



Stonington Harbor Management Commission
May 10, 2021
Minutes by (Melanie Degler, Secretary)



1. Call to Order:

Chairman Spalding called the virtual meeting to order at 7:03 PM. The virtual meeting was held via ZOOM with public call-in availability. The Commissioners listed below were on the ZOOM meeting.

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

Special Thank You to Secretary Degler for all her extra work with Online Moorings and her personal contact with individuals on the Waitlist to update their information.

2. Minutes:

The Minutes of April meeting were reviewed. Commissioner Williams made a motion to approve the April 2021 Minutes. Commissioner Smith seconded the motion. No further discussion occurred, all in favor, motion approved.

ACTION ITEM #1: Harbormaster Donch will speak with Commodore Motherway to confirm the Wad Club's purchase and assign a new mooring location in the north area of the Harbor. Done

ACTION ITEM #2: Chairman Spalding will send comment to CHMA Chairman Pinto stating the SHMC Plan is consistent with the court ruling discussed during April's meeting. Done

3. Public Comment: There was none.

4. Correspondence:

In Jurisdiction:

- Elihu Island payment was made by check and payment was recorded in Online Moorings.
- Cindy Bates sent an email to Chairman Spalding to thank the Commission and Harbormaster Donch for all the work completed to approve the Slow No Wake zone around Sandy Point.

Out of Jurisdiction: There was none.

6. Treasurer's Report:

The Financial Report for April 2021 was reviewed and attached to these minutes.

ACTION ITEM #3: Treasurer Crites will contact the Town Finance Department to have Chairman Spalding added back to the distribution list for the Commission. Done

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

7. Harbormaster's Report:

The Harbormaster's Report for May 2021 was reviewed.

ACTION ITEM #4: Harbormaster Donch with contact the HM boat manufacturer to confirm the replacement hatch door and place the order.

Commissioner Smith made a motion to approve the Harbormaster's Report as presented. Vice Chairman Diggs seconded the motion. No further discussion, all in favor, motion approved.

8. Old Business:

1. Online Mooring Update - Secretary Degler gave an update on her work with Online Moorings. Key points:
 - a. Called all applicants with overdue 2020 renewal payments – all have paid.
 - b. All Commercial moorings entered, and one electronic bill was sent to each vendor.
 - c. All Special Purpose moorings entered, and one electronic bill was sent to each establishment.
 - d. All Elihu Island residents/family members set up for their contact person to receive one bill.
 - e. Contacted the next (34) individuals on the Waitlist.
 - i. 4 deferrals from 2020 removed-no longer interested.
 - ii. 1 deferral from 2020 assigned a new mooring.
 - iii. 17 removed-no longer interested.
 - iv. 9 new moorings assigned.
 - v. 7 deferrals to 2022.
 - vi. 1 on hold due to size/type of vessel per HM.
 - f. Set-up auto reminder email to be sent on 6-1 each year to all overdue mooring renewals.
 - g. Set-up all East Side, Wequetequock Cove and Osbrook Point mooring holders in system.
 - h. Sent emails to all individuals on Waitlist to confirm contact info, including calls to those who have not replied, in anticipation of electronic bills being sent in September for the new fees.
 - i. Set-up new fees for Waitlist in OLM.
 - j. Cleaned up Waitlist of duplicate applications and those no longer interested in a mooring.
 - i. **REDUCED WAITLIST FROM 244 to 158, now starting from 5/2012 down from 14 years to 9 years.**
 - k. Entered inspection data for Don's Dock and Greenhaven Marina. Next year both vendors will be required to enter their own inspection data into OLM, including gear information.
2. Commission Vacancies: Chairman Spalding explained the Town's procedure and conflict of interest policy related to one applicant the First Selectwoman sent to him.
3. Newsletter update – Secretary Degler approved the proof from Copy Cats to print the newsletter, which will be mailed the week of May 17th and she will pick up the rest of the printed copies for the Commissioners to deliver around Town and the Boro.

ACTION ITEM #5: All Commissioners are to pick up copies of the newsletter from Secretary Degler's home to deliver in Town and the Boro. She will email the Commissioners when she has the newsletters in hand. Done

4. Pawcatuck Point (Osbrook Point) Private AtoN –

ACTION ITEM #6: Harbormaster Donch will contact DEEP to obtain approval to place the AtoN before permit is in hand.

5. Sandy Point SNW Buoy Acquisition – Commissioner MacKinnon was given approval to engage Greenhaven Marina to hire for placement of the SNW buoys and annual removal.
6. SHMP Revision Status – Chairman Spalding relayed he and Commissioner Smith are completing the revisions requested by DEEP to conform with their new format for State harbor plans.

9. New Business:

1. Commissioner Williams relayed his thanks to the SHYC for the excellent flare demonstration and Coast Guard live water rescue last weekend off Stonington Point. Other Commissioners who attended also said the event was well received by the public and was a great program.
2. Chairman Spalding relayed he received an email from the Town Selectwoman's office saying in-person meetings may have to resume in June pending the Governor's update later in May.

