

Sea Boston

Activation of the Charlestown Navy Yard Waterfront & Water's Edge

Proposal May 2017



**Ship Yard Park/Dry Dock 2 Public/Private Facility for Paddlesports
& Harbor Historic Tours**

Sea Boston

197 Eight St. #621

Charlestown Massachusetts 02129

**Boston Planning & Development Agency
One City Hall Square, Room 910
Boston, MA 02201-1007 2/10/2017
Attn. Teresa Polhemus Executive
Director/Secretary**

Dear Ms. Polhemus,

In response to RFI for the Activation of the Charlestown Navy Yard Waterfront & Water's Edge Sea Boston dba Constitution Paddle Sports is delighted to submit a proposal to develop and operate a paddle sport and historic tour facility at Shipyard Park Dry Dock 2 in the Charlestown Navy Yard, Boston. Sea Boston is a partnership between Boston Charles River Recreation, Inc. and Hogback Inc.

Sincerely Yours,

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Sea Boston
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Cell 207 752-7039**

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INTRODUCTION

Sea Boston, dba Constitution Paddle Sports proposes to establish of a seasonal paddle sport and historic harbor tour facility at Shipyard Park in the Charlestown Navy Yard called **Constitution Paddle Sports & Historic Tours**. This facility would be open to the public and offer instruction, rentals and historic guided tours of our waterfront.

This operation would conform with the conditions stipulated in the 1977 and 1979 deeds that conveyed Parcel 3 from the Federal Government to the BRA and the City of Boston. These deeds state Parcel 3, which includes Piers 3 & 4, Dry Dock 2, the Pumphouse/Bldg. 123 and the Shipyard Park grounds, was ***“conveyed exclusively for Public Park or public recreation purposes in perpetuity.”*** These deeds further stipulate that *“nothing in this provision shall preclude the grantee from providing related recreational facilities and services compatible with the approved application, through concessions agreements entered into with third parties”*

This proposal is consistent with the:

Massachusetts General Law Chapter 91

Waterfront Activation Network Plan for the Charlestown Navy Yard 2007

Harbor Park Plan/ Municipal Harbor Plan 1991

Our proposal includes the installation of an **ADA compliant gangway** and low freeboard floating dock with equipment storage rack at Dry Dock 2 at Sea Boston's expense. The **floating dock will accommodate the storage of all water craft**. A portion of the dock could be made available for **public use and personal paddle sport watercraft** access during operating hours. This facility would offer seasonal storage for privately owned paddle craft. We would also like to use the room in the Ship Yard Park brick pavilion building that is currently being used for storage but appears to have been designed for concession use with adjacent public restrooms. This would allow this structure to function as a **Special Public Destination Facility (SPDF)** and **Facility of Public Accommodation (FPA)**. The storage space would be used for the concession office, participant processing desk and small equipment storage and the sale of snacks and non- alcoholic beverages. There would be no obstruction to the Harbor Walk adjacent to Dry Dock 2.

The Sea Boston proposal is a product of many years of experience operating paddle sport facilities, developing recreational sites and guiding kayak tours in the Boston Harbor while observing marine traffic patterns along the Inner Harbor Waterfront. This Shipyard Park/Dry Dock 2 based paddlesport facility concept has been presented to the following organizations who have provided valuable input.

- **US Coast Guard -USCG**
- **Massachusetts Department of Environmental Protection - MDEP**
- **Charlestown Neighborhood Council - CNC**
- **Charlestown Waterfront Coalition – CWC**
- **Friends of the Charlestown Navy Yard - FCNY**
- **Port Operators Group – POG**
- **Massachusetts Environmental Police - MEP**
- **Boston Redevelopment Authority – BRA**

- **Boston Harbor Now – BHN**
- **Navy Yard Community Association - NYCA**

Based on their comments and our research we have identified a Shipyard Park and Dry Dock 2 as the optimum Inner Harbor site to base a small boat/paddle craft operation due to its protected water sheet, good public accessibility and its location that would minimize small watercraft interaction with larger commercial vessels.

We believe our proposal would be well received by the community as it will provide the following benefits:

- * **Public recreational water access to our Inner Harbor**
- * **Activation of our Navy Yard waterfront**
- * **Additional traffic for the Water Shuttle and local businesses**
- * **Continuous responsible seasonal park presence and oversight by an operator who lives adjacent to Ship Yard Park**
- * **Seasonal jobs**
- * **Donations of equipment usage and guide/instructor services to community organizations.**
- * **ADA compliant water access.**

It is our desire to proceed with permitting and installation of the proposed facilities as soon as possible and start operations in the 2017 Summer Season.

1.0 ORGANIZATION STRUCTURE

1.1 Organization’s Name, State of Incorporation and Contact Information

Sea Boston, dba Constitution Paddle Sports is a partnership between Boston Charles River Recreation, Inc. (CRR) and Hogback Inc. (HB). Upon acceptance of this proposal it will incorporate in the Commonwealth of Massachusetts as Sea Boston LLC.

