

FINAL
Town of Stonington, CT
Stonington Harbor Management Commission
Regular Meeting
December 13, 2010
7:00 PM
Stonington Police Public Meeting Hall

A regular meeting of the Stonington Harbor Management Commission was held on Monday, December 13, 2010 at the Stonington Police Public Meeting Hall. Attending were Chairman Peter Vermilya, Alan Banister, Jesse Diggs, Jean Dixon, Ed Smith, Rodney Johnstone, William Geary and Harbormaster Eric Donch. Assistant Harbormaster Charles Estabrooks, George Kenyon and Sherman Crites did not attend.

I. Call to Order

The meeting was called to order at 7:03PM by Chairman Vermilya.

II. Minutes

Mr. Smith motioned to accept the minutes of the November 15, 2010, meeting as written and Mr. Geary seconded. The motion was approved unanimously.

III. Correspondence

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction
 - 1. CT DEP tentative determination, Mark Wainston, Masons Island; dock with floating ramp.
- B) In Jurisdiction
 - 1. Letter from Benjamin Geldhof, wait list address change.

IV. Treasurer's Report

Ms. Dixon presented the Treasurer's Report for November 30, 2010 (Attachment A.) She reported that \$1871.45 was paid to Eric Donch for 2010 harbormaster expenses and \$600.00 was paid to Velvet Mill Equities, LLC for ROBERT G (2010-2011) boat storage. Cash Available to the Harbor Commission is \$20,283.97.

The report was amended to reflect the \$300 outstanding commitment to participate in the repair of the Lobsterboat Dock that was authorized by the Commission at the July 12, 2010, meeting. Mr. Smith motioned to accept the Treasurer's Report. Mr. Banister seconded and the motion passed unanimously.

V. Harbormaster's Report

The Harbormaster's Report, December 13, 2010 was presented by Harbormaster Donch (Attachment B, E.)

a) Status of Moorings

HM Donch reported that 6 offers of new moorings were accepted by wait listed persons this month; one passed on the offer for this year and will remain on the list. 5 offers remain unanswered and HM Donch will contact them this week to assess their status. Respond-by dates will be included in future offers of new moorings to wait listed people. New mooring holders will move off the wait list and on to the mooring list in mid-January to keep records appropriately balanced. The website Wait List and Mooring Holder Lists will reflect the changes after that time. HM Donch acknowledged the relatively high number of moorings available during this recent cycle and noted that about 1/3 were new locations, not vacated moorings.

b) *Re Transient Buoy servicing by Don's Dock: HM Donch will request during upcoming servicing that Don's Dock examine the condition of the plasticized wire on the buoys off the bottom at the shackle to assess wear and potential replacement with 3/8" chain. HM Donch will obtain a replacement cost for the chain.

c) The Commission acknowledged its responsibility for the Sandy Point mooring that is used by the Harbormaster to monitor activity in that area. The Commissioners authorized HM Donch to purchase mooring service/replacement as necessary for this mooring.

Mr. Banister motioned to accept the Harbormaster's Report as written and Mr. Johnstone seconded. The motion passed unanimously.

VI. Old Business

A) Mooring Status: Covered under Harbormaster's Report.

B) Slow/No Wake Harbor Ordinance

Mr. Banister stated that he had distributed copies of the "Proposal to Expand Stonington Harbor SLOW NO-WAKE ZONE" document to the Stonington Yacht Club for distribution as well as to Tom's Newstand for posting and public information.

The Town Meeting date for the Stonington Harbor ordinance vote has not been determined. *Mr. Banister will confirm the date with Mr. Habarek for the Town Meeting to vote on the ordinance.

C) Harbormaster Boat Mission Statement

*Mr. Smith will re-distribute the draft of "Purpose of Harbormaster Boat" document to the Commission members for review at the next meeting.

D) SHMC Financial Procedures and Reporting

1. 2011 Operating Budget Proposal

The Commission reviewed the 2011 Operating Budget Proposal (Attachment C) by line item. Mr. Johnstone motioned to accept the budget as amended and Mr. Bannister seconded the motion. The motion passed unanimously.

The following comments were noted and accepted:

- Miscellaneous Revenue includes, not limited to, donations, plan copies.
- Computer Software: Mr. Estabrooks will determine if town provides software.
- Harbor Expense Miscellaneous: \$200 for Sandy Point harbormaster mooring.
- Dock/Pump out Expense: Some part of dock/pump out expense will be shared by the town.
- Administrative Supplies: Additional supplies budget accepted, to \$150
- Administrative Supplies: SHMC Town Hall Records Storage expense no longer required.
- Contingency Expense: This category is funded at 10% of the total operating budget expenses to cover under funded expenses. Contingency expense at the project level may be required in the future.

