



Stonington Harbor Management Commission



December 10, 2018
Minutes by *(Melanie Degler, Secretary)*

1. Call to Order:

Chairman Spalding called the meeting to order at 7:00 PM.

Attending: Chairman Spalding, Commissioners Anderson, Degler, O'Neill, Rose, Harbormaster Donch and Assistant Harbormaster Estabrooks

Absent: Commissioners Crites, Diggs, Johnstone, MacKinnon

2. Minutes:

The Minutes of the October 16, 2018 meeting were reviewed. Acceptance of the October minutes were so moved by Commissioner Anderson and seconded by Commissioner Smith, and approved unanimously.

The following Action Items remain open:

ACTION ITEM #1: Harbormaster Donch is continuing the ongoing permitting process for buoys located in the north area of the harbor.

3. Correspondence:

In Jurisdiction:

- A. Foley request, 9 East Neck Road, dock modifications were reviewed by the Commissioners. There were no issues with the plans as submitted. Acceptance of the submittal is consistent with the SHMC Plan and was so moved by Commissioner O'Neill, seconded by Commissioner Smith and approved unanimously.
- B. McDevitt request, 7 East Neck Road, dock modifications were reviewed by the Commissioners. There were no issues with the plans as submitted. Acceptance of the submittal is consistent with the SHMC Plan and was so moved by Commissioner Anderson, seconded by Commissioner Rose, and approved unanimously.

Out of Jurisdiction: none

4. Treasurer's Report

The Financial Reports for October and November 2018 were reviewed and both are attached to these minutes.

Acceptance of the October and November Treasurer's Reports were so moved by Commissioner Smith, seconded by Commissioner Anderson, and approved unanimously.

5. Harbormaster's Report

The report for November 2018 was discussed and is attached to these minutes.

- A. Commissioner Degler was asked to contact the next ten (10) individuals on the SHM Mooring Waiting List, provided by the Harbormaster, for possible mooring placements for the 2019 season.

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

6. Old Business:

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

ACTION ITEM #3: Chairman Spalding will again contact the Police Commission and the Town of Stonington Legal Review Team for their comments to the SHMP Revisions including the Sandy Point SNW ordinance.

7. New Business: There was none.

8. Public Comment: There was none.

9. Adjournment:

Commissioner Smith so moved the meeting be adjourned, Commissioner Anderson seconded, and the motion was approved unanimously. The meeting was adjourned at 7:47 PM.

Approved:  Date: 1/14/2019
Jay Spalding - Chairman SHMC

Attachments:

- 1. Treasurer's Report (2)
- 2. Harbormaster's Report
- 3. Stonington Harbor Breakwater Renovation Report

Attachment 1

Report Date 12/17/2018

	<u>Plan</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>	<u>Probable</u>
<u>Funds Generated:</u>						
Balance Brought Forward:	16,602	34,164.39	33,934.39	31,655.93	16,601.74	16,601.74
Paid Moorings: Com/Pvt/Pub:	128/252/9	0/0/0	0/0/0	0/0/0	125/207/0	128/230/9
Moorings Fees:	25,580	0.00	0.00	0.00	22,850.00	24,480.00
Miscellaneous Income:	100	0.00	0.00	0.00	150.00	150.00
Total Generated Funds:	42,282	34,164.39	33,934.39	31,655.93	39,601.74	41,231.74
<u>Operating Expense:</u>						
<u>Mooring Admin:</u>						
Mailings:	500				369.45	500.00
Telephone:	0				0.00	0.00
Computer Sftwr:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	500	0.00	0.00	0.00	369.45	500.00
<u>Boat:</u>						
Fuel & Oil:	400		69.63 [^]		231.88	400.00
Commissioning:	2,000				790.00	2,000.00
Storage:	200				0.00	200.00
Maintenance/Repairs:	250				31.88	250.00
Equipment:	1,000			110.45 [^]	1,519.49 [*]	1,500.00
Sub-Total:	3,850	0.00	69.63	110.45	2,573.25	4,350.00
<u>Harbor Maintenance:</u>						
Buoy: Commission/Haul/Store:	9,600		1,782.41 [^]		2,821.45	4,000.00
Misc Service/Locker Storage:	300	230.00 [^]		765.00 [^]	995.00	1,000.00
Grid Maintenance:	540		426.42 [^]		426.42	540.00
Signage:	0				0.00	0.00
Sub-Total:	10,440	230.00	2,208.83	765.00	4,242.87	5,540.00
<u>Dock/Pumpout:</u>						
Dock Eqpt./Maintenance:	500				0.00	500.00
Pumpout Eqpt./Maintenance:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	500	0.00	0.00	0.00	0.00	500.00
<u>Administrative:</u>						
Supplies:	0				0.00	0.00
Newsletter:	1,500				1,635.69	1,650.00
Professional Services:	0				0.00	0.00
Sub-Total:	1,500	0.00	0.00	0.00	1,635.69	1,650.00
Total Operating Expense:	16,790	230.00	2,278.46	875.45	8,821.26	12,540.00
<u>Approved Projects/Capital</u>						
New Anchor/Channel Buoys Project:	10,000				0.00	0.00
Radar:	2,500				0.00	0.00
Public Access Study:	1,000				0.00	0.00
Total Project/Capital	13,500	0.00	0.00	0.00	0.00	0.00
Total Designated Funds	30,290	230.00	2,278.46	875.45	8,821.26	12,540.00
Undesignated Funds:	11,992	33,934.39	31,655.93	30,780.48	30,780.48	28,691.74

