



**Stonington Harbor Management Commission**  
**November 14, 2022**  
**Minutes by (Melanie Degler, Secretary)**



**1. Call to Order:**

Chairman Spalding called the meeting to order at 7:06 PM.

**Attending:** Chairman Jay Spalding, Treasurer Sherm Crites, Secretary Melanie Degler, Vice Chairman Jesse Diggs, Commissioners Tori Gimple, Bruce MacKinnon, and Harbormaster Eric Donch

**Not in Attendance:** Commissioners Stathis Manousos, Caleb Rose, Ed Smith, Joseph Williams

**Guests:** Representative from Coastline Consulting & Development

**2. Minutes:**

The Minutes of the September 2022 meeting were reviewed. Vice Chairman Diggs made a motion to approve the September 2022 Minutes. Commissioner MacKinnon seconded the motion. No further discussion occurred, all in favor, motion approved.

**Action Items Remaining Open: All prior items have been completed.**

**3. Public Comment:** There was none.

**4. Correspondence:**

**In Jurisdiction:**

- Phone conversation with Mr. William Griffen regarding his dock extension – Chairman Spalding and Harbormaster Donch both had conversations w/Mr. Griffen to confirm he is likely proceeding with only 100' extension of his current dock that was permitted by DEEP due to damage from Hurricane Sandy. His original permit was for 200' but he will only replace 100' to the current dock and work will begin as weather permits.
- Harbormaster Donch email to USACE - will be discussed during HM Report.
- 264 Osbrook Point Dock Modifications – Plans for dock modification and installation of boat lift were reviewed. Acceptance of the submittal is consistent with the SHMC Plan. Treasurer Crites made a motion to approve the plan as submitted. Commissioner MacKinnon seconded the motion. No further discussion occurred, all in favor, motion approved.
- 40-42 Salt Acres Rd, Pier and Jetty Maintenance - Coastline Consulting & Development reviewed the proposed maintenance plan of the existing pier and jetty, including installation of a new boat lift. Acceptance of the maintenance plan and boat lift is consistent with the SHMC Plan. Commissioner MacKinnon made a motion to approve the plans as submitted. Treasurer Crites seconded the motion. No further discussion occurred, all in favor, motion approved.
- Brucker Marsh, Barn Island Preserve – The COP is for a research project on one side of the main channel. Marine plywood will be driven into the marsh at the mouths of five existing manmade ditches to an elevation of the high marsh on either side of the ditch to block tidal inflow and drainage. No motion is required as this is for informational purposes only.

**ACTION ITEM #1: Secretary Degler will investigate a commission Gmail account like the new account set up by Mystic River Commission and discuss with the Town IT department to ensure acceptable usage/confidentiality.**

**Out of Jurisdiction:** None

**5. Treasurer's Report:**

The Financial Report for November 2022 was reviewed and attached to these minutes. Commissioner MacKinnon made a motion to approve the Treasurer's Report as presented. Commissioner Gimple seconded the motion. No further discussion occurred, all in favor, motion approved.

Don's Dock invoices for fall transient anchorage buoys decommissioning were reviewed and will be submitted for payment.

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

The Harbormaster Reports for October and November 2022 were reviewed and attached to these minutes. Commissioner MacKinnon made a motion to approve the Harbormaster's Reports as presented. Vice Chairman Diggs seconded the motion. No further discussion, all in favor, motion approved.

HM Donch is still awaiting a call back from USACE regarding the dredging needed in the channel around Sandy Point.

Secretary Degler has compiled a spreadsheet of (30) mooring holders who have not used their moorings this past season based on all Commissioners harbor surveys. She has contacted all the applications for updates and reasoning. She and HM Donch will review the list and determine which mooring holders will have their moorings revoked for the 2023 season.