Legal Name:	Sea Boston LLC.	
Incorporated:	Massachusetts	
Mailing address:	Hogback Inc. 197 Eight St. Unit 621 Charlestown MA 02129	Charles River Recreation 160 Riverview Avenue Waltham MA 02453
Primary contact:	Edward Cardinali President	Mark Jacobson General Manager
Telephone:	(207) 752-7039	(617) 893-0209
Email:	edwardcardinali@aol.com	mark@paddleboston.com
Website:	NavyYardCommunity.org	paddleboston.com

2.0 SUMMARY OF ACTIVITY

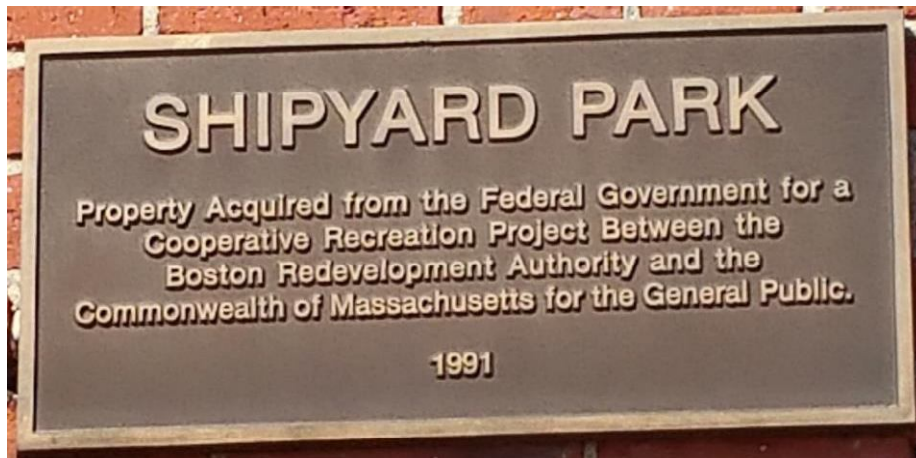
2.1 Proposed Activity

Sea Boston dba Constitution Paddle Sports proposes to establish a Paddle Sport and Historic Harbor Tour facility on the Charlestown Navy Yard waterfront at Shipyard Park in and

adjacent to the Dry Dock 2 water sheet. This facility will offer **public water craft access, rentals, historic harbor tours and paddle instruction.** (Additional details on planned programs and facilities. sections 3.0 and 4.0)

2.2 Compliance with RFI Waterfront Activation Goals

- This operation would conform to the conditions stipulated in the 1977 and 1979 deeds that conveyed Parcel 3 (Shipyard Park Parcel) from the Federal Government to the Boston Redevelopment Authority that states Parcel 3, was ***“conveyed exclusively for public park or public recreation purposes in perpetuity.”***



- The proposed facility is a **Water Dependent Use, a “Facilities of Public Accommodation” (FPA) and “Special Public Destination Facility (SPDF) as defined in Massachusetts General Law Chapter 91.**

This proposal is consistent with the:

- **Massachusetts General Law Chapter 91** as it is a water dependent activity that promotes increased public use and provides public recreational access to our waterfront.
- **Waterfront Activation Network Plan for the Charlestown Navy Yard 2007** that specifically recommends on page 53 the Dry-dock 2 area as a “water demonstration and learning center for public waterborne activities such as kayaking lessons” and on page 82 that “The protected waters make the Dry Dock an ideal space for kayaking and/or boat demonstrations and instruction”.
- **Harbor Park Plan/ Municipal Harbor Plan 1991** that “aims to ensure public access and enjoyment of an activated water’s edge” and states “features of special interest will also be provided, such as public boating facilities”

The Constitution Paddlesport & Historic Tour operation will compliment other **Navy Yard Special Public Destination Facilities (“SPDF”)** such as **Courageous Sailing** by providing collaboration on youth paddlesport training and events and would also be compatible with the **NPS** by providing waterborne historic tours of their facilities and the Boston Waterfront.

- **The tours will promote an awareness of the consequences of climate change sea level rise.**
- **The floating dock will be designed to be resilient to the projected sea level rise**

3.0 FINANCIAL VIABILITY AND CAPABILITY

3.1 Capability

Charles River Recreation (CRR) is a Massachusetts company with deep roots in the greater Boston and the Metrowest communities. CRR has worked for more than forty years with the Massachusetts Department of Conservation and Recreation, other state and local agencies, as well as private organizations to utilize public and private lands, waterways and facilities to provide **affordable and accessible public recreation**. CRR has developed and operated multiple boating, skiing and ice skating facilities that serve over 125,000 residents and visitors annually throughout the greater Boston area. Our mission is to provide year round healthy outdoor recreational opportunities for people of all ages and abilities that emphasizes physical enjoyment, education, safety, conservation and appreciation for our open spaces.

Current and Past Permits and Contracts CRR is ideally suited to start new paddlesports sites from the ground up and move them forward to success. The following sites were started by CRR and reflect the vision, public commitment and expertise of the company.

- Charles River Canoe and Kayak (DCR), Allston/Brighton: Started 1993 - Present (42,000 Users)
- Charles River Canoe and Kayak, Kendall Sq. Cambridge: Started 2009 - Present (50,000 Users)
- Nahanton Park, (City of Newton): Started 2011- Present (15,000 Users)
- Charles River Canoe and Kayak Moody St. (DCR), Waltham: Started 2013 - Present (13,000 Users)
- Community Ice Skating @ Kendall Square, Cambridge: Started 2007 - Present
- Charles River Canoe and Kayak (DCR), Auburndale: Started 1973 - 2013
- Cochituate Canoe and Kayak (DCR), Natick: Started 2001 - 2013
- Weston Ski Track (DCR), Weston: Started 1973 - 2015, managed general operation, snowmaking, grooming, rentals, instruction and retail sales.

