support from upper management for the projects.

Mr. Malkin asked if the pile wrapping project at the Oak Bluffs pier was on schedule; Mr. Amundsen said it was going well and that the early April completion was on schedule.

Proposed 2023 Winter and Spring Operating Schedule:

Mr. Davis presented for informational purposes the proposed 2023 winter and spring operating schedules for the Martha's Vineyard and Nantucket routes. The proposed 2023 operating schedules from January 3, 2023, to March 27, 2023, would start two (2) days earlier and end two (2) days earlier than in 2022 for both routes. The proposed 2023 operating schedules from March 28, 2023, to May 17, 2023, would start two (2) days earlier and end one (1) day later than in 2022 for both routes. Neither route would see any changes to trip times, quantity of trips or vessel crewing during these schedules.

Regarding the Vineyard route Winter Schedule:

- The *M/V Martha's Vineyard*, *M/V Island Home* and *M/V Katama* will be assigned to this schedule.
- The *M/V Nantucket* will replace the *M/V Island Home* during repair from January 9, 2023, to February 22, 2023.
- Each boat would be triple-crewed and could operate up to seven (7) round trips per day.

Regarding the Vineyard route Spring Schedule:

- The schedule will be the same, as will crewing and assigned vessels, as it was in 2022.
- One minor change is that, during the scheduled spruce-up for the *M/V Martha's Vineyard*, the *M/V Nantucket* will run in its place from May 15, 2023, to May 17, 2023.

Regarding the Nantucket route Winter Schedule:

- The *M/V Eagle* and *M/V Gay Head* will be assigned to this schedule, with the exception of January 3, 2023, to January 8, 2023, when the *M/V Nantucket* will operate in place of the *M/V Eagle* and the *M/V Woods Hole* will operate in place of the *M/V Gay Head*.
- Each boat would be triple-crewed and could operate up to three (3) round trips per day. The *M/V Gay Head* will be scheduled to run three (3) round trips Monday through Saturday and will have the ability of running three (3) round trips on Sunday.

Regarding the Nantucket route Spring Schedule:

- The schedule will be the same, as will crewing and assigned vessels, as it was in 2022.

Mr. Jeffrey asked if there was any consideration of not running the 5:30 a.m. departure from Woods Hole in light of the pending issuance of a Request for Proposal (RFP) for off-Cape freight service; Mr. Davis said that trip is not included on the Authority's winter and spring schedules. If the Authority does receive a proposal in response to its RFP, staff would have to review it to see how soon service would start and how, or if, the Authority may be able to consolidate its trips in response.

Request for Proposal to Provide a  
Freight Transportation Service for the Island of Martha's Vineyard:

Mr. Sayers reviewed the history of the proposed RFP, including the Board's vote in fall 2021 to have it issued. He noted that the draft had been revised in line with the Port Council's comments prior to its 4-0 vote to recommend its approval; Falmouth member Robert S.C. Munier had to leave the meeting prior to the vote, but appeared to be in favor of it, he said.

Mr. Sayers said the RFP's parameters would present no financial risk to the Authority. The Authority does not have the resources, either financially or physically, to provide service from an off-Cape port, and it does not wish to jeopardize its finances to do so. Therefore, all the financial risk would be on private carriers, although the Authority would assist as much as possible with permitting, seeking grants, etc.

Consistent with the feasibility study, a proponent would be able to use the Authority's Vineyard Haven terminal twice a day, if they wished, subject to the Authority's schedule, and would also be able to use the Authority's reservation system to book trips. The use of the Authority's reservation system to book trips would help ameliorate coordination issues that were problematic for previous efforts, as well as allow freight shippers to use the Authority for one leg of the journey and the off-Cape service for another leg, Mr. Sayers said.

