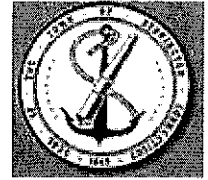




## Stonington Harbor Management Commission

April 9, 2018

Minutes (Jesse Diggs, Acting Secretary)



**1. Call to Order:** Chairman Spalding called the meeting to order at 7:00 PM. Attending were Chairman Spalding, Commissioners Anderson, Crites, Diggs, Johnstone, MacKinnon, O'Neill, Rose, Smith, and Harbormaster Donch. Absent: Commissioner Degler and Assistant Harbormaster Estabrooks.

**2. Minutes:** The Minutes from the previous meeting of 3/12/2018 were reviewed. It was noted that Commission Crites was absent for that meeting and was shown as present.

Acceptance of the March minutes subsequent to the change regarding Mr. Crites attendance was so moved by Commissioner Anderson, Seconded by Commissioner MacKinnon and approved unanimously.

### **3. Correspondence:**

A. **In Jurisdiction:** NESS correspondence regarding a dock plan stated in the April Agenda was received but withdrawn prior to the SHMC meeting, and too late to be removed from the published Agenda.

B. **Out of Jurisdiction:** None.

**4. Newsletter:** Commissioner Diggs currently has the lead in developing the Newsletter, which was previously "New Business" in March, at which time authors were requested to submit their articles before the April meeting. A DRAFT of potential topics and suggested authors was circulated on 4/2/2018 for review and comment, but too late to comply with the April meeting deadline request. No comments on the outline were received. To date, potential articles have been received for the SPD, expansion of SNW Zone, SHYC public access program, and Stonington Harbor Breakwater Grant. Discussion revolved around getting more inputs as soon as possible. Goal is to obtain all inputs by late April, assemble the DRAFT newsletter for the May 14th SHMC meeting and publish before May 25th, Memorial Day Weekend. Distribution will be via e-mailings to Mooring Holders and Waiting List, and hard copy distributed around town and at Marinas.

**Action Item #1:** All authors on the Commission are to submit their text and graphics to Commissioner Diggs no later than Friday 4/27/2018

**5. Treasurer's Report:** The Financial Report for March is attached. It was reviewed by Commissioner/Treasurer Crites, who stated that March was quiet and few bills and mooring fees had been received. The finances are healthy and, based on the projected income and expenses, the undesignated funds at the end of 2018 could be \$11.5K. This is consistent with expectations.

Acceptance of the Treasurer's Report was so moved by Mr. Smith, seconded by Mr. Rose and approved unanimously.

**6. Harbormaster's Report:** The HM Report for April 2018 was distributed to all Commissioners (see attachment) and discussed.

It was noted by the HM that some renewal notices did not get sent out properly by the Commissioners after the Feb meeting when a fold/stuff envelop session was held. In some cases the wrong renewal notices were sent, or multiple renewal notices to different mooring holders were contained in a single envelop. This has created some hardships for the HM to sort this out, contact the neglected mooring holder and re-submit renewal forms as appropriate. This may have affected the receipt of mooring fees in a timely fashion. This process (i.e., Commissioners helping the HM) will need to be performed more carefully next year.

The HM boat bottom will be painted prior to launching this Spring, and was included in the winterizing cost estimate and budget. The HM stated that the strobe lights on the cabin top have essentially failed and should be replaced. The HM received several estimates for this and "Strobes-N-More" (Westerly, RI) offered the best price and service at about \$550. It was also acknowledged that they also provides strobes for local emergency vehicles. A brief discussion ensued and it was determined that this much needed item was in the budget and that the HM should proceed with replacing the strobe with a "Strobes-N-More" product (<http://www.strobesnmore.com/>). No vote was required.

**Action Item #2:** HM to replace current failed strobe lights, and to procure and install new strobes from "Strobes-N-More".

**6.(a) Updated Waiting List:** Chairman Spalding had a recently updated WL and it appeared to be up-to-date, which has been a goal of the Commission.

**6.(b): Updated Mooring List:** This is a dynamic process as some people move from WL to ML, and some moorings are given up, and new moorings added due to the gridding process.

