



## Stonington Harbor Management Commission

April 13, 2015

Final Minutes (Jesse Diggs, Acting Secretary)



### 1. Call to Order:

Chairman Spalding called the meeting to order at 7:00 PM. Attending were Chairman Spalding, Commissioners Diggs, MacKinnon, O'Neill, Johnstone, Smith, and Harbormaster Donch. Absent: Commissioners Rose, Tacy, Crites, and Motherway and Assistant Harbormaster Estabrooks. A quorum of 6 commissioners was present and the meeting proceeded.

### 2. Minutes:

The Minutes of the March 9, 2015 meeting were reviewed. A note at the end of Paragraph 5, Treasurer's Report pertaining to "hard copy" does not relate to the report and will be deleted in the FINAL version. Approval as modified was moved by Mr. O'Neill, seconded by Mr. Smith, and approved unanimously. Mr. Spalding will make the modifications to the minutes.

### 3. Correspondence:

#### A. In Jurisdiction:

- a. Osbrook Point: Seven (7) permits for dock repairs and new construction for the waterfront properties at Osbrook Point that were damaged by Storm Sandy were advertised in The Day and also submitted to the SHMC for records only. These permits were previously approved by the SHMC. No further action required.
- b. HM Dock Extension Pre-Application Questionnaire: This is the application that is sent to all Commissions for their evaluation, even the originating commission SHMC. This is to install a 10' x 36' floating dock with ramp to the end of the HM dock to be used for the HM boat, the Stonington Police Boat, the Shellfish Commission Boat and the Pump Out boat. No action required.

#### B. Out of Jurisdiction: None

### 5. Treasurer's Report:

The Financial Report for April is attached. Based on anticipated 2015 income and

expenses, a year-end balance of \$4896 is projected. Acceptance of the Treasurer's Report was moved by Mr. MacKinnon, seconded by Mr. Smith and approved unanimously.

## **6. Harbormaster's Report:**

The Report for February is attached and reviewed. Additional items discussed included the following:

- A. SHMC Buoys in the Harbor: HM Donch reported that the buoys placed in the harbor by the SHMC (i.e., transient buoys and SNW buoys) all need to be permitted by the State of CT and then assigned an identifying number, which is to be shown on the buoy. HM Donch and Mr. MacKinnon will pursue putting the permit numbers on the buoys.
- B. Upper Harbor Channel Markers: Dodson's currently installs four (4) privately maintained Aid-to-Navigation (ATONs) buoys at the south and north ends of the channel in the upper harbor. As described above, these ATON buoys are to be permitted with the State. They are also registered with the USCG and assigned an identifying number, which is to be shown on the buoy. HM Donch will pursue this further.
- C. Status of Special Purpose Moorings (SPM): The specific locations of the SPM assigned to the SHYC and NESS for their public access sailing programs has been defined and moorings will be installed and maintained by these organizations for the 2015 season.

Acceptance of the HM's Report was moved by Mr. Smith, seconded by Mr. Johnstone and approved unanimously.

## **7. Old Business:**

- A. Harbormaster Dock Upgrade: Docko had preliminary meetings with DEEP to review the proposed dock extension and no revisions were identified. All consultation forms have been sent out to the appropriate Commissions and received back with no objections (see item 3.A.b above). The application is in progress and expected to take 4-6 months for DEEP approval. It is anticipated that the permit will be issued this year and that dock construction will begin next spring.
- B. Rebuilding Old Stonington Town Wharf: The \$30K grant from the State was awarded to Docko to perform an engineering study of the Old Town Wharf and how best to perform repairs and renovations.
- C. Newsletter: The final draft of the 2015 newsletter was distributed to the Commissioners and the HM at the meeting for final comments. All comments

are to be submitted to Mr. Spalding by Friday, 4/17. Appropriate comments will be incorporated into the FINAL version, which will then be sent to Agjo Printing Service in Pawcatuck for printing of 600 copies. They will also be asked if they can do folding and affix postage to these 600 copies that will be mailed to all mooring holders and the waiting list. Another 200 copies will be printed but not folded and used for physical distribution around the Borough. The target publication and distribution date is in 2 weeks at the end of April. Mr. Spalding agreed to pursue this.

**8. New Business:**

- A. Commission Vacancies: Commissioner David Motherway, a Town representative, has completed his term and decided not to renew. Although absent from this SHMC meeting, his service was acknowledged. His vast knowledge of the harbor and the history of the many commissions were extremely valuable, and will be missed.
- B. Town Commissioner Vacancy: Mr. Motherway's departure from the SHMC creates a vacancy for a representative from the Town. Interested applicants have already been identified and others are encouraged to make their interest known to the Chairman and Harbor Master, and also attend the May 2015 SHMC meeting.

**9. Public Comment:** There was no public comment.

**10. Adjournment:**

Mr. Johnstone moved that the meeting be adjourned. Mr. Smith seconded and the motion approved unanimously. The meeting was adjourned at 8:15 pm.