Mr. Sayers said the operator would have to use their own mainland facility for the service, and the Authority wants the service to be primarily, but not exclusively, freight-based, as well as to include hazardous cargo. He said the touchstone word is "flexibility" as, he said, it is anticipated a number of potential carriers will have questions and concerns that will lead to amendments to the RFP. The deadline was set at August 2, 2022, which would give four (4) months to advertise the RFP and have dialogue with potential carriers. The Board would then have two (2) months to evaluate the proposals against a number of criteria set forth in the RFP, during which time staff will be doing its due diligence on them, before voting.

Mr. Sayers then reviewed the evaluation criteria in the RFP and said the goal would be for a contract to be awarded by the end of October.

Mr. Malkin said there was some question about a private carrier's use of the Authority's reservation system and that some people felt it was a hinderance while others felt it was a benefit. Mr. Sayers said his memory was that, while the Authority had offered the use of its reservation system to private carriers when the last RFP was issued, that fact may not have been communicated very well to

its freight coordinators and reservation clerks. Additionally, customers may not have been adequately advised of the New Bedford service either. Mr. Rozum had stated that the ideal situation would be to include any New Bedford trips in the Authority's bulk freight process so those trips can be options for freight carriers.

Mr. Jones said, in reading the RFP, it seemed to him that the use of the Authority's reservation system and Vineyard Haven Terminal seemed to be foregone conclusions and not an option. Mr. Sayers said the RFP states it is the Authority's preference that a private carrier use their own reservation system and terminal to reduce the administrative burden on the Authority, but it did not want the lack of a terminal or reservation system to serve as a hinderance.

Mr. Jones asked if the form of the RFP was what the Board wanted, and said he wanted an RFP that was "a blank piece of paper" and that the Authority would negotiate from there. He said he did not know if that method would be more fruitful, but he said the RFP in its current form was questionable. Mr. Sayers said the pilot project's RFP was done in the same way, in that it gave proponents the option of using the Authority's reservation system and facilities. He said he did not want the Authority to get into a situation where it was requiring proponents to use its reservation system, as they may feel they can have a successful service without it. Ms. Tierney noted that permitting a proponent to use, or not use, the reservation system would likely elicit a broader range of responses.

Ms. Tierney said, in light of Woods Hole's overriding concerns about traffic, she supported the RFP and that there could be a number of benefits to the Authority. She said it also speaks to the Authority's high level of commitment to these issues.

Mr. Jeffrey noted the RFP gives the Board a lot of leeway in evaluating what is best under the Enabling Act and that it would only be a benefit to the document being as broad as it is. He said having an additional port would assist the Authority's redundancy and that it makes a lot of sense.

Mr. Ranney asked, if a proponent were to use the Authority's reservation system, if that would be a benefit to assist with weather-related cancellations. Mr. Sayers said his sense is that those customers would have more available options to rebook in that case.

Mr. Sayers noted any revisions to the RFP that would affect public policy would return to the Board for approval; any administrative changes would be made by staff.



Mr. Ranney noted nothing had precluded a company from bringing a proposal to the Authority prior to the RFP being issued; Mr. Sayers concurred and said there had been indications of an interested party in the past, but they never stepped forward. He also said the Authority was not under a legal obligation to issue the RFP but that it was a better public policy to do so.

Mr. Malkin said he thought that the Board had indicated it was seeking a Request for Interest (RFI) when it approved the 2022 Summer and Fall Operating Schedules; Mr. Davis said the vote had been for an RFP. Mr. Sayers said, as written, the RFP is almost a hybrid of an RFI and RFP given how many parameters are flexible.

Mr. Malkin noted that he had been in discussion with the Authority a number of times about expanded commuter services; to date, no interest had been received on that front.