**6.(c): Renewal Status:** The HM stated that some renewals are later in arriving than usual (see comment above on fold/stuff session). It is also thought that some mooring holders are holding off returning their renewal applications pending receipt of the 2018 CT Registration, to be included in their renewal application.

**6.(d): New Moorings Offered:** Commissioner Crites was responsible for contacting #81-100 on the WL as published 1/25/2016 (established baseline), to inquire about their

status regarding still wanting a mooring in the harbor. Of those contacted 4-5 moorings were offered, several declined to stay on the WL and 3 elected the "1-Yr Grace Period". Commissioner Rose was to make the same contact inquiry with #101-120. A question came up about Yacht Clubs having moorings, since one was on Commissioner Rose's WL call list. It comes down to if the Yacht Club is actually using the mooring with their club members on a regular basis or is it just a "place holder".

**Action Item #3:** HM to contact Smith Cove Yacht Club (Sturbridge MA) to inquire about their interest in a mooring, how it will be used, and if it complies with the intent of using moorings within the harbor.

**6(e): Other HM Business:** The HM has a list of moorings that will not be renewed and the mooring holder has ground tackle they want to sell. The HM may help match up a new mooring holder with one that is not renewing and let them work out a sale of the ground tackle. Ian Hetherington (Don's Dock) was in the audience and offered that trying to sell used ground tackle is very difficult and generally does not work out. The best approach is for the ground tackle owner to place an ad in local newspapers or on Craig's List and for the HM, SHMC or marinas to not get involved.

Acceptance of the HM Report was moved by Mr. Smith, seconded by Mr. MacKinnon and approved unanimously.

## **7. Old Business:**

A. **Stonington Harbor Breakwater Renovation:** The SHMC Working Group for this project met with James Sullivan (Finance Director) and Scot Deledda (Town Engineer) regarding the bid and evaluation process used for the initial CT DEEP grant for \$30K. It was determined that sufficient documentation existed to enable the SHMC to work directly with DOCKO to expand upon the existing design in the DEEP permit to develop "shovel ready" construction bid documents, thereby saving time and money going forward with the project. The Town provided the WG with the other proposals for review in the event a different approach should be considered. It was not. With Town approval, SHMC met with DOCKO to explore the effort needed to develop bid ready documents with the goal to preserve some of the \$135K grant funds for meaningful improvements to the breakwater now. This project is huge, will last several years, and the SHMC must be willing to put in the effort needed to take the lead and follow through. Otherwise the Town will lead this effort. All agreed that the SHMC will proceed as the leader.

**Action Item #4:** The WG will proceed and work with DOCKO to develop a plan forward and present this to the Town for concurrence before the next SHMC meeting in May.

## **8. New Business:**

a. **DEEP LIS Blue Plan:** As stated on their web site: the stated "purpose of the Long Island Sound Blue Plan is to protect traditional uses, minimize conflicts, and maximize compatibility, now and in the future. This includes preserving Long Island Sound's

ecosystems and resources, and facilitating a transparent, science-based decision-making process. This "Blue Plan" legislation establishes a process by which Connecticut will develop an inventory of Long Island Sound's natural resources and uses and, ultimately, a spatial plan to guide future use of the Sound's waters and submerged lands.

Chairman Spalding attended a meeting in New Haven on 4/4/18 to learn more about the plan. The plan deals more with what happens outside the harbor where various Sea Grants may overlap, and water depth typically exceed 10 ft. It is not clear yet how, or if, the LIS Blue Plan will affect the SHMC as stewards of the harbor.

**9. Public Comment:** There was no public comment

**10. Adjournment:** So moved that the meeting be adjourned by Mr. Johnstone, seconded by Mr. O'Neill and the motion approved unanimously. The meeting was adjourned at 8:20 pm.

