



Approval  
Final *J. Diggs, chair*  
**Stonington Harbor Management Commission**



February 10, 2014  
Minutes (J. Diggs, Acting Secretary)

**1. Call to Order:**

Chairman Spalding called the meeting to order at 7:00 PM. Attending were, Chairman Spalding, Commissioners Crites, Diggs, MacKinnon, O'Neill, Johnstone, Tacy, Rose, Motherway and Harbormaster Donch. Assistant Harbor Master Estabrooks and Commissioner Smith were absent. A quorum existed and the meeting proceeded.

**2. Minutes:**

- A. The Minutes of the January 13, 2013 Meeting were read. A correction was noted that Dodson's has completed moving the "A row", not the "B row". Approval of corrected minutes was so moved by Mr. Rose, seconded by Mr. O'Neill, and was unanimous.

**3. Correspondence:**

- A. In Jurisdiction: Application received from Docko, representing Mr. Diedrick van de Velde, at 55 Church St, Stonington, to install a PWC lift on their existing dock. Pertinent portions of the application were circulated to the Commissioners. No objection was identified and no action by the Commission was required.
- B. Out of Jurisdiction: None received.

**4. Treasurers Report:**

- A. Current Financial Status: Mr. Crites circulated the January 2014 Financial Report (see Attachment A). The balance as of the end of January was \$8026. This was viewed as a healthy start to the year before any of the 2014 mooring fees have been received, or any 2014 budgets assigned. Mr. Tacy so moved approval, seconded by Mr. O'Neill. Approval was unanimous.

**5. Harbormaster's Report:** The Report is attached. Also reported and discussed were the following:

- A. Private and Commercial Moorings: New moorings to those on the waiting list will be issued when the current mooring renewals are complete and the number of new moorings available will be known. This will be after 3/31.
- B. Waiting List: The waiting list on the web site and on file in the Town Hall is dated 1/30/2013 and needs updating to February 2014. This will be done.
- C. Special Purpose Moorings (see Plan Art 4, Sect 4): Special Purpose moorings do not carry over and must be applied for each year. Mr. Diggs and the HM will develop an advertisement that will be placed in local newspapers identifying the possible availability and the criteria for issuing Special Purpose moorings. Such applications will be discussed as received in the SHMC monthly meetings.

- D. Gridding update: Placing moorings on the grid is proceeding as planned with both Dodson's and Don's Dock re-setting moorings onto the grid as part of the inspections.
- E. Derelict Boats: CT State General Statutes Sec 15-3a provides the definition of a derelict vessel. Sec. 15-11a provides the Harbor Master with the authority to remove such derelict vessels. The HM will contact the owners of the derelict vessel *Marmion* and request that a plan be developed for her removal.
- F. Concrete Docks: The outermost SNEFLA concrete dock has broken in half. Although both halves are retained by their pilings, they could easily break away in a storm. The HM will contact SNEFLA regarding resolving this potential hazard.
- G. Dinghy Dock at Stonington Commons: Some of the hoops that retain these docks have deteriorated and no longer would retain the docks in major storms. The HM will contact Stonington Commons regarding resolving this potential hazard.
- H. Don's Dock Boat Launch Ramp: No COP was received by the SHMC for this new concrete ramp since it is out of jurisdiction and the responsibility of DEEP.

Approval of the Harbormaster's Report and the above additions was so moved by Mr. Motherway, seconded by Mr. MacKinnon, and was unanimous.

## 6. Old Business:

- A. Inner (old) Breakwater/Town Dock: Mr. Tacy reported that this effort continues in a positive direction. A Task Force has been assembled, with members from the Town, the Borough and SHMC. They are Michael Blair and Howard Park (Borough), Larry Sullivan (Town), and Bruce MacKinnon and Peter Tacy (SHMC). They will meet next Tue, 2/18 in the Town Hall. A State grant is being pursued to perform a feasibility study of a possible restoration/repair of the breakwater.
- B. Harbor Hydrographic Survey: Mr. Spalding reported two (2) written proposals were received (i.e., HydroData, Inc and Roberge Coastal Associates) and that another was being developed by associates with URI School of Oceanography. Gathering the data was of less concern to the SHMC than the final format of the data. The desire is simply a chart of the harbor overlaid with depth contours and areas of shoaling identified. The proposals need further evaluation. A Working Group consisting Mr. Donch, Diggs and Motherway was appointed to review the proposals and award a contract by the March meeting such that this work can be completed before the harbor fills with boats on moorings. The Working Group was given the authority to obligate up to \$10K for this effort, so moved by Mr. Crites, seconded by Mr. Tacy and approved unanimously.
- C. Tracking COP Projects: Mr. Spalding reported that tracking COPs via a spreadsheet was well underway and will be updated as required.