Other Facilities CRR Operates

- Charles River Canoe & Kayak Retail Store: Started 1986 - Present, regarded as premiere paddling shop in the Boston area.
- Cambridge Skating Club, Cambridge: 2015-Present, Existing location, CRR hired to manage
- Weston Ski Track (DCR), Weston: 2015 - Present, managing rentals, instruction and retail sales as part of RFP under the DCR.

Hogback Inc. (HB) 100% owned by Edward Cardinali is a C corporation incorporated in the State of Maine. Edward Cardinali has 45 years of experience in site development and recreational operations with particular emphasis paddle sports and aviation. Edward Cardinali is a long time resident of the Navy Yard and has been very active in promoting public open space and recreational use of its waterfront.

Edward W. Cardinali/Hogback Inc. - Related Experience /Resume

Project Development

1972-1984- Developed, Owned & Operated Natural High Camping Resort & Hot Air Balloon Center- 180 ac, 246 site camping resort in Lebanon Maine

1979-1981 – Developed Gulley Oven Rd. Subdivision – 5 lot residential Subdivision in Lebanon Maine

1986-2004 – Developed Copper Lane Subdivision – 22 lot residential Subdivision – East Rochester New Hampshire

1987 to Present – Developed Ballyhac Cove Subdivision – 10 Lot waterfront residential subdivision in S. Thomaston Maine

1987 to Present – Developed Italo Lane Subdivision – 15 Lot residential subdivision in Berwick Maine
 1990 to Present – Established Hogback Inc.- Maine C Corporation 100% owned by E. Cardinali operating Mineral Extraction Pit in Lebanon Maine
 1996 to 2011 – Established Aquasport Inc. – Maine S Corporation 100% owned by E. Cardinali operating a Paddle Sport exporting/distribution company US to Brasil
 2000 to 2006 – Developed and operated Kittery Carwash in Kittery Maine
 2006 to Present – Developing Sitio Aeroporto I & II – 85 ac airport industrial park in Registro, Sau Paulo, Brasil.

Paddle Sport Background

1972 to 1984 – Rented canoes and guided canoe trips on the Salmon Falls River in Lebanon Maine as a function of Natural High Camping Resort & Hot Air Balloon Ctr. recreation program
 1984 to Present – Started Kayaking
 1994 to 2004 – Gave kayak instruction on Chauncey Creek and Portsmouth Harbor
 1996 to 2011 – Established Aquasport Inc. – 100% owned by E. Cardinali operating a Kayak and Water Sport exporting & distribution company USA to Brasil
 2000 to Present – Guide kayak trips & gave instruction –Southern Sau Paulo Coast
 2006 to Present – Started kayaking Boston Waterfront and Charles River
 2010 to Present – Guided kayak tours of Boston Waterfront & Charles River for CRR
 2014- ACA American Canoe Association accreditation Stand Up Paddle Instructor

3.2 Financial Viability

3.2.1 Funding

All site development capital expenses and operating expenses will be funded by Sea Boston.
 Sea Boston's initial capitalization will be provided by the two partners CRR and HB with contributions from available funds. Verification of funds availability can be provided upon request.

3.2.2 Insurance

Insurance and Waivers - **Sea Boston dba Constitution Paddle Sports** will carry liability insurance. The Boston Planning and Development Authority and the City of Boston will be listed as additional insured as needed. All tour and equipment rental participants will sign waives

See: EXHIBITS A & B -- examples of draft Insurance Certificates and Release of Liability & Waiver Form

3.2.3 Business Plan

- **Constitution Paddle Sports Proposes to install at their expense in** Dry Dock 2 adjacent to the Pavilion an **ADA compliant floating dock and gangway with security gate** depicted below (\$250,000 EST). To eliminate Harbor Walk congestion the dock would accommodate the storage of all PFDs, paddles and watercraft. In return for the license to install the floating dock and gangway and use the storage room we will make a portion of the dock available for the publics

use to launch privately owned paddle craft during our operating hours. Sea Boston will also:

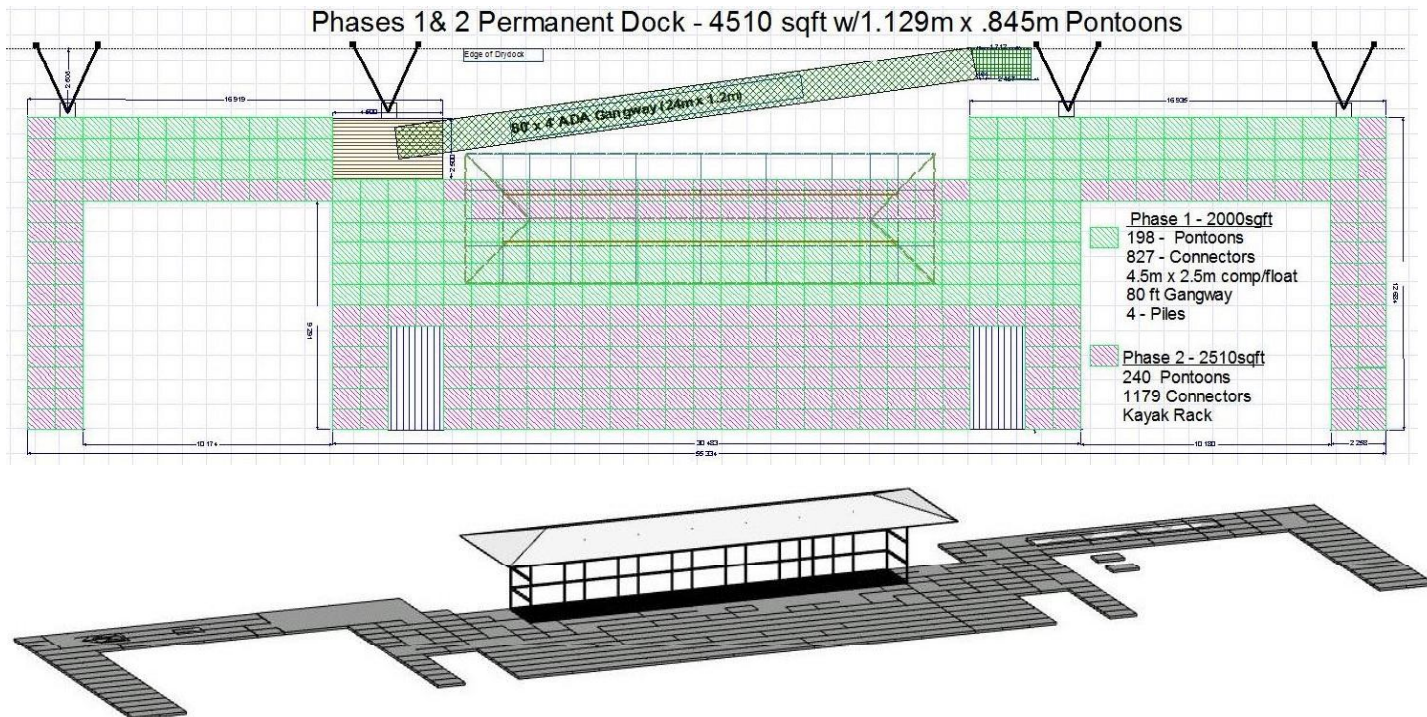
- **Donate free rental equipment to groups such as Waypoint, VA, YES.**
- **Offer discount rental rates to schools, camps, and programs for individuals with disabilities.**
- **Donate equipment and services for silent auctions, community events, etc.**



A 4510 sqft floating dock facility using commercially available materials will be installed in 2 phases.

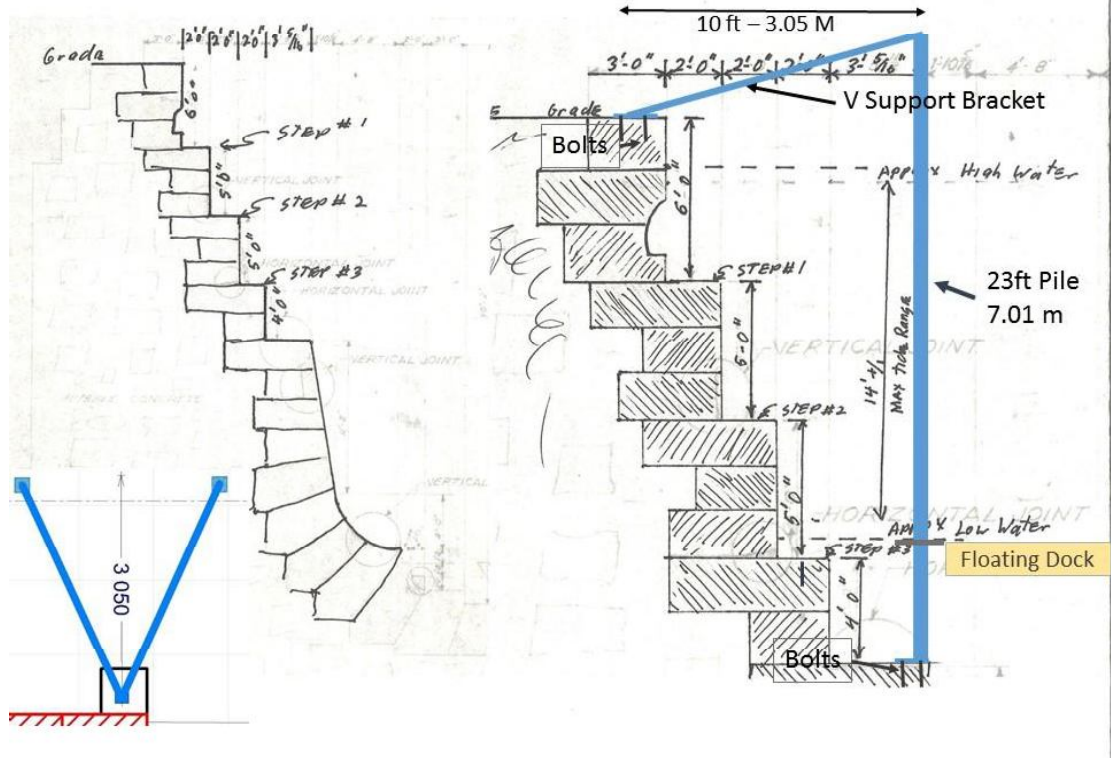
Phase 1 to be installed in 2017 will include an 80' x 4' aluminum ADA compliant gangway, 2000 sqft low freeboard paddle sport floating dock secured by 4 metal piles anchored to the Dry Dock side wall.