**IT WAS VOTED – upon a motion by Mr. Jeffrey, seconded by Mr. Jones – to approve the issuance of a Request for Proposals to provide a freight transportation service for the island of Martha’s Vineyard.**

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

Common Carrier Reservations Adjustment:

Mr. Davis said, during the processing of the 2022 summer bulk freight reservations, one of the common carriers that serves both islands submitted its 2022 summer bulk reservation requests late for both routes. The 2022 summer bulk freight reservations were due no later than September 28, 2021; the reservation department staff called and emailed the carrier on multiple occasions reminding them to submit their reservation requests on time. The requests for this carrier were received nearly a month later, on October 22, 2021. The carrier normally operates trucks of two (2) sizes: one (1) size is under thirty-five (35) feet

in overall length (a 2-space truck) and one (1) is under sixty (60) feet in overall length (a 4-space truck).

As a result of the late submittal, the requests for this carrier were processed after all of the on-time bulk reservation requests, per the Authority's policy. Mr. Davis said this resulted in the carrier receiving its reservations on the Vineyard route, albeit at times that they did not initially request. Staff is not recommending any changes for the Martha's Vineyard route reservations since the carrier received the appropriate number of reservations.

On the Nantucket route, however, Mr. Davis said the carrier received the appropriate number of reservations for its smaller trucks but did not receive over one-third of the reservations for its larger trucks based on its usage in 2021 during the same time period. The carrier's reduction in the number of summer reservations received for the Nantucket route has the potential to affect a significant number of individuals and businesses on Nantucket because this carrier delivers to individual homes and businesses on most days.

Mr. Davis said management is not recommending displacing or moving any current reservations. Instead, management is proposing adding this carrier to trips that have available space and, if necessary, prioritize them on the wait list. Staff is currently reviewing the allocations on each individual trip on the Nantucket route to see where this carrier can be added. If multiple smaller truck spaces are available, they would be combined into a larger truck space, which could then be used to make a reservation for this carrier. Staff will also be looking at the existing reservations for the smaller trucks and see if they can be adjusted to the larger truck size on those trips. For dates that are not able to be accommodated, the carrier would be placed at the top of the wait list. As other carriers cancel their reservations, this carrier would then have access to these spaces as they become available.

Mr. Ranney said he was in favor of the recommendation, but asked what mechanism or control could be put into place to prevent a similar occurrence from happening in the future. Mr. Davis said staff was reviewing its bulk freight procedures to issue more notices to shippers as the deadline approaches.

**IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Ranney– to authorize staff to add the carrier to trips with available space; review current allocations for opportunities to consolidate spaces to accommodate the shipper’s vehicles; review shipper’s existing reservations versus deck space availability to identify upsizing options; prioritize the shipper to the top of the wait list to adjust this carrier’s unfulfilled reservation requests for the 2022 summer season, as recommended in Staff Summary No. GM-770, dated March 11, 2022.**

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

Proposed Revisions to the Organizational Chart:

Mr. Davis said, in December 2018, HMS Consulting, Glosten Associates and Rigor Analytics presented its initial report following its six-month review of the Authority’s operations, which focused upon five (5) aspects of the organization: vessel operations, fleet maintenance, management structure, information technology systems and public communications. The initial report set forth the following ten (10) recommendations:

1. Adopt a Safety Management System (SMS) (completed – working towards third-party certification);
2. Adopt a Quality Management System (QMS) (completed– working towards third-party certification);
3. Adopt a Learning Management System (LMS) (completed);
4. Establish a Mission Statement and Objectives (completed);
5. Establish a Strategic Plan (RFP currently under review);
6. Increase Engineering Resources (completed);
7. Employ a Health, Safety, Quality and Environmental Manager (HSQE) (completed);
8. Employ a Director of Marine Operations (completed) and Chief Operating Officer (under review);

9. Recruit External Job Applicants (completed and on-going); and
10. Develop Individual Performance Objectives (Will follow adoption of Strategic Plan).

In February 2019, HMS presented its supplemental report addressing public communications. The supplemental report provided general observation solutions, including:

1. Developing a Crisis Communications Plan (completed);
2. Reviewing signage at all terminals and develop a long-term plan (completed and on-going);
3. Employing a mobile application and reservation system (under development); and
4. Developing a real-time text/SMS and email messaging system (improved previous system and on-going).