ACTION ITEM #7: Chairman Spalding will contact the Town Selectwoman to see if the Commission can remain with online meetings, which is the preference of the Commission. Done - negative

3. Harbormaster Donch relayed his safety concerns with an applicant who was offered a mooring but had changed their application vessel from a mid-sized sailboat to an exceptionally large catamaran, use of the vessel for charter from a private mooring and their plan to live on the vessel in the Harbor. A lengthy discussion ensued on Harbor safety of such a large vessel, swing room near the breakwater, use of more than one mooring to hold this vessel, issues with other mooring holders around the vessel and proof of sole ownership documents.
 - a. **This applicant and vessel will not be given a possible mooring assignment until the issues are resolved with the Harbormaster.**
4. **ACTION ITEM #7: Harbormaster Donch will check with Mark at Dodson Boatyard to confirm whether they will be offering transient moorings and fuel to the public in the Harbor this season. Done**

10. Executive Session – Harbormaster and Deputy Harbormaster Roles and Compensation:

Commissioner Smith made a motion to move to a closed Executive Session. Commissioner MacKinnon seconded the motion. No discussion, all in favor, motion approved. This session was not recorded.

ACTION ITEM #8: Chairman Spalding will notify Harbormaster Donch that he will now sit with all Commission members during all future in-person meetings. Done

ACTION ITEM #9: Commissioner Rose was tasked with recognition plans for Harbormaster Donch years of service. Done

The Executive Session ended at 10:18pm and the Commission returned to their regular meeting.

11. Adjournment: Chairman Spalding adjourned the regular meeting at 10:20 pm.

Approved: 
Jay Spalding, Chairman SHMC

Date: 6/14/2021

Attachments:

- Treasurer's Report
- Harbormaster's Report

- Treasurer's Report

Report Date 5/10/2021

	Plan	Feb	Mar	Apr	YTD	Probable
<u>Funds Generated:</u>						
Balance Brought Forward:	10,799	7,857.93	4,161.88	3,738.52	10,798.62	10,798.62
Paid Moorings: Com/PW/Pub:	128/275/14	0/0/0	0/14/0	117/121/0	117/137/0	128/275/14
Moorings Fees:	26,830	0.00	700.00	17,750.00	18,550.00	26,830.00
Wait List Fees:	0	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income:	200	0.00	0.00	0.00	0.00	200.00
Total Generated Funds:	37,829	7,857.93	4,861.88	21,488.52	29,348.62	37,828.62
<u>Operating Expense:</u>						
Mooring Admin:						
Mailings:	300				0.00	300.00
Telephone:					0.00	0.00
Online Mooring:	5,000	14.05	1,123.36		1,935.69	5,000.00
Miscellaneous:					50.00	0.00
Sub-Total:	5,300	14.05	1,123.36	0.00	1,985.69	5,300.00
Boat:						
Fuel & Oil:	200				131.55	200.00
Commissioning:	2,500				1,230.00	2,500.00
Storage:	0				0.00	0.00
Maintenance/Repairs:	1,000				0.00	1,000.00
Equipment:	250				344.87	250.00
Sub-Total:	3,950	0.00	0.00	0.00	1,706.42	3,950.00
Harbor Maintenance:						
Buoy: Commission/Haul/Store:	6,000	3,682.00			4,085.76	6,000.00
Misc Service/Locker Storage:	500				0.00	500.00
Adjust Grid Alignment:	500				0.00	500.00
Signage:	0				39.66	0.00
Sub-Total:	7,000	3,682.00	0.00	0.00	4,125.42	7,000.00
Dock/Pumpout:						
Dock Eqpt./Maintenance:	300				0.00	300.00
Pumpout Eqpt./Maintenance:					0.00	0.00
Miscellaneous:					0.00	0.00
Sub-Total:	300	0.00	0.00	0.00	0.00	300.00
Administrative:						
Supplies:	0				0.00	0.00
Newsletter:	3,000				0.00	3,000.00
Professional Services:	700			127.71	170.28	700.00
Sub-Total:	3,700	0.00	0.00	127.71	170.28	3,700.00
Total Operating Expense:	20,250	3,696.05	1,123.36	127.71	7,987.81	20,250.00
<u>Approved Projects/Capital</u>						
New SNW Buoys	10,000				0.00	10,000.00
New Anchorage Buoys	5,000				0.00	5,000.00
New Channel Buoys	5,000				0.00	5,000.00
Addition to Boat Reserve	0				0.00	0.00
Public Access Improvement	0				0.00	0.00
Approved Projects/Capital	20,000	0.00	0.00	0.00	0.00	20,000.00
Total Designated Funds	40,250	3,696.05	1,123.36	127.71	7,987.81	40,250.00
Undesignated Funds:	(2,421)	4,161.88	3,738.52	21,360.81	21,360.81	(2,421.38)
<u>Notes:</u>						
Petty Cash Advance	300					300.00
HM Replacement Boat Reserve	30,000					30,000.00
Public Access Reserve	10,000					10,000.00
Emergency Reserve	10,000					10,000.00