Phase 2 to be installed in 2018 would include an additional 2510sqft of floating dock to accommodate an open kayak rack to be used for the storage of Sea Boston and privately owned paddle craft



Galvanized Steel Piles Anchored to the Dry Dock Side Wall

Cross Section Dry Dock 2



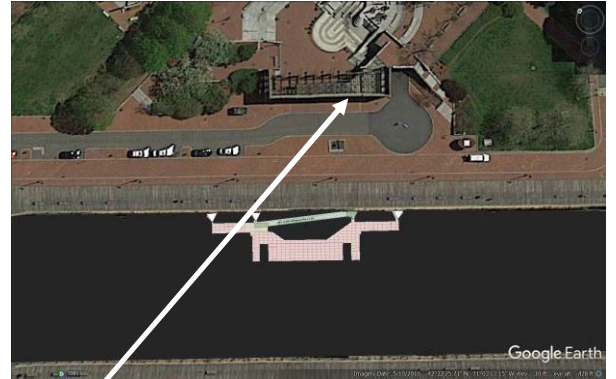
Pile Guide



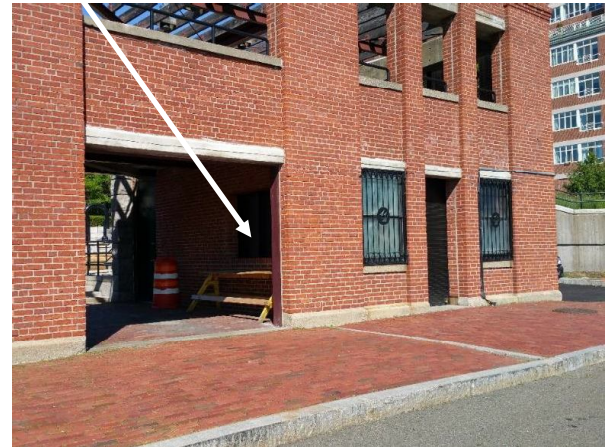
Metal Piles Anchored to Granite Dry Dock Wall



Sea Boston dba Constitution Paddle Sports would like to use for a term of 10 years with two 5 year extension options the storage room in the Shipyard Park pavilion pictured below. This room would be used a **“Facilities of Public Accommodation” (FPA)** and **“Special Public Destination Facility (SPDF)”** on a seasonal basis May thru October as a concession office for administration, participant processing, small equipment storage and snack and non-alcoholic beverage sales.



Storage Room



3.2.4 Management, Maintenance & Safety/Security Plans

3.2.4.1 Management Plans

Operations Management - CRR has demonstrated leadership, vision and experience to start, develop and successfully operate public/private recreational facilities. CRR introduced to the Boston area, paddlesports and cross-country skiing rental and instruction facilities when none existed. CRR was responsible for expanding and refining these recreational facilities. They are now firmly part of the public recreational landscape serving and appreciated by numerous communities in eastern MA. For optimizing the customer’s experience, CRR follows a proven *customer comfort strategy* that has been refined and tested over many years and has resulted in generating tremendous loyalty with countless repeat users and the annual purchasing of over 2300 Season Passes. We are a strong customer comfort driven company that blends this thinking into all of our actions, which is achieved through focusing on

the following core areas.

Staff Selection and Training - From our longtime community connections, CRR has consistently assemble a diverse group of enthusiastic people who reflect the populations we serve, understand the concept of customer comfort and show a passion for paddling, skiing and ice skating. Once staff are identified, they put through a competency based and customer focused training model that CRR has evolved from years of practice. This assures the high standards of customer comfort, safety and professionalism for which we are known.

Safety - CRR utilizes a system of operational standards that has been developed from years of experience managing rental sites and all facets of instruction and guiding programs.

Education - At our baseline, we provide recreational enjoyment. Woven into the process of delivering services, we consciously look to impart education through all facilities and programs. From the everyday rental customers and group outings, to our patrons seeking instruction and guided experiences, they are exposed to multiple layers of education around safety, skills development, conservation, outdoor exposure and physical fitness.

Quality Rental Products - CRR understands providing customers with quality products enhances the quality of their experiences. With CRR's multiple years of running rental facilities and managing a paddlesports retail store, we have acquired the knowledge and expertise to,

- Source out and establish business relationships with quality commercial vendors for the purchasing of appropriate rental products.
- Identify appropriate boats, SUP's and paddling equipment to enhance the quality of the customer's experience.
- Source products that hold up to rental use and maintain selling value, making room for new replacement rental products. This keeps the rental fleet current, lending to a continued high level of customer comfort.
- Maintain and repair all rental products for continued safe operation and to assure customers have the best experience using them.

Rental Inventory Management - CRR has extensive experience in identifying appropriate boats/SUPs and equipment for rental use from numerous years operating rental sites, instruction programs and tours as well as through the operation of a paddlesports retail store.

- Manages an inventory of approximately 800 rental boats and stand up paddleboards, 1300 paddles, 1900 life jackets and 600 sets of x-c skis and snowshoes.
- Employs effective purchasing and inventory management tools to bring in new boats and equipment while moving out old. Having quality boats and equipment for customers to use, contributes to the quality of their experience.
- Managed since 1986 a paddlesports retail operation that has served to sell used rental boats and equipment in season and at the end to make room for new inventory to keep rental fleets current.
- Operates a retail e-commerce site, used to retail used products to the public.

Personnel Management - With 18 full-time employees and over 150 part-time staff and instructors, CRR has over 200 years of combined experience in the recreational business to draw upon to design and facilitate recreational activities.

