



Stonington Harbor Management Commission

January 13, 2020

Minutes by (Melanie Degler, Secretary)



1. Call to Order:

Chairman Spalding called the meeting to order at 7:03 PM.

Attending: Chairman Spalding, Secretary Degler, Treasurer Crites, Commissioners Anderson, MacKinnon, O'Neill, Rose, Smith, Williams and Assistant Harbormaster Estabrooks

Absent: Vice Chairman Diggs and Harbormaster Donch

2. Minutes:

The Minutes of the December 9, 2019 meeting were reviewed.

Commissioner Anderson made a motion to approve the December 2019 minutes with noted Treasurer report changes as presented. The motion was seconded by Commissioner MacKinnon. No further discussion occurred, all in favor, motion approved.

The following ACTION ITEMS remain open:

ACTION ITEM #1: Harbormaster Donch has an appointment with Michael Peyton, CT DEEP, to review the permits for the four channel buoys located in the north area of the harbor and Mr. Peyton will then submit the paperwork for completion by the Federal Agency. *Harbormaster Donch has attempted to contact Mr. Peyton for his response, which is still pending.*

ACTION ITEM #2: Harbormaster Donch will send the DropBox instructions email to Commissioner Williams.

ACTION ITEM #3: Commissioner Rose will send his end of year Harbor Survey to the Harbormaster before the end of January 2020.

3. Public Comment: There was none.

4. Correspondence:

In Jurisdiction:

- Invoices from Dodson Boatyard and Don's Dock buoy removals were submitted to Treasurer Crites for payment.

ACTION ITEM #4: Commissioner MacKinnon will contact Don's Dock regarding the missing anchor buoy mentioned on their invoice.

- Lockwood Coveside Marina COP Application was discussed. There were no issues with the plans as submitted. Acceptance of the submittal is consistent with the SHMC Plan. The Project was approved.

Out of Jurisdiction:

- 10 North Shore Way, Latimer Point COP was reviewed by the Commission, but approval was not required by SHMC, as not in jurisdiction.
- 100 Latimer Point Permit was reviewed by the Commission, but approval was not required by SHMC, as not in jurisdiction.

5. Online Mooring Transition

Assistant Harbormaster Estabrooks relayed data has been loaded to Online Mooring's system without any major issues to date.

As noted in the Harbormaster's Report, HM Donch is working directly with Online Mooring to solve his access issues within the system.

ACTION ITEM #5: Treasurer Crites will contact Online Mooring for current status and will email all Commissioners of the current status and any needed action items.

ACTION ITEM #6: Secretary Degler will work with Harbormaster Donch to compile a notice letter to be sent to all mooring holders announcing the new program. This letter will be sent via US Mail in January 2020, prior to the annual renewal packages for the 2020 season.

This draft letter will be sent to all Commissioners via email for review and comment prior to Harbormaster Donch sending to all mooring holders in January 2020.

Online Mooring will send the 2020 season renewal packages via email this year. Anyone without an email address in the SHMC system will receive a paper renewal package for this season only. All future season renewals and Waiting List Mooring renewals will be sent by email.

It is anticipated the full renewal packages will be sent by Online Mooring in early February 2020 for this season.

6. Treasurer's Report

The Financial Report for December 2019 and year-end was reviewed and attached to these minutes.

Commissioner Anderson made a motion to approve the Treasurer's Report as presented. The motion was seconded by Commissioner Smith. No further discussion occurred, all in favor, motion approved.

The Commission reviewed the 2020 Projected Expenses and made a number of suggestions to Treasurer Crites to include in January's Treasurer Report.

7. Harbormaster's Report

The Harbormaster's Report for December 2019 was reviewed. Commissioner MacKinnon made a motion to approve the Harbormaster's Report as presented. The motion was seconded by Commissioner Smith. No further discussion, all in favor, motion approved.

8. New Business:

1. Commissioner Williams requested Special Use Moorings be reviewed for approval at the SHMC March 2020 meeting and will be noted on the agenda for that month.

2. Commissioner O'Neill suggested that future meeting agendas show discussion of Old Business before discussion of New Business to follow traditional meeting agenda formats.

ACTION ITEM #7: Chairman will make this change beginning with February 2020 meeting agenda posted on the Town website.

ACTION ITEM #8: Secretary Degler requested Chairman Spalding add the 2020 Newsletter discussion to the February meeting agenda.

ACTION ITEM #9: Secretary Degler will contact the Stonington Town Clerk to add Commissioner Williams name (Joseph L. Williams III) as Borough Representative, to the Member List for the SHMC on the Town Website, removing former Commissioner Johnstone.

9. Old Business:

- A. Stonington Harbor Breakwater Renovation
 - Commissioner O'Neill provided another update and his latest detailed report is attached to these minutes.
- B. SHMP Revision Status

ACTION ITEM #10: Commissioner Smith will locate the attachments referenced in the Draft SHM Plan that are to be included in the package to the CT DEEP. He will send to Chairman Spalding before the end of January 2020.

ACTION ITEM #11: Once Chairman Spalding has received the attachments, he will then send the full package to the CT DEEP for review.

10. Adjournment:

Commissioner Rose made a motion to adjourn the meeting. The motion was seconded by Commissioner Anderson. No further discussion occurred, all in favor, motion approved for adjournment at 9:07 pm.