Approved: Jay Spalding Date: 5/11/2015  
Jay Spalding - Chair SHMC

**Attachments:**

- A. Treasurer's Report:
- B. Harbormaster's Report

Attachment A: Treasurer's Report

SHMC FINANCIAL REPORT - 2015

Report Date 4/01/2015	Plan	Jan	Feb	Mar	YTD	Probable
<b>Funds Generated:</b>						
Balance Brought Forward	7,065.73	12,065.73	10,709.48	7,677.47	12,065.73	7,065.73
Paid Mooring: Com/Pub	128,250.04	0.00	0.00	0.00	0.00	128,250.04
Mooring Fees	25,380.00					25,380.00
Miscellaneous Income	100.00					100.00
<b>Total Generated Funds:</b>	<b>32,545.73</b>	<b>12,065.73</b>	<b>10,709.48</b>	<b>7,677.47</b>	<b>12,065.73</b>	<b>32,545.73</b>
<b>Operating Expense:</b>						
<b>Mooring Admin:</b>						
Mailing	500.00		170.18		170.18	500.00
Telephone	0.00				0.00	0.00
Computer Sftwr	50.00				0.00	50.00
Miscellaneous	100.00		287.10	179.02	466.12	500.00
<b>Sub-Total</b>	<b>650.00</b>	<b>0.00</b>	<b>457.28</b>	<b>179.02</b>	<b>638.30</b>	<b>1,050.00</b>
<b>Boat:</b>						
Fuel & Oil	500.00				0.00	500.00
Commissioning	1,500.00	415.00			415.00	1,500.00
Storage	750.00				0.00	750.00
Maintenance/Repairs	500.00		15.98		15.98	500.00
Equipment	250.00				0.00	250.00
<b>Sub-Total</b>	<b>3,500.00</b>	<b>415.00</b>	<b>15.98</b>	<b>0.00</b>	<b>430.98</b>	<b>3,500.00</b>
<b>Harbor Maintenance:</b>						
Buoy Commission/Haul/Store	1,500.00				0.00	1,500.00
Misc Service/Locker Storage	1,400.00			810.00	810.00	1,400.00
Signage	0.00				0.00	0.00
<b>Sub-Total</b>	<b>2,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>810.00</b>	<b>810.00</b>	<b>2,900.00</b>
<b>Dock/Pumpout:</b>						
Dock Eqp/Maintenance	0.00				0.00	0.00
Pumpout Eqp/Maintenance	0.00				0.00	0.00
Miscellaneous	0.00				0.00	0.00
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administrative:</b>						
Supplies	0.00				0.00	0.00
Newsletter	1,200.00				0.00	1,200.00
Professional Services	0.00				0.00	0.00
<b>Sub-Total</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>
<b>Total Operating Expense:</b>	<b>8,250.00</b>	<b>415.00</b>	<b>473.26</b>	<b>989.02</b>	<b>1,877.28</b>	<b>8,550.00</b>
<b>Approved Projects/Capital</b>						
*New Boat Reserve	5,000.00				0.00	5,000.00
New Anchorage Buoys (4)	3,000.00				0.00	3,000.00
Mooring Field Grid Alignment	1,000.00				0.00	1,000.00
Town Pier/Breakwater Analysis	0.00				0.00	0.00
Pumpout Pier Ext Design/Permit	10,000.00	941.25	2,558.75		3,500.00	10,000.00
Radar - Robert G					0.00	0.00
<b>Total Project/Capital</b>	<b>19,000.00</b>	<b>941.25</b>	<b>2,558.75</b>	<b>0.00</b>	<b>3,500.00</b>	<b>19,000.00</b>
<b>Total Designated Funds</b>	<b>27,250.00</b>	<b>1,356.25</b>	<b>3,032.01</b>	<b>989.02</b>	<b>5,377.28</b>	<b>27,650.00</b>
<b>Undesignated Funds:</b>	<b>5,295.73</b>	<b>10,709.48</b>	<b>7,677.47</b>	<b>8,688.45</b>	<b>8,688.45</b>	<b>4,895.73</b>
<b>Notes:</b>						
Petty Cash Advance - 300.00	March:					
Boat Reserve Cash - 840.00						
*Boat Reserve Accrual - 10,000.00						

Attachment B: Harbormaster's report

**Harbormaster Report**  
April 13, 2015

New Mooring permits issued: 0                      Moorings being given up (this month): 1  
New Mooring assignments offered: 0  
Deposits to SHMC account since last report: \$ 0      2015 YTD = \$0

Mooring renewals:

- Processed to date 63
- No deposit made yet due to my work schedule and being called in for overtime, could not get to Town Hall.
- Deposit of at least \$14,300 expected by Thursday.

Attended Search and Rescue training at USCG Station New London April 11,12. Will be participating in the "on water" portion April 18,19. This will enable USCG to call upon Stonington Harbormaster as an official participant in SAR cases.

I have been participating with Eastern CT Harbormasters in training classes organized by Waterford Chief of Police / Harbormaster. This is an effort to get harbormasters recognized by local authorities and USCG as first responders.

Need to add new call sign "S420" (Stonington 420) to sides of house on boat as well as on overhead. This is for USCG recognition. Starting this spring, I will be checking in with USCG when underway. This notifies USCG of available asset on the water.

In HM training I learned that each of our permitted bouys, SNW and Transient Anchor, need to have the permit number on the top of them.

Robert G

Boat bottom has been painted at Don's Dock.  
Waiting PMW Marine to perform spring maintenance.

Respectfully Submitted

Eric Donch  
Stonington Harbormaster