Mr. Davis said, in June 2019, the Members met on two (2) occasions to conduct public workshops with HMS to review and discuss HMS' recommendations. At the June 5, 2019, meeting, the Members acknowledged that the COO position was an important step to consider but recommended the Authority continue to direct its focus on filling other positions and implementing the other process-based management recommendations into its operations.

Now, nearly two (2) years after the onset of the COVID-19 pandemic and with the pandemic slowly subsiding, the Authority has received requests for it to renew its efforts to analyze, develop and implement the remainder of HMS' recommendations, including the creation of a COO role, he said.

In its report, HMS proposed the following responsibilities for the COO:

- Provide leadership in the development and execution of operational strategies and plans;
- Direct and manage the vessel operations, fleet maintenance and terminal and parking operations;
- Lead, support and develop a high-performing operations team through assessing the team's capabilities, proactively resolving gaps, actively coaching leaders and delegating duties to empower and enhance ownership of all employees;
- Develop and oversee best practices, programs, policies, and/or procedures to reduce or eliminate organizational risk, safety and accident prevention, employee health and wellness and overall risk management education; and
- Ensure compliance with all regulatory requirements.

Mr. Davis said the priority for the COO will be to partner with the general manager and be ultimately responsible to ensure that the vessel and shoreside operations teams collaborate to keep the operations of the business on schedule and manage communication channels, maintain and improve efficiencies and focus on future plans to develop the business.

In addition, Mr. Davis said the Authority is requesting the Members vote to consider creating the role of grants administrator, which would report directly to the treasurer/comptroller. The proposed responsibilities for the grant administrator are:

- Responsibility for the administration and financial management of grants and awards;
- Coordinating and managing application processes, from application receipt to close-out for grants and awards;
- Ensuring grant money is used according to the terms of the grant;
- Maintaining records of grants, tracking funds/expenditures, and preparing reports;
- Reviewing grant programs to ensure adherence to federal and state guidelines;
- Responsibility for filing all Federal Transit Administration and National Transit Database monthly and annual reports.

Mr. Jeffrey said he was glad to see the Authority moving forward with its strategic planning process. He said the Board was also the best place to have the discussion about adding a COO, not on Beacon Hill, as the Members were ultimately responsible for the Authority. He said he was in favor of the COO position but asked why, on the draft organizational chart provided, it was not on the same level of the general counsel or treasurer/comptroller. Mr. Davis said it was at the same level as those positions.

Mr. Ranney asked, if the Board went through with the vote, what it would mean for the pending legislation; Mr. Davis said he would think that would make those discussions unnecessary, especially as the Enabling Act does not mention any other staff-level position.

Mr. Jones said he has said on several occasions he thought an assistant general manager position needed to be added, but noted the COO position's job description is almost exactly the same as the general manager and would present a conflict as to who was driving the Authority's work. Mr. Jones said he would want the job description to be more clean-cut and for everyone to understand who is responsible for what.

Mr. Malkin noted he had twice brought before the board the creation of the COO position, and he agreed with what Mr. Jeffrey said regarding this being a function of the Board, not the legislation. When Mr. Malkin previously brought the issue to the Board, the Members did not support it at the time but did talk about it in context of a succession plan. In response to Mr. Jones' comment, he said the general manager would direct the COO's activities. Mr. Malkin said he thought Mr. Davis did a wonderful job and is involved in many aspects of the Authority's operations and his time could be better spent worrying less about the day-to-day operations. If management is saying that this position is now in the company's best interest, Mr. Malkin said it carried a lot of weight for him.

Mr. Davis said having this position, especially as the Authority moves forward with the strategic planning process, will help with the large amount of work on the table for everyone. The Authority was in survival mode in 2020, he said, but now has restarted its work on the remaining HMS recommendations, which means this issue is coming to the forefront later than intended.