Approved:  Date: 16 Feb 2020
Jay Spalding - Chairman SHMC

Attachments:

- Treasurer's Report
- Harbormaster's Report
- Stonington Harbor Breakwater Renovation Report

SHMC FINANCIAL REPORT - 2019

Report Date 1/13/2020						
	Plan	Oct	Nov	Dec	YTD	Probable
Funds Generated:						
Balance Brought Forward:	31,161	24,567.26	24,430.48	24,480.48	31,160.52	31,160.52
Paid Moorings: Com/Pvt/Pub:	128/253/13	0/5/8	0/1/0	0/5/0	128/253/14	128/253/14
Moorings Fees:	25,710	410.00	50.00	250.00	26,230.00	26,230.00
Miscellaneous Income:	100				100.00	100.00
Total Generated Funds:	56,971	24,977.26	24,480.48	24,730.48	57,490.52	57,490.52
Operating Expense:						
Moorings Admin:						
Mailings:	400				405.19	405.19
Telephone:	0				0.00	0.00
Computer Sftwr:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	400	0.00	0.00	0.00	405.19	405.19
Boat:						
Fuel & Oil:	250	122.43			122.43	122.43
Commissioning:	2,000				279.83	279.83
Storage:	0				0.00	0.00
Maintenance/Repairs:	250				79.77	79.77
Equipment:	500				118.32	118.32
Sub-Total:	3,000	122.43	0.00	0.00	600.35	600.35
Harbor Maintenance:						
Buoy: Commission/Haul/Store:	4,000				3,583.01	3,583.01
Misc Service/Locker Storage:	1,000				800.00	800.00
Grid Maintenance:	540				0.00	0.00
Signage:	0				0.00	0.00
Sub-Total:	5,540	0.00	0.00	0.00	4,383.01	4,383.01
Dock/Pumpout:						
Dock Eqp/Maintenance:	0				0.00	0.00
Pumpout Eqp/Maintenance:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	0	0.00	0.00	0.00	0.00	0.00
Administrative:						
Supplies:	0				0.00	0.00
Newsletter:	1,800				2,825.63	2,825.63
Professional Services:	0	275.00			275.00	275.00
Sub-Total:	1,800	275.00	0.00	0.00	3,100.63	3,100.63
Total Operating Expense:	10,740	397.43	0.00	0.00	8,489.18	8,489.18
Approved Projects/Capital						
New SNW Buoys	5,000				0.00	0.00
New Anchor/Channel Buoys	4,000				0.00	0.00
SNW Added Enforcement	3,000				0.00	0.00
Radar	4,000	149.35			4,270.88	4,270.88
Replacement HM Boal (Reserve)	20,000				20,000.00	20,000.00
Public Access Improvement Study	2,000				0.00	0.00
Total Project/Capital	38,000	149.35	0.00	0.00	24,270.88	24,270.88
Total Designated Funds	48,740	546.78	0.00	0.00	32,760.04	32,760.04
Undesignated Funds:	8,231	24,430.48	24,480.48	24,730.48	24,730.48	24,730.48
Notes:						
Petty Cash Advance - 300						

Harbormaster's report

Harbormaster Report

January 13, 2019

New Mooring permits issued: 0

Moorings being given up (this month): 0

New Mooring assignments in the works: 0

Deposits to SHMC account since last report: \$ 0 2019 YTD = \$24,950

Online Moorings:

- Data has been transferred and loaded into system
- I am still having a password problem to log into system and view / work with data. This will be resolved this week.

Mooring renewals:

- Once able to access and work in the Online system, renewals will be sent
- As discussed, a letter will be sent to all mooring holders explaining the new process
- SHMC Commissioners who have moorings can expect to be used as test cases before the rest of the mooring holders are contacted. I will call any Commissioner and speak with them before using them as test case.

Robert G

Boat is still in the water. Expect to haul it within the week.

Respectfully Submitted.

Eric Donch
Stonington Harbormaster

Stonington Harbor Breakwater Renovation Report

Breakwater Project Brief - January 13, 2020 SHMC Meeting

The final design package was delivered by Stantec on December 20 following a review meeting held at the Town Hall on the previous day. This concludes the design task funded by CT Port Authority. Stantec agreed to continue to work with DEEP if comments are received concerning the request for de minimus changes to the permit.

Stantec responded to specific comments on the final design package:

A. Drop testing of new stone was better defined and the requirement for drop testing of existing cut stone was removed.

B. Phasing of the project has been incorporated in specification 0100. This will be necessary in the event that we do not receive the full \$5M construction cost or if the construction window is shortened by weather or other delays.

C. Interim repair of the two washed out areas is not addressed by the drawing. It is likely that the full project will remain on the shelf perhaps for years. If funding is not obtained, it will be prudent to repair these areas in order to prevent further storm damage. The permit will address the interim repairs however.

D. The design does not include the area surrounding the daymark at the end of the breakwater per USCG direction. Stantec declined to add an alternate drawing detail for this area should USCG concurrence and funding be obtained for a new daymark foundation.

The next actions are as follows:

- Discuss the repair design with USCG in order to determine if the daymark foundation can be replaced.
- Monitor CPA press releases and prepare a construction grant application package.
- Continue to address the breakwater ownership issue with US Army Corps of Engineers and State of CT.

Submitted by
Paul O'Neill SHMC