Notes:

Petty Cash Advance - 300 October 110.45[^]

Attachment 1

Report Date 12/17/2018

	<u>Plan</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>	<u>Probable</u>
<u>Funds Generated:</u>						
Balance Brought Forward:	16,602	33,934.39	31,655.93	30,780.48	16,601.74	16,601.74
Paid Moorings: Com/PW/Pub:	128/252/9	0/0/0	0/0/0	0/46/13	125/253/13	128/253/13
Mooring Fees:	25,580	0.00	0.00	2,560.00	25,410.00	25,410.00
Miscellaneous Income:	100	0.00	0.00	50.00	200.00	200.00
Total Generated Funds:	42,282	33,934.39	31,655.93	33,390.48	42,211.74	42,211.74
<u>Operating Expense:</u>						
<u>Mooring Admin:</u>						
Mailings:	500				369.45	500.00
Telephone:	0				0.00	0.00
Computer Sftwr:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	500	0.00	0.00	0.00	369.45	500.00
<u>Boat:</u>						
Fuel & Oil:	400	69.63			231.88	400.00
Commissioning:	2,000				790.00	2,000.00
Storage:	200				0.00	200.00
Maintenance/Repairs:	250				31.88	250.00
Equipment:	1,000		110.45		1,519.49	1,500.00
Sub-Total:	3,850	69.63	110.45	0.00	2,573.25	4,350.00
<u>Harbor Maintenance:</u>						
Buoy: Commission/Haul/Store:	9,600	1,782.41			2,821.45	4,000.00
Misc Service/Locker Storage:	300		765.00		995.00	1,000.00
Grid Maintenance:	540	426.42			426.42	540.00
Signage:	0				0.00	0.00
Sub-Total:	10,440	2,208.83	765.00	0.00	4,242.87	5,540.00
<u>Dock/Pumpout:</u>						
Dock Eqpt./Maintenance:	500				0.00	500.00
Pumpout Eqpt./Maintenance:	0				0.00	0.00
Miscellaneous:	0				0.00	0.00
Sub-Total:	500	0.00	0.00	0.00	0.00	500.00
<u>Administrative:</u>						
Supplies:	0				0.00	0.00
Newsletter:	1,500				1,635.69	1,650.00
Professional Services:	0				0.00	0.00
Sub-Total:	1,500	0.00	0.00	0.00	1,635.69	1,650.00
Total Operating Expense:	16,790	2,278.46	875.45	0.00	8,821.26	12,540.00
<u>Approved Projects/Capital</u>						
New Anchor/Channel Buoys Project:	10,000				0.00	0.00
Radar:	2,500				0.00	0.00
Public Access Study:	1,000				0.00	0.00
Total Project/Capital	13,500	0.00	0.00	0.00	0.00	0.00
Total Designated Funds	30,290	2,278.46	875.45	0.00	8,821.26	12,540.00
Undesignated Funds:	11,992	31,655.93	30,780.48	33,390.48	33,390.48	29,671.74

Notes:

Petty Cash Advance - 300 October

2. Harbormaster's report

Harbormaster Report
December 10, 2018

New Mooring permits issued: 0 (littoral) Moorings being given up (this month): 0
New Mooring assignments in the works: 0
Deposits to SHMC account since last report: \$ 2610 2018 YTD = \$25410

