

Town of Thomaston
Harbor Committee
Meeting Agenda
Wednesday, February 2, 2022
Select Board Room
6:30 pm

- A. Call to Order
- B. Approval of the Minutes of the November Meeting
- C. 2022 Budget
- D. Town Landing Maintenance/Improvements
- E. Harbor Master Vacancy
- F. Update on the Town's Acquisition of the Property Adjacent to the Wadsworth Street Bridge
 - a. Grant applications
- G. New Business
- H. Adjourn

**Town of Thomaston
Harbormaster**

Hours/Class: Part-time/Stipend

Nature of Work: This is responsible work overseeing the activities and operations of the Thomaston Harbor. The Harbormaster works under the general supervision of the Town Manager and the Harbor Committee.

Essential Functions:

- 1) Manage, maintain, and enforce laws, regulations, and ordinances for the Thomaston Harbor.
- 2) Preserve and regulate navigation within the Thomaston Harbor.
- 3) Issue mooring permits, assign mooring locations, and require same to be kept in safe condition.
- 4) Direct removal of vessels if needed.
- 5) Collect overnight dockage fees.
- 6) Keep records and monthly reports for the Harbor Committee and attend Harbor Committee meetings.
- 7) Perform other related duties as assigned.

Required Experience, Skills and Condition of Employment:

- 1) Completion of high school or GED equivalent.
- 2) Must have or be able to obtain Harbormaster training through the State of Maine Harbor Masters Association.
- 3) Additional education in a related field is desirable.
- 4) Valid Maine Driver's License and maintain an insurable status for vehicle and liability coverage. Must have a properly registered and insured vehicle for job use.
- 5) A satisfactory outcome from a criminal background verification is required prior to hire.

Job Description Acknowledgement:

I verify that I have received a copy of my job description by the signature below. As an employee of the Town of Thomaston, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

TOWN OF THOMASTON
PART-TIME HARBORMASTER

The Town of Thomaston is seeking qualified candidates for a part-time stipend Harbormaster position. The Harbormaster shall manage, maintain, and enforce laws, regulations, and ordinances for the Thomaston Harbor. Preserves and regulates navigation within the Thomaston Harbor. Issues mooring permits, assigns mooring locations, and requires same to be kept in safe condition. Directs removal of vessels if needed. Collects overnight dockage fees. Keeps records and monthly reports for the Harbor Committee and attends Harbor Committee meetings.

Graduation from high school or equivalent is required. Qualified applicants must possess a valid Maine Driver's License and a properly registered and insured private vehicle for job use. Must successfully complete a background check. Additional education in a related field is desirable. Must have or be able to obtain Harbormaster training through the State of Maine Harbor Masters Association.

For an application, please visit our website at www.thomastonmaine.gov, stop by the Thomaston Town Office located at 13 Valley Street, or call us at (207) 354-6107. Please submit a job application, cover letter, professional references, and resume no later than **Friday, February 25, 2022.**

EOE

Thomaston

Expense Summary Report

01/03/2022

ALL Departments

December

Budget Explanation:

Account	Budget Net	Debits	December		Unexpended Balance	Percent Spent	2022 Budget Request	
			YTD Net					
0820 - Harbor Svcs	16,375.00	916.69	3,492.21	12,882.79	21.33			
10 - Wages								
0170 - Officials St	4,645.00	387.08	1,935.40	2,709.60	41.67			
15 - Tax/Benefits								
0200 - FICA/MEDI	380.00	29.61	148.05	231.95	38.96			
20 - Travel/Train								
0335 - Training	350.00	0.00	160.00	190.00	45.71			
25 - Prof Fees								
0784 - Float Remova	1,000.00	500.00	500.00	500.00	50.00			
30 - Supplies								
0395 - Ground/Field	200.00	0.00	0.00	200.00	0.00			
0470 - Misc Expense	500.00	0.00	0.00	500.00	0.00			
40 - Repairs								
0725 - Buildings	2,300.00	0.00	748.76	1,551.24	32.55			
0782 - Public Landi	4,900.00	0.00	0.00	4,900.00	0.00			
0784 - Float Maint.	1,000.00	0.00	0.00	1,000.00	0.00			
0786 - Boat/Trailer	800.00	0.00	0.00	800.00	0.00			
45 - Utilities								
0640 - Comm/Teleph	300.00	0.00	0.00	300.00	0.00			