**7. New Business:**

- A. Capital Expenditure Planning: Mr. Crites circulated a proposed 2014 budget worksheet that defined the anticipated INCOME from mooring fees, etc., and the anticipated EXPENSES including Annual Operating Expenses and proposed Capital Expenditures. The Commissions reviewed and commented on each line item in the proposed budget and provided their cost estimates. These would then be balanced against the INCOME to determine if the proposed 2014 budget could be achieved or if some changes would be required. Mr. Crites was to assimilate the results into a new proposed budget worksheet to be circulated for comments by the Commissioners.
- B. Five Year Financial Plan 2013-2018: Mr. Crites circulated a 5-year Financial Plan. This identified the cost impact of major projects and the time line for when funds could be available to fund such projects. The Commissioners and the Harbor Master reviewed and commented on the long-range expenditures proposed. Mr. Crites would then incorporate such comments into revisions of the 5-Year Plan, which would provide future year budget guidelines.

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

**9. Adjournment:**

Mr. O'Neill moved that the meeting be adjourned. Mr. Johnstone seconded and the meeting was adjourned by unanimous consent at 9:15 PM.

**Attachments:**

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

Attachment A (Financial Report):

SHMC FINANCIAL REPORT - 2014

Report Date: 2/28/2014	Plan	Jan	Feb	Mar	YTD	Probable
<b>Funds Generated:</b>						
Balance Brought Forward	8,704.04	8,704.04			8,704.04	8,704.04
Paid Mooring, Comm/Pvt/Club						
Mooring Fees					0.00	0.00
Miscellaneous Income					0.00	0.00
<b>Total Generated Funds:</b>	<b>8,704.04</b>	<b>8,704.04</b>	<b>0.00</b>	<b>0.00</b>	<b>8,704.04</b>	<b>8,704.04</b>
<b>Operating Expense:</b>						
<b>Mooring Admin:</b>						
Mailings					0.00	0.00
Telephone					0.00	0.00
Computer Attr					0.00	0.00
Miscellaneous					0.00	0.00
<b>Sub-Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Boat:</b>						
Fuel & Oil					0.00	0.00
Commissary		305.00			305.00	305.00
Storage					0.00	0.00
Maintenance/Repairs					0.00	0.00
Equipment					0.00	0.00
<b>Sub-Total:</b>	<b>0.00</b>	<b>305.00</b>	<b>0.00</b>	<b>0.00</b>	<b>305.00</b>	<b>305.00</b>
<b>Harbor Maintenance:</b>						
Buoy Commission/Ha./Stake		241.02			241.02	241.02
Misc Services/locker Storage					0.00	0.00
Logage					0.00	0.00
<b>Sub-Total:</b>	<b>0.00</b>	<b>241.02</b>	<b>0.00</b>	<b>0.00</b>	<b>241.02</b>	<b>241.02</b>
<b>Dock/Pumpout:</b>						
Dock EOI Maintenance					0.00	0.00
Pumpout Eqp/Maintenance					0.00	0.00
Miscellaneous					0.00	0.00
<b>Sub-Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administrative:</b>						
Supplies					0.00	0.00
Newsletter					0.00	0.00
Professional Services					0.00	0.00
<b>Sub-Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Operating Expense:</b>	<b>0.00</b>	<b>546.02</b>	<b>0.00</b>	<b>0.00</b>	<b>546.02</b>	<b>0.00</b>
<b>Approved Projects/Capital</b>						
New Boat Reserve					0.00	0.00
New BHW Bldg					0.00	0.00
Mooring Field Grid Project					0.00	0.00
Town Plaza/Breakwater Project		131.87			131.87	131.87
Pumpout Pier Extension Project					0.00	0.00
Hydrographic Survey Project					0.00	0.00
<b>Total Project/Capital</b>	<b>0.00</b>	<b>131.87</b>	<b>0.00</b>	<b>0.00</b>	<b>131.87</b>	<b>0.00</b>
<b>Total Designated Funds</b>	<b>0.00</b>	<b>677.89</b>	<b>0.00</b>	<b>0.00</b>	<b>677.89</b>	<b>0.00</b>
<b>Undesignated Funds:</b>	<b>8,704.04</b>	<b>8,026.15</b>	<b>0.00</b>	<b>0.00</b>	<b>8,026.15</b>	<b>8,026.15</b>
<b>Notes:</b>						
Resv Cash Advances - 305.00						
Harbor Boat Reserve - 540.00						

**Attachment B (Harbor Master's Report):**

**Harbormaster Report  
February 10, 2014**

New Mooring permits issued: 0      Moorings being given up (this month): 0  
New Mooring assignments offered: 0      Additions to Waiting List: 0      Total: 231  
Deposits to SHMC account since last report: \$ 2014 YTD = \$0.

**Mooring Renewals:**

**262 Total Renewals**

**256 renewals sent out 1/31/2014:**

**253 Private**

**3 Commercial (128 total moorings)**

**6 renewals were held back waiting reply to "Mooring issues letter"**

**3 Mooring holders had replied and were sent out with renewals**

**1 more was sent today.**

**Robert G**

**Boat is in storage in the Velvet Mill.**

**Respectfully Submitted**

**Eric Douch  
Stonington Harbormaster**