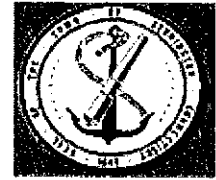




Stonington Harbor Management Commission



February 10, 2020
Minutes by *(Melanie Degler, Secretary)*

1. Call to Order:

Chairman Spalding called the meeting to order at 7:14 PM.

Attending: Chairman Spalding, Secretary Degler, Vice Chairman Diggs, Commissioners MacKinnon, O'Neill, Rose, Harbormaster Donch and Assistant Harbormaster Estabrooks

Absent: Treasurer Crites and Commissioners Anderson, Smith and Williams

2. Minutes:

The Minutes of the January 13, 2020 meeting were reviewed.

Commissioner MacKinnon made a motion to approve the January 2020 minutes with noted Action Item renumbering changes as presented. The motion was seconded by Commissioner O'Neill. No further discussion occurred, all in favor, motion approved.

The following **ACTION ITEMS** remain open:

ACTION ITEM #1: *Harbormaster Donch has attempted to contact Mr. Peyton for his response, which is still pending.*

Harbormaster Donch contacted Michael Peyton, CT DEEP, to review the permits for the four channel buoys located in the north area of the harbor. Mr. Peyton will submit the paperwork for completion by the Federal Agency.

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 February 2020.

3. Public Comment: Mr. Rick Pfannenstiel of Stonington Borough requested a littoral mooring for his newly purchased home at Harbor Edge Condominiums.

ACTION ITEM #4: Harbormaster Donch has to research the deed for the Condominium Association before any decision can be made on this request.

4. Correspondence:

In Jurisdiction: There was none.

Out of Jurisdiction: There was none.

5. Online Mooring Transition

See Harbormaster's Report.

6. Treasurer's Report

The Financial Report for January 2020 was reviewed and attached to these minutes.

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

7. Harbormaster's Report

The Harbormaster's Report for January 2020 was reviewed. Commissioner Rose made a motion to approve the Harbormaster's Report as presented. The motion was seconded by Commissioner MacKinnon. No further discussion, all in favor, motion approved.

8. Old Business:

A. Stonington Harbor Breakwater Renovation

- Commissioner O'Neill stated there have been no changes since the last meeting and StanTec has been paid by the Town for all work to date.

B. SHMP Revision Status

ACTION ITEM #5: 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 February 2020.

ACTION ITEM #6: Chairman Spalding will review Appendix C on mooring buoys, to include pyramid style moorings in the Harbor, and also change the current mooring ball diagram to the new numbering system of number dash letter, i.e. 1-A.

ACTION ITEM #7: Chairman Spalding will contact CT DEEP for any mooring data specifications they may have for review.

ACTION ITEM #8: Once Chairman Spalding has all attachments and changes, he will then send the full package to the CT DEEP for review.

9. New Business:

1. 2020 Newsletter

- Secretary Degler will again coordinate the newsletter this year. The list of articles was discussed and assigned. The newsletter will be printed in late April 2020 and distributed in May before the Memorial Day weekend.

ACTION ITEM #9: Secretary Degler will email the newsletter article list and assignments.

2. DropBox Usage

- Secretary Degler discussed the need for archiving documents used by the Commission, such as meeting minutes, charts, emails, photographs, etc., to comply with FOI requirements and future requests.

ACTION ITEM #10: Secretary Degler will contact the Town Clerk to determine the Town FOI requirements on archiving for Town commissions and also any storage capability the Town can offer for current paper documents.

ACTION ITEM #11: Assistant Harbormaster Estabrooks will review the permissions currently showing for DropBox, as he is listed as administrator in their system, and change the permissions to allow all Commissioners full access to the site.

10. Adjournment:

Commissioner Rose made a motion to adjourn the meeting. The motion was seconded by Commissioner O'Neill. No further discussion occurred, all in favor, motion approved for adjournment at 9:00 pm.

Approved: 
Jay Spalding - Chairman SHMC

Date: 3/27/2020

Attachments:

- Treasurer's Report
- Harbormaster's Report

Treasurer's report

Report Date 2/10/2020

	<u>Plan</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>YTD</u>	<u>Probable</u>
<u>Funds Generated:</u>						
Balance Brought Forward:	24,730	24,730.48			24,730.48	24,730.48
Paid Moorings: Com/PW/Pub:	128/263/14	0/1/0			0/0/1/0	128/263/14
Mooring Fees:	26,230	50.00			50.00	26,230.00
Miscellaneous Income:	100	0.00			0.00	100.00
Total Generated Funds:	51,060	24,780.48	0.00	0.00	24,780.48	51,060.48
<u>Operating Expense:</u>						
Mooring Admin:						
Mailings:	600				0.00	600.00
Telephone:	0				0.00	0.00
Online Mooring	4,000				0.00	4,000.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	4,600	0.00	0.00	0.00	0.00	4,600.00
Boat:						
Fuel & Oil:	200				0.00	200.00
Commissioning:	2,500				0.00	2,500.00
Storage:	0				0.00	0.00
Maintenance/Repairs:	150				0.00	150.00
Equipment:	250				0.00	250.00
Sub-Total:	3,100	0.00	0.00	0.00	0.00	3,100.00
Harbor Maintenance:						
Buoy: Commission/Haul/Store:	5,000	972.70			972.70	5,000.00
Misc Service/Locker Storage:	500				0.00	500.00
Adjust Grid Alignment	1,000				0.00	1,000.00
Signage:	0				0.00	0.00
Sub-Total:	6,500	972.70	0.00	0.00	972.70	6,500.00
Dock/Pumpout:						
Dock Eqpt./Maintenance:	0				0.00	0.00
Pumpout Eqpt./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:	3,400				0.00	3,400.00
Professional Services:	1,000				0.00	1,000.00
Sub-Total:	4,400	0.00	0.00	0.00	0.00	4,400.00
Total Operating Expense:	18,600	972.70	0.00	0.00	972.70	18,600.00
<u>Approved Projects/Capital</u>						
New SNW Buoys	10,000				0.00	10,000.00
New Anchor/Channel Buoys	1,000				0.00	1,000.00
Addition to Boat Reserve	5,000	5,000.00			5,000.00	5,000.00
Public Access Improvement Study	2,000				0.00	2,000.00
Total Project/Capital	18,000	5,000.00	0.00	0.00	5,000.00	18,000.00
Total Designated Funds	36,600	5,972.70	0.00	0.00	5,972.70	36,600.00
Undesignated Funds:	14,460	18,807.78	0.00	0.00	18,807.78	14,460.48
<u>Notes:</u>						
Petty Cash Advance		300				
HM Replacement Boat Reserve		25,000				

