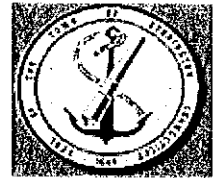




# Stonington Harbor Management Commission

March 9, 2020

Minutes by (Melanie Degler, Secretary)



## **1. Call to Order:**

Vice Chairman Diggs called the meeting to order at 7:01 PM.

**Attending:** Treasurer Crites, Secretary Degler, Vice Chairman Diggs, Commissioners Anderson, O'Neill, Rose, Smith, Williams and Harbormaster Donch

**Absent:** Chairman Spalding, Commissioners McKinnon and Assistant Harbormaster Estabrooks

## **2. Minutes:**

The Minutes of the February 10, 2020 meeting were reviewed.

Commissioner Anderson made a motion to approve the February 2020 Minutes as presented. The motion was seconded by Commissioner Smith. No further discussion occurred, all in favor, motion approved.

The following **ACTION ITEMS** remain open:

**ACTION ITEM #1:** *This is an on-going discussion and will remain open until further notice.*

- 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 researched the deed for the Harbor Condominium Association and will contact Mr. Rick Pfammenstiel to relay his findings related to his request for a littoral mooring.

**ACTION ITEM #3:**

- 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.
- Chairman Spalding will contact CT DEEP for any mooring data specifications they may have for review.
- Once Chairman Spalding has all attachments and changes, he will then send the full package to the CT DEEP for review.

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

**4. Special Purpose Mooring Requests:** Requests were submitted in writing to the Commission to review prior to the meeting. Speakers for each organization were present to update the Commission of their 2019 programs and public usage of their club programs.

- **New England Science and Sailing** - There were no issues noted by the Commission to approve the same six (6) Special Purpose Boat Moorings as last year.
- **Stonington Harbor Yacht Club** – The Club requested to reduce the number of Special

Purpose Moorings to only six (6) this year, removing the one (1) Special Purpose Mooring previously used for a raft placed off of Wamphassuc Point. The Commission noted there were no issues with this change request.

- **Wadawanuck Club** – There were no issues noted by the Commission to approve the same two (2) Special Purpose Boat Moorings as last year.

Commissioner Smith made a motion to approve all the Special Use Moorings as requested, totaling fourteen (14). The motion was seconded by Treasurer Crites. No further discussion occurred, all in favor, motion approved.

#### **4. Correspondence:**

##### **In Jurisdiction:**

- DOCKO COP application for Tim O'Neill, 27 Front St, Stonington Borough to retain and maintain a 50ft stone seawall, reconstruct as necessary 41'x5' wood pile and timber pier, including 2 two-off pilings. There were no issues with the plans as submitted. Acceptance of the submittal is consistent with the SHMC Plan. The Project was approved as submitted.
- Informational copies of Stantec COP to DEEP, dated 1/7/2020, for: 1) the South Pier Project and 2) the Breakwater Project for Stonington was reviewed. There were no issues with the information as submitted and SHMC approval was not required.

##### **Out of Jurisdiction:**

- Correspondence and application package from DOCKO replying to CT DEEP request for further information dated 12/13/2019, regarding work to be performed at Lockwood Coveside Marina, 830 Stonington Rd, for installation of docks in Wequetequock Cove was discussed, but approval was not required by SHMC, as not in jurisdiction.
- **To Note:** Lords Point and Latimer Point are not in SHMC jurisdiction and all documentation received will be forwarded to Bob Tabor, Harbormaster for Lords Point and Latimer Point.

#### **5. Online Mooring Transition**

The rollout for the renewal process is going well with a few issues related to emails going to individual's spam email folders. Secretary Degler and Harbormaster Donch are addressing all calls and emails related to the new process.

Harbormaster Donch is working with Online Mooring to conveniently handle commercial mooring renewals and preparing to issue the emails to the new mooring holders transferring from the Waiting List who will be assigned new moorings this season.

Next step will be to update the current Mooring Waiting List with Online Mooring and then post on the Town website.

The financial programs in place with Online Mooring are working well.

The former Commission database and mooring waiting list is no longer current and will be retired. A message has been placed on the Town webpage for the SHMC.

**ACTION ITEM #4: Treasurer Crites will contact Online Mooring to have Stonington Harbor listed on their home page of participating harbors.**

**ACTION ITEM #5: Treasurer Crites will hand invoice the Special Use Moorings this season rather than using a billing from Online Mooring. The Commission may consider**

using the electronic system for this invoicing in the future.

#### **6. Treasurer's Report**

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

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

#### **7. Harbormaster's Report**

The Harbormaster's Report for February 2020 was reviewed. Commissioner Anderson 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. Old Business:**

- A. Stonington Harbor Breakwater Renovation
  - Commissioner O'Neill stated there have been no changes since the last meeting.
- B. SHMP Revision Status
  - See Action Item #3 and further discussion was tabled until April's meeting when Chairman Spalding will be present to provide an update.