Ms. Tierney asked if it made sense for the Board to discuss the overall organization chart as well as the Authority's position on this legislation. Mr. Jeffrey said he was not sure the Authority had time to do that unless the legislation was tabled. He said he would recommend a vote on the position today and then the organizational chart could be further refined at a later point. Ms. Tierney said she was envisioning a vote on the matter today and then forming a committee to look at the overall structure.

Mr. Ranney said he agreed with those positions and asked if the total addition to the budget would be \$350,000 in salaries and benefits; Mr. Davis said it was likely to be a little more than that.

Mr. Malkin asked, if the position was a chief of staff rather than a chief operating officer, would the desires of the state legislators be satisfied. Mr. Kenneally said staff would have to confer with the legislators to see if that would satisfy their motivation. Mr. Malkin said there was a recent quote to the effect of the fact that there would be no need to change the Enabling Act if the Authority created the position on its own. Mr. Davis said, regardless of the title, the position would be one that would work closely with the general manager.

Ms. Tierney asked if the Board could create a committee as she suggested; Mr. Kenneally asked what the task of the committee would be. Mr. Davis said staff would come back with a more detailed job description for the position, as well as possible notifications to the salary grade structure.

Ms. Tierney said she would like to see better communication between the Authority and its legislators to prevent future legislation from being brought on so quickly and to foster a more collaborative process.

Mr. Jones said the process has obviously been rushed. He said State Sen. Julian Cyr, D-Truro, had reached out to him, which he was thankful for. He said he understood there had been requests from the islands to give the towns time to address this, and he said he did not think it would hurt to request a similar delay until the Authority had time to properly vet the creation of the position. He said he would hope the bill's sponsors are rooting for the Authority and not trying to tear it apart. Mr. Jeffrey said he was not opposed to making the request but he did not know if there was time; he said he was in favor of moving forward so legislators could see the bill is moot and act accordingly.

Mr. Jones said he was not comfortable with the matter and the politics surrounding it. He said State Rep. Dylan Fernandes, D-Falmouth, was on record saying he would speak to the Dukes County Commissioners and asked why the Board could not wait for that process to take place.

**IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Jeffrey – to create the job description and conduct a search for a chief operating officer or chief of staff position, as well as the grant administrator position, to serve the best interest of the Authority, and to amend the Board By-Laws to reflect that the general manager serves as the chief executive officer of the Authority, as recommended in Staff Summary No. HR-2022-01, dated March 10, 2022.**

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

Contract No. 07-2022, Supply and Delivery of Spare Parts to Rebuild Lufkin Gear Boxes RHS 2100-1st S/N 118397 & 118398:

Mr. Davis said the Authority intends to purchase Lufkin gear box parts for overhaul of the main engine reduction gear boxes for the *M/V Sankaty* as part of the preventive maintenance program. The total contract price for parts is \$241,421.98; the parts to rebuild the gear boxes were approved in the 2021 Operating Budget for \$150,000. As a result of further inspections, additional parts were identified and required to rebuild the gear boxes, resulting in higher costs than the 2021 approved budget.

Specifications were sent to three (3) companies; one (1) responsible bid was received.

**IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Malkin– to authorize the general manager to award Contract No. 07-2022, Supply and Deliver Spare Parts for two (2) Lufkin RHS 2100-1st S/N 1118397 and 118398 Gear Boxes, to the lowest eligible and responsible bidder, Marine Systems Inc. of Chesapeake, Virginia, for a total contract price of \$241,421.98, as recommended in Staff Summary No. MO-2022-04, dated March 14, 2022.**

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

COVID-19 Update:

Mr. Davis said all employees who are working or coming back to work are now compliant with the Authority's COVID-19 vaccination policy. He said he was thankful to all the employees who have done so to keep their fellow employees and the public safe.