- CRR has in place a competency based staff training programs that assure high levels of customer service, safety and professionalism.
- CRR employs staff with degrees in recreational management, certifications in kayak, paddleboard, canoe, and ski instruction. CRR also has staff with adaptive endorsements. Staff who are instructors and guides as well as rental site supervisors have competencies in CPR first aid, wilderness first aid responder, EMT and Lifeguard service.
- CRR uses *WhenToWork*, a cloud based system for staff scheduling and management.

Marketing - CRR utilizes all appropriate and current marketing strategies for promoting rental operations and programs. That CRR serves over 125k users across all sites annually, is a testament to not only the quality of our services, but also the effectiveness of our marketing program.



Safety Experience - CRR has extensive experience in risk management as demonstrated by our outstanding safety record for over 40 years. CRR has achieved this through utilizing comprehensive training programs and operational practices that promote high standards of safety and professionalism in all areas of the operations. These programs are annually review and updated to reflect any changing conditions.

- CRR has in place and imparts to customers comprehensive safety information and protocols that have been developed and refined from many years of experience operating rental sites.
- CRR has over 30 years of experience managing instruction and guiding programs with an outstanding safety record. These programs have contributed to our knowledge base and

expanded our risk management skills that are not only useful in the programs, but valuable in managing risk across all rental sites.

- CRR has in place a competency based staff training program that imparts all necessary risk management standards to employees to assure safe operations.
- CRR has in place daily site operational safety protocols the site managers and supervisors adhere to and direct staff to follow to assure safe operations.

CRR uses a formalized maintenance plan through a series of check lists and routine reviews to make sure facilities, boats and equipment are functionally sound.

Job Descriptions

The **Site Manager** reports to the General Managers and is responsible for:

- Hiring the hiring, training and scheduling of staff at the rental site.
- Assuring that rental equipment is available and in good working order.
- Maintaining the appearance and security of the site.
- Fostering the highest level of customer service for our diverse clientele.
- Work on the dock and Point of Sale.
- Ensure company policies are carried out.
- Ensure that deposits are brought to the bank on a daily basis.
- Communication to all staff the schedule of the day's events.

The **Assistant Manager** reports to the Site Manager and is responsible for:

- Maintaining the appearance and security of the site.
- Fostering the highest level of customer service for our diverse clientele.
- Work on the dock and Point of Sale.
- Ensure company policies are carried out.
- Ensure that deposits are brought to the bank on a daily basis.
- Communication to all staff the schedule of the day's events.
- Assigning daily task to staff.

The **Supervisor** reports to the Site Manager or Assistant Manager and is responsible for:

- Fostering the highest level of customer service for our diverse clientele.
- Work on the dock and register
- Ensure that deposits are brought to the bank on a daily basis.
- Communication to all staff the schedule of the day's events.
- Assigning daily task to staff.

The **Site Trainer** reports to the Site Manager and is responsible for:

- Training new employees on policies and procedures
- reinforcing

The **Dock Manager** reports to the Supervisor and is responsible for:

- Leads by example as a preeminent dockhand.
- Remains aware of the overall operation of the dock and all dock-related events during the day, and delegates and prioritizes effectively to ensure that all needs are met.
- Supervises staff effectively to balance rental customers with other tasks, including keeping staff busy during slow periods. Gives clear instructions and follows up to ensure completion of assignments.

The **Desk Manager** reports to the Supervisor and is responsible for:

- Leads by example as a preeminent desk employee.
- Remains aware of the overall operation of the desk and all desk-related events during the day,

and delegates and prioritizes effectively to ensure that all needs are met.

- Supervises staff effectively to balance rental customers with other tasks, including keeping staff busy during slow periods. Gives clear instructions and follows up to ensure completion of assignments.

The **Dock Staff** report to the Dock Manager and are responsible for:

- Primarily responsible to helping people in and out of boats, answering questions about the equipment, the river, and any other concerns for the customer
- Aware of hazards on the dock and emergency response protocols

The **Desk Staff** report to the Desk Manager and is responsible for:

- Check customers in and out from their rental
- Providing up-to-the-minute verbal safety information to customers
- Answering phone and e-mail

Adhering to the highest standards of customer service. May include work as a dockhand.

Cash Management - CRR uses the following commercially available, auditable cash systems for financial management.

AdventureAdmin - Our cloud-based rental program tracks how many boats are out on the water and for how long. All rentals and payments are recorded electronically and detailed reports show all income received as well as visitation numbers and detailed boat usage. Paper forms are only used for the signing of releases and as a backup in case of the loss of power or internet connection. All cash and checks are deposited to a local bank each night and deposits are verified by our central office. Our POS program produces reports that can flag unusually high number of returns, voids, and the ratio of cash credit cards by site and individual employee.

LightSpeed Retail - A cloud based POS system for managing product purchasing, inventory control and sales of new and used boats, SUP's and equipment. This program can produce all necessary reports for accounting and review of employee POS use.

QuickBooks - Manages overall business finance.



3.2.4.2 Maintenance Plan

Opening and Closing Checklist - Daily checklist are site specific and used to direct staff to perform regular site operating tasks, which includes maintenance actions that entail,

- Dock Inspections
- Boat and Equipment Inspections
- Grounds Work

The Opening and Closing Checklist also initiates start and end of the day boat and SUP inventory counts. This is done to determine if any boats/SUPs are missing and as a safety check at the end of the day to confirm all customers have returned.