**ACTION ITEM #2: Secretary Degler and HM Donch will review the list of possible revocations and HM Donch will contact these mooring holders of his decisions prior to the January renewals being emailed.**

## **7. Old Business:**

- a) Online Mooring Update - Secretary Degler gave an update on her work with Online Moorings (OLM).
  - a. **Waitlist is now at 131 with a 9 yr. wait.**
  - b. Currently there are (2) deferrals for 2023.
  - c. (2) previous deferrals were removed as no longer interested in a mooring.
  - d. (6) new Waitlist applications were added in September and October.
  - e. (24) Waitlist applicants were contacted to confirm their interest in a mooring for the 2023 season.
  - f. Will be sending the 2023 Waitlist renewal bills electronically on 9/30/22.
  - g. Called the next (24) applicants on the Waitlist to confirm their interest in a mooring for the 2023 season and (3) asked to be removed.
  - h. There are (19) applicants who haven't given up moorings in 2022, (2) have already been reassigned and the remaining will be reviewed for more new moorings issued from the Waitlist for 2023.
  - i. Significant issues with the OLM renewals emailed on 9-15-22.
    - i. Payments could not be made online.
    - ii. Duplicate emails were sent by the system
    - iii. Renewal emails were sent by the automated system prior to the agreed renewal date.
    - iv. Auto emails were sent to a dozen current mooring holders with no explanation.
    - v. Numerous programming issues were reported.
  - j. Secretary Degler is very discouraged with OLM and their response to her issues and will be contacting OLM owner this week for resolution and assurances these errors will not occur with the upcoming 2023 private mooring renewals in January.
  - k. A new Harbormaster Report is being developed within the OLM tool for HM Donch to generate each month.

**ACTION ITEM #3: Secretary Degler will contact Steve Kingsland with Dodson Boatyard to obtain his spreadsheet of mooring inspections.**

Secretary Degler requested hiring administrative assistance with the minutes and other OLM duties, including data entry as her plate is becoming very full with other Commission duties. It was agreed by the Commission for her to investigate the hiring of an administrative support person for 2023.

**ACTION ITEM #4: Secretary Degler will contact Stacey with the Selectman's office to discuss options.**

- b) Deputy Harbormaster Search:

**ACTION ITEM #5: HM Donch will contact Stacey with the Selectman's office to post the position on the Town's Monthly Communication email asking for an experienced volunteer and provided a role profile.**

- c) SHMP Update: There has been no response from the DEEP.

## **8. New Business:**

- a) 2023 Fee Schedule – A lengthy discussion occurred regarding increasing the private and commercial mooring fees for the 2023 season.
- Commission reserves have been depleted due to purchase of the new HM boat, SNW buoys and tackle for Sandy Point, refurbishment of the HM boat trailer, etc.
  - Commission operating expenses have risen over the years (i.e., newsletter, Online Mooring administrative fees, equipment storage fees, boat winter storage and engine servicing costs, etc.) as has the number of buoys maintained for safety.
  - Near term additional expenses include:
    - Eventual motor replacement for HM boat
  - Administrative hire to take SHMC meeting minutes and Online Mooring administrative duties as deemed by Secretary Degler.
  - Current fees of \$100 (commercial) and \$50 (private) were set in 2012 and 2013
  - The overriding concern was for the commission to build up its reserve fund so we are in a strong position to deal with any disasters affecting SHMC equipment (boat, dock, buoys) and operations.
  - A reserve fund could enable future harbor improvement projects.

Secretary Degler made a motion to increase the 2023 mooring fees for private mooring holders to \$100 per year and commercial mooring holders to \$150 per year beginning on January 1, 2023. Commissioner Gimple seconded the motion. No further discussion occurred, all in favor, motion approved unanimously.

**ACTION ITEM #6: Secretary Degler will add a message to the beginning of the renewal email to be sent on 1/30/23 to all private mooring holders.**

**ACTION ITEM #7: Chairman Spalding will contact the commercial mooring holders, Don's Dock, Dodson Boatyard and Cardinal Cove Marina to alert them of the upcoming 2023 increase.**

- b) Winter Sticks – The Commission will no longer allow any type of timber winter sticks or boards in the Harbor due to safety concerns. A note will be placed in the spring newsletter alerting private mooring holders.

It was noted there are only a couple wooden sticks currently in the Harbor and HM Donch will address with these mooring holders.