#### **9. New Business:**

- A. 2020 Newsletter
  - Secretary Degler reminded all Commissioners their articles are due to her by April 15<sup>th</sup>. The newsletter will be printed in late April 2020 and distributed in May before the Memorial Day weekend.
- B. Document Storage and DropBox Usage
  - Secretary Degler reviewed her discussions with the Town Clerk and the Selectman's office.
    - DropBox will not be used.
    - Current paper storage used by individual Commissioners is to continue as the Town does not have a designated storage facility for Commission documents.
- C. Transient Dock at Stonington Commons
  - Who is responsible for maintaining the Transient Dock (next to Stonington Commons and Breakwater Restaurant)?
  - A new, larger Transient Dock sign needs to be ordered and installed before the start of this year's boating season.

**ACTION ITEM #6:** A new Work Group will be led by Commissioner Williams to investigate the maintenance of the Transient Dock and the installing of a new, larger sign.

#### **10. Adjournment:**

Commissioner Smith 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*  
 Jay Spalding – Chair SHMC

Date: 8 June 2020

**Attachments:**

- Treasurer's Report
- Harbormaster's Report

Report Date 3/09/2020

	Plan	Jan	Feb	Mar	YTD	Probable
<b>Funds Generated:</b>						
Balance Brought Forward:	24,730	24,730.48	18,807.78		24,730.48	24,730.48
Paid Moorings: Com/Pvt/Pub:	128/263/14	0/1/0	0/0/0		0/0/1/0	128/263/14
Moorings Fees:	26,230	50.00			50.00	26,230.00
Miscellaneous Income:	100	0.00			0.00	100.00
<b>Total Generated Funds:</b>	<b>51,060</b>	<b>24,780.48</b>	<b>18,807.78</b>	<b>0.00</b>	<b>24,780.48</b>	<b>51,060.48</b>

**Operating Expense:****Moorings Admin:**

Mailings:	600				0.00	600.00
Telephone:	0				0.00	0.00
Online Mooring	4,000		16.39		16.39	4,000.00
Miscellaneous:	0				0.00	0.00
<b>Sub-Total:</b>	<b>4,600</b>	<b>0.00</b>	<b>16.39</b>	<b>0.00</b>	<b>16.39</b>	<b>4,600.00</b>

**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
<b>Sub-Total:</b>	<b>3,100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,100.00</b>

**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
<b>Sub-Total:</b>	<b>6,500</b>	<b>972.70</b>	<b>0.00</b>	<b>0.00</b>	<b>972.70</b>	<b>6,500.00</b>

**Dock/Pumpout:**

Dock Eqpt./Maintenance:	0				0.00	0.00
Pumpout Eqpt./Maintenance:	0				0.00	0.00
Miscellaneous	0				0.00	0.00
<b>Sub-Total:</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Administrative:**

Supplies:	0				0.00	0.00
Newsletter:	3,400		209.46		209.46	3,400.00
Professional Services:	1,000				0.00	1,000.00
<b>Sub-Total:</b>	<b>4,400</b>	<b>0.00</b>	<b>209.46</b>	<b>0.00</b>	<b>209.46</b>	<b>4,400.00</b>

<b>Total Operating Expense:</b>	<b>18,600</b>	<b>972.70</b>	<b>225.85</b>	<b>0.00</b>	<b>1,198.55</b>	<b>18,600.00</b>
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**Approved Projects/Capital**

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
<b>Total Project/Capital</b>	<b>18,000</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>18,000.00</b>

<b>Total Designated Funds</b>	<b>36,600</b>	<b>5,972.70</b>	<b>225.85</b>	<b>0.00</b>	<b>6,198.55</b>	<b>36,600.00</b>
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<b>Undesignated Funds:</b>	<b>14,460</b>	<b>18,807.78</b>	<b>18,581.93</b>	<b>0.00</b>	<b>18,581.93</b>	<b>14,460.48</b>
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**Notes:**

Petty Cash Advance	300
HM Replacement Boat Reserve	25,000

**Harbormaster Report**  
**March 9, 2019**

New Mooring permits issued: 0  
month): 0

Moorings being given up (this

New Mooring assignments in the works: 0

Deposits to SHMC account since last report: \$ 550      2020 YTD = \$550

### Mooring renewals:

- 116 renewals approved
- 48 in Review
- 218 Incomplete (Includes 128 Commercial)

Online moorings has sent January check (\$100), it has been deposited.

Still working on best method to handle commercial moorings with Online Mooring

Robert G

- Boat hauled 2-23-20
- Boat is at PMW Marine for service, powerwash, bottom paint, possibly buff and wax

Respectfully Submitted,

Eric Donch  
Stonington Harbormaster