Seasonal Modular Dock Inspections - Aside from the routine inspections of the wood and seasonal docks, with the latter, CRR performs thorough surface and connecting hardware inspections when the docks are put in at the beginning of the season and at the end when they are removed and placed into storage.

Active Action Lists - Site Manager maintains an active list of spontaneous maintenance needs as well as other necessary operational needs that might come up.

Repair Log Google Doc - CRR maintains a web-based repair log specific to each rental location which is updated by senior site staff. It includes details on repair needs for boats, SUP's and equipment as well as facility maintenance needs. This log is remotely viewable by senior company management and repair staff. Repair and maintenance actions are driven by this log.

Repair Tagging System - As an extension of the Repair Log Google Doc, CRR uses a colored Tyvek tag system that defines and manages the repairs and maintenance of boats, SUPs and equipment.

- Each color tag represents the level of functionality of a given rental product, describes action that needs to be taken, and if the product is usable while waiting for maintenance.
- These tags are numbered and correlate to the item entered into the Repair Log Google Doc.

Repair and Maintenance Service

- CRR trains site staff to do baseline repairs on location
- CRR employs 2 company repair techs that visit sites to repair rental products that require more than baseline service.
- Company repair techs work out of our Waltham retail store and company office/warehouse space, which has a full service boat, SUP and equipment repair center.

Rental Boats, SUP's and Equipment Substitution - CRR maintains surplus rental boats, SUP's and equipment at our Waltham office/warehouse site. This surplus allows us to exchange working rental products for ones that can't be repaired on site. The latter comes back to the Waltham repair center for service.

PFD Cleaning - CRR has PFD cleaning stations located at our Kendall Square rental site and at our Waltham retail store and warehouse. CRR inventories large enough quantities of life jackets to allow us to rotate fresh jackets in for ones that need to come out use for cleaning.

3.2.4.3 Safety/Security Plan - CRR views the above *Maintenance Plan* as critical extension of our greater Safety and Security Plan that follows.

Prevention:

- All supervisory staff are certified in First Aid, CPR, and canoe, kayak, and paddleboard rescue skills. Powerboat operators are trained according to US Powerboating *Safe Powerboat Handling Standards*
- CRR will maintain a powerboat on site to provide assistance to paddlers.
- All site staff go through CRR's Competency-Based Training Program through the season, which imparts professional safety and risk management standards.
- Each day the opening supervisor shall start and follow a new *Opening and Closing Checklist*.
- Each day the opening and closing supervisor will conduct a boat and SUP inventory count and record on the *Opening and Closing Checklist*.
- Each day the opening supervisor shall inspect the premises for the presence of unsafe and hazardous conditions at the site. Any hazards must be removed or marked to keep the public/and staff away from

the hazard. Existing hazards should be immediately reported to a Site Manager and General Manager who will relay the information to the DCR Office of Long Term Permits immediately.

- Each day the opening Supervisor checks the weather report, water quality reports, and river flow and writes a weather summary on a dry erase board and reviews the weather report with desk staff and dockhands. If inclement weather is in the forecast this information will be reviewed with each renter at the time of registration. Supervisors and desk staff will review the weather forecast throughout the day and update warnings as required.
- All parties at check in and read a boating safety information sheet (Information sheets are also available in Spanish, Portuguese, French, Mandarin, and Arabic. After reading the sheet parties complete a quiz based on the information sheet. CRR staff correct each quiz and review any incorrect answers with the renters. The information sheet and quiz below is for the Charles River. *Prior to commencing operation a Mystic River Safety Sheet and Quiz will be developed in consultation with other river users, the Everett Harbormaster, State Police, and Coast Guard.*
- CRR staff review the general traffic pattern on the river and make sure paddlers understand that they should avoid the center of the river and when passing under a bridge to always use the arch closest to the right hand shore. Paddlers are directed to keep their right shoulder close to the shore.
- All parties are required to read and sign a release of liability that warns of risks involved with paddlesports.
- All renters are required to wear a lifejacket before walking out onto the dock. Each life vest will have a whistle for signaling. CRR provides a full size range of the more comfortable Type III (vest style) lifejackets. CRR staff ensure that all children and adults are wearing a properly fitting lifejacket.
- No alcohol is allowed on our sites. Hard and soft-sided coolers are checked by our rental staff.
- Cold water is a significant hazard of which many people are uninformed. When water temperatures fall below 60 degrees Fahrenheit, we require customers to read about cold shock and hypothermia and attest that they understand the additional risks.
- Before entering a boat, CRR staff asks each renter about their paddling experience so as to be able to choose an appropriate boat or board and choose an appropriate paddling destination. CRR reviews with renters the river map and points out best options for skill and conditions.
- CRCK also offers each paddler a free on-land orientation. This covers the proper way to enter and exit the boat or board, how to paddle in a straight line, how to turn, and how to stop. CRCK offers to assist each renter by stabilizing the boat or board as they enter or exit the craft.
- Before paddlers enter the water, dock staff again review the traffic pattern on the river and emphasize that paddlers should stay close to the right hand shore and when paddling under bridges they should use the arch closest to the right hand shore.
- CRR staff are trained to carefully examine all rental equipment for damage and if needed remove from use. Damaged equipment is either destroyed or tagged and logged for repair. Minor repairs are done on site. Major repairs are done at our headquarters in Waltham MA.
- All boats not in use should be securely tied to the dock.
- A rescue trained staff member is on site at all times. A single kayak with a tow belt is always kept tied to the dock for staff to provide assistance to renters.
- On busy days when there is a large number of rental boats on the river the site Supervisor will have up to two rescue trained staff people on the river to provide assistance to paddlers and continue to reinforce the importance of paddlers staying close to the right hand shore.

