



Gloucester Harbormaster's Office and Visiting Boater Center
Location: 19 Harbor Loop Gloucester MA
August 15, 2018 – 2.00 PM

2018 AUG 10 AM 11:32
CITY CLERK
GLOUCESTER, MA

KICK OFF MEETING AGENDA

1. **Introductions**
2. **Project Team and Organization**
3. **Communication Protocol**
 - a. Internal
 - b. External
 - c. Coordination with National Grid (Landlord)
4. **Schedule and Milestone Review**
 - a. Meeting Structure and Meeting Frequency
5. **Project Budget and Funding**
 - a. Project Budget
 - b. Seaport Council Grant Proposal Schedule
 - c. Internal Timeline
 - d. Roles and Responsibilities
6. **Project Goals and Expectations**
 - a. User Group
 - b. Community
 - c. Financial
 - d. Sustainability and Energy Use
 - e. Aesthetic
7. **Permit and Regulatory Process**
 - a. FEMA Floodplain
 - b. Process
 - c. Local, State and Federal Agencies
 - d. Roles
 - e. Schedule
 - f. Effect on Project Budget
 - g. Risk Factors
8. **Public Meeting and Community Input Process**
9. **Next Steps and Review of Action Items**
 - a. Next Steps – Future Meeting Agenda
 - b. Review of Action Items

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

www.harriman.com