

Pease Development Authority
Division of Ports and Harbors Outline of Procedures
Updated: June 2021

Pier Use Permits

Mailing of permit applications to all commercial fishermen – January 1. A safety sheet explaining the safe use of the Division’s hoists and other equipment will be sent along with the permit applications. This sheet must be signed and returned to the Division by the person applying for the permit. New fishermen applying for pier permits must be approved by the Director or Operations Manager prior to issue.

Upon receipt of the returned application(s):

- The document is stamped or date is hand-written and initialed by receiver
- The document is reviewed to verify that all required documentation is included and signature is present
- Data is entered into the pier use/berthing (commercial fisherman) database
- The check is stamped “for deposit only” and placed in a locked drawer, closet or safe until deposited
- The pier use deposit is prepared on an Excel spreadsheet and includes:
 - Area of use
 - Name of permit holder
 - Vessel name
 - Amount of payment
 - Check number
 - Deposit total

(One deposit is made for all pier use, berthing and miscellaneous payments such as fuel flow fees assessed to vendors who sell fuel across the pier). Revenue is deposited into the Dredging and Pier Maintenance Account. Two (2) deposit receipts are obtained at the bank so all copies have a deposit receipt. Checks are photocopied and kept with the report. Three persons examine the report and then sign (the person creating the deposit report, a second review done by someone in the office and finally the Division Director). One (1) copy is filed at the Rye office and the other is sent to PDA Finance for review and record keeping. The original approved permit is filed in the individual’s file that is retained at the Rye office.

- Appropriate decals (pier use, commercial skiff, pier parking) are mailed with a copy of the approved permit to the commercial user.

Berthing permits

Berthing permit applications are mailed sixteen (16) or more days before the end of the quarter.

- The document is date stamped or date is hand-written and initialed by receiver
- The document is reviewed to verify all required document(s) are included
- Data is entered into pier use/berthing (commercial fisherman) database
- The check is stamped “for deposit only” and placed in a locked drawer, closet or safe until deposited.

Pease Development Authority
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Updated: June 2021

Upon receipt of the returned application:

- A berthing deposit is prepared on an Excel spreadsheet including:
 - Area of use
 - Name of permit holder
 - Vessel name
 - Amount of payment
 - Check number
 - Deposit total

(One (1) deposit is made for all pier use, berthing and miscellaneous payments such as fuel charges assessed to the vendors who sell fuel across the pier). Revenues are deposited into the Dredging and Pier Maintenance Account. Two (2) deposit receipts are obtained at the bank so that all copies have a deposit receipt. All checks are photocopied and kept with the report. Three persons examine the report and then sign (the person creating the deposit report, a second review done by someone in the office and finally the Division Director). One (1) copy is filed at the Rye office and the other is sent to PDA Finance for review and record keeping. A copy of the approved quarterly berthing permit is mailed to the commercial user and the original approved permit is filed in the individual's file that is kept at the Rye office.

Skiff Permits

- Skiff permits are applied for and granted to commercial pier use permit holder if they hold a mooring permit. Once a pier use permit has been obtained, the permit holder may apply for and receive a skiff permit. The document is reviewed, approved and signed by the Director's designee, filed in the permit holder's file and a skiff permit decal, along with a copy of the permit, is mailed to the permit holder. The \$50.00 fee is deposited into the Dredging & Pier Maintenance Account with the same procedure and signatures as outlined above in the Berthing and Pier Use deposits.

Recreational Boaters in Rye

- Boaters who hold a mooring permit for Rye Harbor are granted tie-up for skiffs at the Rye skiff floats upon completion of a skiff permit application and a \$50.00 fee. Permit applications are mailed prior to the season to those with a Rye mooring permit. The mooring permit holder may also apply in person. After review and approval by the Director's designee, a skiff permit decal is issued to the permit holder along with a copy of the permit. The original permit is filed in a facility specific "skiff file" for that year and kept at Rye Harbor until year's close. The revenue is deposited via the Pier Use deposit report with a comment identifying the transaction on the report. Procedure is the same as outlined above. One (1) copy is filed at the Rye office and the other is sent to PDA Finance for review and record keeping.

Pease Development Authority
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Updated: June 2021

Single Use Pier Permits

- A transient commercial vessel owner is allowed to apply for a single use pier permit. Use of the pier is granted on a space available basis. Once the application has been completed and submitted with the required documentation, the Director's designee reviews and approves the document. A Single Pier Use file is maintained at the Rye office for all permits generated. Monies are deposited into the Dredging and Pier Maintenance account and reported in a Pier Use Deposit Report using the same procedure as outlined for the Pier Use Deposit Report. One (1) copy is filed at the Rye office and the other is sent to PDA Finance for review and record keeping.

Rye Harbor Deposits and Cash Report

- Day use parking tickets, day launch/trailer park tickets, overnight parking permits, season's pass day parking and season' pass vehicle/trailer (combination) are sold at the gate at Rye Harbor. All daily revenue is reconciled at the end of the day by a Rye Harbor Cash Report program in Access. Beginning and ending ticket numbers are entered into the program. After the \$200.00 cash bank is removed, the amount of cash on hand is entered into the program. Any overage or shortage is automatically calculated on the computer. A Daily Control Balance, is generated by the same program. Two staff review and verify all numbered ticket information and cash values of those tickets issued at the beginning of the season which are then entered into the computer prior to opening day as well as new inventory added. As tickets are sold on a daily basis, a new control balance is calculated on a daily basis. On closing day, the control balance should equal the amount of tickets sold, number of tickets unsold and cash values of both should agree with the report.
- Two (2) copies of the Daily Cash Report and control balance are printed. A bank deposit is prepared and funds are deposited with one (1) deposit receipt and a duplicate deposit receipt is obtained at the bank. Revenue is deposited into the general DPH account. One (1) copy of the report is filed at Rye and the other is sent to the PDA Director of Finance for review and record keeping. Any appropriate copies of transactions (i.e. overnight permits or parking notices are kept in an annual file and transferred to DPH for archival at the end of the year.