4.0 ORGANIZATION PROGRAMMING AND SERVICE DELIVERY

4.1 Instruction, Equipment Rental & Tours Sea Boston will service Boston residents, visitors and organizations of all ages. Our program will provide **paddlesport instruction, demonstrations and equipment rentals plus ADA accessible public water access for privately owned paddlecraft.** We will provide **professionally guided paddle and cycleboat tours of the Inner Harbor and Charles and Mystic Rivers.** Our facility will be a base for paddle tours of the Boston Harbor Islands.



4.2 Instruction and Guiding Experience - CRR has over 30 years of experience managing instruction and guiding programs that have served all ages and abilities in paddling, skiing and ice skating. We are seen in the Boston area as the go to location for introductory and advanced instruction in paddling and x-c skiing as well as a source for user friendly paddling tours. Our guiding and instruction program offers options in canoeing, kayaking and stand up paddleboarding for all ages and abilities. CRR hosts many guided groups at our rental locations. Guides go over safety, basic instruction and implement group management to ensure everyone has a fun and safe experience on the water. CRR has worked with several local parks and recreation departments, the National Park Service, Youth Organizations, Universities and Watershed Associations to offer custom tours, outings and instructional programs.



CRR offers several different tour options out of our rental locations each week to help tourists and locals experience Boston and the surrounding areas. The tours range from those offering views of the Boston skyline and harbor, to Eco tours focusing on local flora, fauna and wildlife. The Sea Boston Constitution Paddle Sport location in the Charlestown Navy Yard will offer Boston Visitors and Residents a unique opportunity to experience Boston's rich maritime history.



CRR offers a natural progression of instruction for adults designed to support all skill levels. Our introductory canoe, kayak and stand up paddleboard classes start at our rental locations on the Charles River with advanced kayaking classes progressing to the ocean. Our expert instructors and guides have been paddling for years and our classes are the best choice for students searching for technique.



CRR offers several programs geared towards children and teenagers to get them interested in paddling. We offer 2 hour introductory classes for children ages 10-13 in kayaking and paddleboarding at our rental locations. We also offer a three day kayaking and SUP ocean adventure program for children and teenagers ages 11-16, where participants spend the day exploring different coasts and learning basic navigation, SUP and kayak technique, and leadership skills.

5.0 COLLABORATION and SUPPORT OPPORTUNITIES

The Constitution Paddlesport & Historic Tour operation will collaborate with other Navy Yard Special Public Destination Facilities (“SPDF”) and organizationa such as:

- **Courageous Sail** by providing youth paddlesport training
- **NPS (National Park Service)** by providing waterborne historic tours of their facilities and the Boston Waterfront. We intend to coordinate with their interpretive staff to create meaningful and educational historic tours of our waterfront.
- **Spaulding Rehabilitation Ctr.** By providing follow on ADA accessible water access to their recovering patients.

Community Collaboration and Support - From years of support and positive interaction with the local communities that we cater to, CRR has the experience and a deep understanding in how to serve them and identify community needs. Through rentals, instruction, classes, guided trips, children’s paddling programs, and teen and adult clinics, CRR has exposed and taught tens of thousands of people every year the skills to explore the area’s natural resources.

We have provided reduced rate structures for camps, schools, religious organizations, special needs groups, military and seniors. We have supported accessible paddling, nordic skiing and ice skating for many special needs groups. CRR has also donated rentals and services to underfunded non-profit organizations.

Types of Groups Served

Municipalities - Recreation Departments/Special Programs

Boston Natick

Newton Cambridge

Brookline Needham

Winchester Wayland

Milton Wellesley

State Agencies

DCR

MWRA

Federal Agencies

National Park Service

US Department of Veterans Affairs

Adult Education Programs

Boston Center for Adult Education

Brookline Center for Adult Education

Cambridge Center for Adult Education

Non-Profit and Special Needs Programs - Annually, CRR typically provides,

- \$54,000 free rental donated to groups like Waypoint, VA, YES etc.
- \$51,000 in discounted rental rates to schools, camps, and programs for individuals with disabilities.
- \$25,000 in donations to 320 silent auctions and community events.

Some of the groups CRR has worked with and supported.

Boys and Girls Clubs Boy and Girl Scouts

YMCA Bill Koch Ski League

Special Olympics-summer/winter Carroll Center for The Blind

Veterans Administration Disabled American Veterans chapter 57

DCR Universal Access Program Family Services, Inc.

NE Nordic Ski Assoc. Adaptive Prog. Waypoint Adventures

YES Program Newton Environmental Science Program

United States Army United States Marine Corp

FAR Ecology Camp Global Autism Project

Boston Inner City Outings East End House

Charles River Watershed Assoc. Run of the Charles Canoe and Kayak Race

Mystic River Watershed Association Herring Run and Paddle

Big Brother - Big Sister

High School and College Ski Teams

Acton/Boxborough Belmont Hill School

Concord/Carlisle Concord Academy

Dover/Sherborn Fessenden School

Lincoln/Sudbury Nashoba Valley

Newton North Newton South

The Rivers School Wayland

Winchester Wellesley

Westford Academy MIT

Harvard

Wellesley College