Public Comment:

Mr. Saltzberg asked if anyone could offer an update on John Sainsbury with HMS Consulting, who was the lead of the comprehensive review. Mr. Davis



said Mr. Sainsbury was with HMS Consulting, which has since dissolved; the Authority then worked with Glosten Associates on further implementation strategies until the onset of COVID-19, at which point the relationship was dissolved due to financial concerns. As the Authority restarts its implementation work, Mr. Davis said staff would consider if any outside assistance was warranted. Ms. Tierney said she thought the Authority's staff had done a wonderful job of implementing the report's recommendations.

Mr. Saltzberg then asked if a proponent for the barge service would have to carry its own insurance or if the Authority's insurance would cover those operations; Mr. Davis said the RFP requires the proponent to carry its own insurance.

Ms. Hufstader asked if the common carrier could be identified; Mr. Davis said he could not due to provisions in the Enabling Act maintaining the confidentiality of the Authority's customer information.

At 11:30 a.m., Ms. Tierney entertained a motion to go into executive session to discuss and approve the minutes of the Authority's meeting in executive session on February 15, 2022, and to discuss the Authority's strategy with respect to pending litigation, real estate developments and collective bargaining matters because a public discussion of these matters may have a detrimental effect on the Authority's negotiating and bargaining positions. These matters include:

- Captain Albert Brox et al vs. The Woods Hole, Martha's Vineyard and Nantucket Steamship Authority et al.; Civil Action No. 22-10242-RGS filed in the United States District Court for the District of Massachusetts;
- Proposed sale and development of 31 Easy Street, Nantucket;
- Offer to purchase a portion of the Authority's 220 Palmer Avenue, Falmouth, property; and
- Anticipated and ongoing negotiations with Teamsters Union Local No. 59, SEIU Local 888 and MEBA's District No. 1-PCD.

Ms. Tierney 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. Tierney said the Board would not reconvene in public.

**IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Jeffrey – to enter into executive session to discuss and approve the minutes of the Authority’s meeting in executive session on February 15, 2022; and to discuss the Authority’s strategy with respect to pending litigation, real estate developments and collective bargaining matters.**

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

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ROBERT R. JONES, Board Secretary

**Documents and Exhibits Used at the**  
**March 15, 2022, Meeting in Public Session of the**  
**Woods Hole, Martha's Vineyard and Nantucket Steamship Authority**

1. March 15, 2022, Meeting Agenda, posted March 10, 2022 (revised March 14, 2022).
2. Video and audio recording announcement.
3. Statement regarding remote access to the meeting.
4. Minutes of the Board's February 15, 2022, meeting in public session (draft).
5. PowerPoint Presentation, Business Summary – January 2022, dated March 15, 2022.
6. Business Summary for the month of January 2022.
7. PowerPoint Presentation, Woods Hole Terminal Reconstruction Project update, dated March 15, 2022.
8. PowerPoint Presentation, *M/V Iyanough* Dry Dock and Overhaul at Thames Shipyard & Repair Co., undated.
9. PowerPoint Presentation, *M/V Island Home* Dry Dock and Overhaul at Senesco Shipyard, undated.
10. PowerPoint Presentation, *M/V Nantucket* Dry Dock and Overhaul at Thames Shipyard & Repair Co., undated.
11. Staff Summary #SO-2022-02, Preliminary Draft of 2023 Winter/Spring Operating Schedule, dated March 9, 2022.
12. Memorandum from Counsel Steven M. Sayers to General Manager Robert B. Davis, Revised Draft of a Request for Proposals to Provide a Freight Transportation Service for the Island of Martha's Vineyard, dated March 10, 2022.
13. Staff Summary #HR-2022-01, Renewing Process to Proceed with the Implementation of HMS Consulting Recommendations, dated March 10, 2022.
14. Staff Summary #MO-2022-04, Contract 07-2022 Supply and Delivery Spare Parts to rebuild Lufkin Gear Boxes RHS 2100-1st S/N 118397 & 118398, dated March 14, 2022.

15. Statement to be read prior to going into executive session.