11/12 "Slow – No – Wake" sign removed from Sandy Point

11/12 Harbormaster mooring near Sandy Point removed

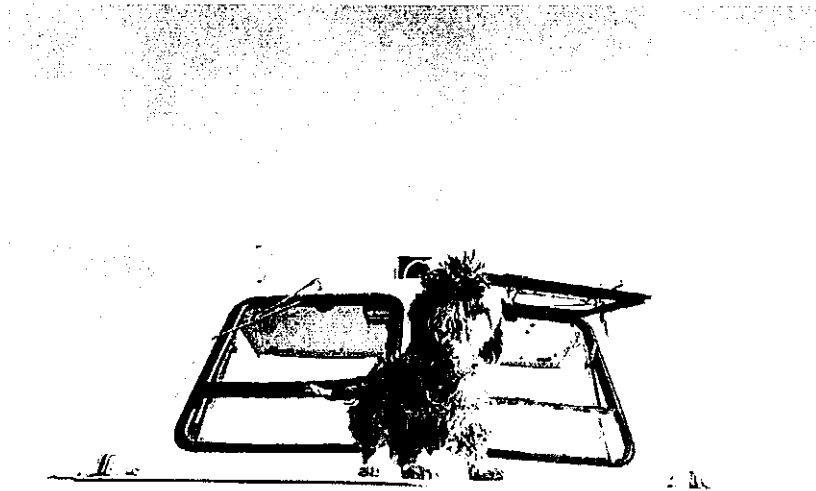
Permission was given to Clay Burkhalter and a friend to use the Harbormaster boat for a 2019 Dog calendar. See below...

I plan to have all renewals ready to use January SHMC meeting as an envelope stuffing event. With all commissioners there it should take no more than an hour.

Robert G

11/21 Boat hauled for the season. All equipment is in storage. Electronics, fire extinguishers, medical kit are stored at Harbormaster residence to stay dry and warm.

Boat will be winterized by PMW. Bottom to be power washed, batteries are at PMW for storage. Shrink wrap and storage at Don's Dock.



HARBOR

Respectfully Submitted,

Eric Donch
Stonington Harbormaster

December 10, 2018

Breakwater Project Update for December SHMC Meeting

10/16/18 - October SHMC meeting report stated that the final contract was issued to Docko for signature on October 11.

10/31/18 - Docko had issues with the Town's contract language: 1) insurance requirement (\$3M errors & omissions); 2) duration of coverage (three years past project date); and 3) the waiver of jury trial in event of disputes. Town amended 2) coverage duration but could not modify 1) or 3).

10/31/18 - Met with Docko and Devin Santa of RACE Engineering (Stratford CT), walked the breakwater and discussed project details after at SHYC.

11/1-5/18 - Several calls with Docko, they requested that RACE take the lead and that we obtain CT Port Authority approval. That would be a sole source award without valid justification and I could not agree. Town voiced the same objections.

11/7/18 - Docko called to state that they had to withdraw from the project citing the insurance requirements but they also stated that they did not have the time or resources to commit (!).

11/8/18 - I issued an update memo to the SHMC chair and the breakwater sub-committee, mentioning that the Town would approach the South Pier A/E, Stantec of Hartford CT, to gauge interest.

11/14/18 - Attended a South Pier meeting with the Town and Stantec, whose two project managers had walked the site that AM. Stantec was involved with the Stonington Commons project and are familiar with the site. They expressed interest in the project and requested that we obtain Docko's hydrographic and topographic surveys. Town agreed to contact CT Port Authority to request approval to award to Stantec based on their competitive selection for the South Pier project.

11/15/18 - Issued another update to SHMC chair and breakwater sub-committee. Requested survey data from Docko.

11/20/18 - Stantec accepted the South Pier contract terms. The Breakwater contract terms (other than the scope of work) will be identical.

11/21/18 - Stantec agreed to take the project pending CTPA approval. Docko provided the survey data to Stantec. Town issued a request letter to CTPA to award to Stantec based on their competitive selection.

12/3/18 - Emailed Town asking if CTPA responded.

12/5/18 - Town issued an update request to CTPA, who responded with approval to award to Stantec.

12/6/18 - Stantec emailed Town stating that they hope to issue the breakwater scope on 12/7/18.

Stantec is a large firm in Hartford and they have assigned two project managers to cover the South Pier and Breakwater projects jointly. They retain two geotechnical consultant firms who are available to assist. They expressed confidence that they can complete the project with plans, specifications and bidding documents before the funding expires on July 1, 2019.

Submitted by:

Paul O'Neill