Approved: Jay Spalding Date: 14 May 2018  
Jay Spalding - Chair SHMC

**Attachments:**

- A. Treasurer's Report:
- B. Harbormaster's Report

# Attachment A: Treasurer's report

Report Date 4/09/2018

	Plan (Tnt)	Jan	Feb	Mar	YTD	Probable
<b><u>Funds Generated:</u></b>						
Balance Brought Forward:	16,602	16,601.74	15,378.09	14,999.05	16,601.74	16,601.74
Paid Moorings: Com/PW/Pub:	128/252/9	0/4/0	0/0/0	2/96/0	2/100/0	128/242/9
Mooring Fees:	25,580	200.00	0.00	5,000.00	5,200.00	25,080.00
Miscellaneous Income:	100	0.00	0.00		0.00	100.00
<b>Total Generated Funds:</b>	<b>42,282</b>	<b>16,801.74</b>	<b>15,378.09</b>	<b>19,999.05</b>	<b>21,801.74</b>	<b>41,781.74</b>
<b><u>Operating Expense:</u></b>						
<b><u>Mooring Admin:</u></b>						
Mailings:	500	369.45			369.45	500.00
Telephone:	0				0.00	0.00
Computer Sftwr:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
<b>Sub-Total:</b>	<b>500</b>	<b>369.45</b>	<b>0.00</b>	<b>0.00</b>	<b>369.45</b>	<b>500.00</b>
<b><u>Boat:</u></b>						
Fuel & Oil:	400	162.25			162.25	400.00
Commissioning:	2,000				0.00	2,000.00
Storage:	200				0.00	200.00
Maintenance/Repairs:	250	31.88			31.88	250.00
Equipment:	1,000	860.07			860.07	1,000.00
<b>Sub-Total:</b>	<b>3,850</b>	<b>1,054.20</b>	<b>0.00</b>	<b>0.00</b>	<b>1,054.20</b>	<b>3,850.00</b>
<b><u>Harbor Maintenance:</u></b>						
Buoy: Commission/Haul/Store:	9,600		379.04		379.04	9,600.00
Misc Service/Locker Storage:	300				0.00	300.00
Grid Maintenance:	540				0.00	540.00
Signage:	0				0.00	0.00
<b>Sub-Total:</b>	<b>10,440</b>	<b>0.00</b>	<b>379.04</b>	<b>0.00</b>	<b>379.04</b>	<b>10,440.00</b>
<b><u>Dock/Pumpout:</u></b>						
Dock Eqpt./Maintenance:	500				0.00	500.00
Pumpout Eqpt./Maintenance:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
<b>Sub-Total:</b>	<b>500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b><u>Administrative:</u></b>						
Supplies:	0				0.00	0.00
Newsletter:	1,500				0.00	1,500.00
Professional Services:	0				0.00	0.00
<b>Sub-Total:</b>	<b>1,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>Total Operating Expense:</b>	<b>16,790</b>	<b>1,423.65</b>	<b>379.04</b>	<b>0.00</b>	<b>1,802.69</b>	<b>16,790.00</b>
<b><u>Approved Projects/Capital</u></b>						
New Anchor/Channel Buoys Project	10,000				0.00	10,000.00
Radar	2,500				0.00	2,500.00
Public Access Study	1,000				0.00	1,000.00
<b>Total Project/Capital</b>	<b>13,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,500.00</b>
<b>Total Designated Funds</b>	<b>30,290</b>	<b>1,423.65</b>	<b>379.04</b>	<b>0.00</b>	<b>1,802.69</b>	<b>30,290.00</b>
<b>Undesignated Funds:</b>	<b>11,992</b>	<b>15,378.09</b>	<b>14,999.05</b>	<b>19,999.05</b>	<b>19,999.05</b>	<b>11,491.74</b>
<b><u>Notes:</u></b>						
Petty Cash Advance - 300	March:					

**Attachment B: Harbormaster's report**

**Harbormaster Report**  
April 9, 2018

New Mooring permits issued: 0                      Moorings being given up (this month): 1  
New Mooring assignments in the works: 0  
Deposits to SHMC account since last report: \$ 3650 (\$100 donation) 2018 YTD = \$6650

**Renewals being processed.**


Approved: 121  
Pending: 8 (awaiting registrations or checks)  
Waiting processing: 66 (Unopened, on my desk)  
Non-received: 73

Due to Dodson Boatyard not receiving renewal application until 4/9/18, they have been given until end of April to pay.

Robert G

Request given to PMW to have boat prepared for launch by May 9.

Respectfully Submitted,

  
Eric Donoh  
Stonington Harbormaster