**ACTION ITEM#8: Chairman Spalding will add Name for the new Harbormaster boat to the December agenda.**

## **9. Adjournment:** Chairman Spalding adjourned the meeting at 9:40 pm.

Approved:   
*Jay Spalding- Chairman SHMC*

Date: 12 Dec 2022

## **Attachments:**

- Treasurer's Report
- Harbormaster's Report

Treasurer's Report

| Report Date 11/14/2022                  |            |           |           |           |            |            |
|---|------------|-----------|-----------|-----------|------------|------------|
|   | Plan       | Aug       | Sep       | Oct       | YTD        | Probable   |
| <b><u>Funds Generated:</u></b>          |            |           |           |           |            |            |
| Balance Brought Forward:                | 41,389     | 41,213.07 | 36,532.95 | 36,269.30 | 41,388.53  | 41,388.53  |
| Paid Moorings: Com/Pvt/Spc:             | 128/290/15 |           |           | 0/2/0     | 128/262/14 | 128/290/14 |
| Mooring Fees                            | 27,600     |           |           | 100.00    | 27,750.00  | 28,500.00  |
| Wait List Fees                          | 3,500      | 150.00    |           | 350.00    | 700.00     | 3,000.00   |
| Miscellaneous Income:                   | 500        |           |           |           | 0.00       | 0.00       |
| <b>Total Generated Funds:</b>           | 72,989     | 41,363.07 | 36,532.95 | 36,719.30 | 69,838.53  | 72,888.53  |
| <b><u>Operating Expense:</u></b>        |            |           |           |           |            |            |
| <b><u>Mooring Admin:</u></b>            |            |           |           |           |            |            |
| Mailings:                               | 200        |           |           |           | 202.00     | 220.00     |
| Telephone:                              | 240        |           |           |           | 0.00       | 0.00       |
| Online Mooring                          | 4,600      | 38.72     | 32.72     | 600.12    | 4,283.22   | 4,600.00   |
| Miscellaneous:                          | 100        |           |           |           | 135.17     | 150.00     |
| <b>Sub-Total:</b>                       | 5,140      | 38.72     | 32.72     | 600.12    | 4,620.39   | 4,970.00   |
| <b><u>Boat:</u></b>                     |            |           |           |           |            |            |
| Fuel & Oil:                             | 300        | 129.00    |           | 97.07     | 412.40     | 420.00     |
| Commissioning:                          | 2,500      |           |           |           | 1,630.00   | 3,000.00   |
| Storage:                                | 500        |           |           |           | 0.00       | 0.00       |
| Maintenance/Repairs:                    | 1,000      |           |           | 4,839.40  | 4,934.89   | 5,000.00   |
| Equipment:                              | 500        | 3,007.80  | 230.93    | 84.23     | 4,396.46   | 5,000.00   |
| <b>Sub-Total:</b>                       | 4,800      | 3,136.80  | 230.93    | 5,020.70  | 11,373.75  | 13,420.00  |
| <b><u>Harbor Maintenance:</u></b>       |            |           |           |           |            |            |
| Buoy: Commission/Haul/Store:            | 6,000      | 820.60    |           |           | 5,203.59   | 6,000.00   |
| Misc Service/Locker Storage:            | 800        | 320.00    |           |           | 880.00     | 1,200.00   |
| Adjust Grid Alignment                   | 750        | 514.00    |           |           | 1,266.00   | 1,500.00   |
| Signage:                                | 50         |           |           |           | 0.00       | 0.00       |
| <b>Sub-Total:</b>                       | 7,600      | 1,654.60  | 0.00      | 0.00      | 7,349.59   | 8,700.00   |
| <b><u>Dock/Pumpout:</u></b>             |            |           |           |           |            |            |
| Dock Eqpt./Maintenance:                 | 500        |           |           |           | 0.00       | 0.00       |
| Pumpout Eqpt./Maintenance:              | 0          |           |           |           | 0.00       | 0.00       |
| Miscellaneous                           | 0          |           |           |           | 0.00       | 0.00       |
| <b>Sub-Total:</b>                       | 500        | 0.00      | 0.00      | 0.00      | 0.00       | 0.00       |
| <b><u>Administrative:</u></b>           |            |           |           |           |            |            |
| Supplies:                               | 250        |           |           |           | 22.50      | 50.00      |
| Newsletter:                             | 3,500      |           |           |           | 4,873.82   | 4,900.00   |
| Professional Services:                  | 250        |           |           |           | 0.00       | 0.00       |
| <b>Sub-Total:</b>                       | 4,000      | 0.00      | 0.00      | 0.00      | 4,896.32   | 4,950.00   |
| <b>Total Operating Expense:</b>         | 22,040     | 4,830.12  | 263.65    | 5,620.82  | 28,240.05  | 32,040.00  |
| <b><u>Approved Projects/Capital</u></b> |            |           |           |           |            |            |
| Replacement HM Boat                     | 29,500     |           |           |           | 10,500.00  | 29,500.00  |
| Public Access Improvement               | 5,000      |           |           |           | 0.00       | 0.00       |
| <b>Approved Projects/Capital</b>        | 34,500     | 0.00      | 0.00      | 0.00      | 10,500.00  | 29,500.00  |
| <b>Total Designated Funds</b>           | 56,540     | 4,830.12  | 263.65    | 5,620.82  | 38,740.05  | 61,540.00  |
| <b><u>Undesignated Funds:</u></b>       | 16,449     | 36,532.95 | 36,269.30 | 31,098.48 | 31,098.48  | 11,348.53  |
| <b><u>Notes:</u></b>                    |            |           |           |           |            |            |
| Petty Cash Advance                      | 300        |           |           |           |            |            |

