



# Shelburne Port Committee

16 November 2023

3:00 pm Council Chambers

## APPROVED Minutes

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### **Present:**

Chair: Town Mayor Harold Locke

Port Manager: Wayne Langthorne

Town Councillor: Rick Davis

Public Member: Percy Cox

Public Member: Karl White

Municipal CAO: Warren MacLeod

Municipal Staff: Val Kean

Town CAO/Committee Secretary: Sarah Mattatall

Town Interim CAO: Ken Smith

Town Staff: Jane Crowell

Town Staff: Jennifer Perry

### **Regrets:**

Public Members: John Garland, Herb Locke and Pat Melanson

Municipal Councillor: Anthony Gosbee

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### **1) Call to Order (Chair Harold Locke)**

*Meeting was called to order at 3:00pm by the Chair.*

### **2) Approval of 16 November 2023 Agenda**

*Agenda approved. Mover: Rick Davis, Seconder: Karl White*

### **3) Approval of Minutes from Shelburne Port Committee meeting held on 16 June 2023.**

*Mover: Rick Davis, Seconder: Karl White*

### **4) Reports:**

*Port Manager's Report (Port Manager, Wayne Langthorne)*

The Port Manager spoke to the Port operations and maintenance running smoothly. The port office roof was replaced as well as a new light pole was installed and annual maintenance/painting has been completed. The Town had 6 cruise ships visit this year, 3 cruise ships were cancelled due to various reasons. So far 2 cruise ships have been scheduled for the 2024 year. The Port Manager notified the committee that the Long Island will be leaving the port for salvage as soon as a tugboat is available leaving a portion of the Berlin wall exposed.

*Port Manager's Report accepted. Mover: Karl White, Seconder: Rick Davis*



Finance Manager's Staff Report (*Finance Manager, Jane Crowell*)

The Finance Manager submitted a report on year-end financial for 2022/23 and current financials to September 30<sup>th</sup>, 2023. A list of write-offs was presented for the Committee to review/approve and for recommendation to Council.

*The Port Committee recommended Council approve the write-offs as reported by the Finance Manager. Mover: Rick Davis, Seconder: Percy Cox*

**5) New Business:**

Port Repairs

The Port Manager has been notified by Kelly Cove the vessel Long Island will be removed and prepared for salvage once a tugboat becomes available. This will leave the outer face of the Berlin Wall exposed and at risk for additional damage. The Port Manager will investigate options and obtain quotes for repairs to this portion of the wharf. Currently \$40,000 has been budgeted for repairs for the 2023/24 fiscal year. The Committee discussed increasing this amount to \$100,000 for the necessary repairs.

*The Port Committee recommend Council spend up to \$100,000 out of reserves and to seek funding for repairs to a portion of the Berlin Wall.*

Mover: Rick Davis, Seconder: Warren MacLeod

**6) Outcoming Recommendations for Town Council to consider:**

The Port Committee recommended the Write-Offs be approved by Council at a future Council meeting.

The Port Committee recommend Council approve spending up to \$100,000 out of reserves and to seek funding for repairs to a portion of the Berlin Wall.

**7) Upcoming Meeting:**

Anticipated for 14 March 2024 at 3:00 PM

**8) Adjournment**

*Meeting adjourned at 4:14pm. Mover: Rick Davis*