**Harbormaster Report**

October 11, 2022

|   |                             |
|---|-----------------------------|
| New Mooring permits issued: 0                     | Moorings given up (YTD): 18 |
| New Mooring assignments in the works: 1           |                             |
| Deposits to SHMC account since last report: \$450 | 2022 YTD = \$26,665         |

Working with SPD for Mystic River fireworks show OCT 15. Mystic River Harbormaster will be out of town for the event. Secured safety zone buoys from New London Harbormaster. I will be transporting the team from Garden State Fireworks to and from barge as needed.

Case of reported raw sewage discharge in Little Narragansett Bay reported at last SHMC meeting has been closed by SPD. Owner of vessel contacted by SPD. No enforcement action.

Robert G

Boat trailer taken to G H Trailer for repairs. Once backing plates were removed from axles it was discovered new axles would be required. Total cost of repairs \$4839.40. Included: 2 new axles, new hubs, all new brake components, new brake lines, new brake actuator, 4 new tires.

New boat update, Cabin installed, forward bulkhead in, dash/steering bulkhead getting final fit, steering box made, scuppers installed in transome. No update on projected delivery date.

Raymarine AIS700 and Shakespeare 5250 antenna delivered. Considering installation this week, time permitting.

Respectfully Submitted,

Eric Donch  
Stonington Harbormaster

## November 14, 2022

|  |                             |
|--|-----------------------------|
| New Mooring permits issued: 0                      | Moorings given up (YTD): 19 |
| New Mooring assignments in the works: 1            |                             |
| Deposits to SHMC account since last report: \$1950 | 2022 YTD = \$28,615         |

Have not been able to get return call or email from Army Core of Engineers regarding what steps need to be taken requesting dredging for Sandy Point channel. Still pursuing this.

I participated in the Mystic River fireworks display for the Bascule Bridge 100 yr celebration. Spent approx 14 hours on the water that day in support of barge placement, setting security zone, supporting the Garden State Fireworks crew, and escorting tug and barge back out of the river.

Robert G

New boat update, Cabin bulkhead, dash, and house stiffeners have been installed. As of 11/9/22 they all needed to be fiber glassed in. No update on projected delivery date. The boat being built in parallel with ours has taken precedence due to time constraint for motor installation.

The AIS system has not been installed on the boat. At this point I am going to wait to install on the new boat.

Respectfully Submitted,

Eric Donch  
Stonington Harbormaster