2. 2011 Capital Expense Proposal

The Commission initiated the review of the 2011 Capital Expense Proposals (Attachment D). The following expenses were approved:

- SLOW NO-WAKE Buoys (\$1,950), Winter Markers (\$210), and Loaner renovation (\$400).
- Harbormaster/Pump out Dock (\$11,500)
- Management Plan Update Reproduction (\$1,000)
- Harbor Marine Use Donations (\$5,000)
- Administrative Computer and Software (\$800)
- New Boat Fund (\$5,000)

Items: (Shared Data Access), (Harbormaster Boat Radar) and (Side Scan Sonar) will be reviewed at the next meeting.

E) Harbormaster Boat/Pump out Boat Dock Project

Chairman Vermilya reported that he, Mike Logan and Eric Donch met to write the guidelines and rules by which the boat and dock will be administered and operated; Mr. Sullivan, Stonington Town Engineer will be consulted as well. Mr. Vermilya confirmed that the Town of Stonington will maintain the access road to the new dock.

Atlantic Marine and Gwenmor Marina will submit updated quotes by January, 2011.

F) Harbor Management Plan Ordinance-Section Update

Mr. Johnstone reported that the sub-committee has met and will present its draft plan ordinance-section update at the Commission's January 10, 2011, meeting for commission review. Copies will be sent in advance of that meeting to members. The Commission discussed coordinating the ordinance update process with town officials (Mr. Habarek), the preparation of a summary information document for public distribution and informational workshops for public awareness.

VII. New Business

HM Donch requested that commission members participate in the 2011 mooring renewal mailing project scheduled for the week of January 10, 2011.

VIII. Public Comment

There was no public comment.

IX. Adjournment

The meeting adjourned at 9:25 upon a motion that was proposed by Ms. Dixon, seconded by Mr. Johnstone and approved unanimously.

Submitted by Jean D. Dixon

*Indicates action items

ATTACHMENT A
STONINGTON HARBOR MANAGEMENT COMMISSION
Monthly Financial Report: November 30, 2010

CATEGORY	MONTH	YTD	BUDGET BALANCE	COMMENT
Mooring Fees	\$0.00	\$7,880.00		
Miscellaneous	\$0.00	\$15.00		
<u>TOTAL REVENUE</u>	\$0.00	\$7,895.00		
Mailings	\$24.40	\$410.52		
Telephone	\$464.71	\$931.84		Incl '09 residual exp.
Computer Sftwre.	\$0.00	\$51.99		
Other	\$1,000.00	\$1,074.00		'10 survey; PO Box F
MOORING ADM.	\$1,489.11	\$2,468.35		
Fuel	\$147.50	\$285.49		
(De)Commissioning	\$0.00	\$0.00		
Storage	\$600.00	\$1,050.00		YTD Includes '09&'10
Maintenance	0.00	\$170.00		
Repairs	\$0.00	\$0.00		
Equipment	\$194.27	\$194.27		
Other	\$0.00	\$0.00		
BOAT EXPENSE	\$941.77	\$1,699.76		
Buoy Haul/Store	\$0.00	\$722.40		
Buoy Service	\$0.00	\$0.00		
Signage	\$40.81	\$740.81		
Other	\$0.00	\$0.00		
HARBOR EXPENSE	\$40.81	\$1,463.21		
DOCK/PUMPOUT EXP.	\$0.00	\$0.00		
Supplies	\$0.00	\$0.00		
Other	\$0.00	\$223.29		Minutes Storage
ADMINISTRATIVE EXP.	\$0.00	\$223.29		
PROF. SERVICES	\$0.00	\$0.00		
<u>TOTAL EXPENSES</u>	\$2,471.69	\$5,854.61		
SURPLUS/(DEFICIT)	(\$2,471.69)	\$2,040.39		

MONTHLY ACTIVITY

Paid:

E. Donch: \$1871.69 ('10 Expenses)
Velvet Mill: \$600.00 ('10-'11 Boat Storage)

Outstanding:

PMW Robert G Decommissioning (\$250)
Nov/Dec. mooring adm: (\$127)
Trailer Parts-(\$100)
Adm. Supplies: (\$42)
Lobst. Dock Repairs: (\$300)
Mooring Revenue: \$300

GENERAL FUND: \$20,283.97

ATTACHMENT B
Harbormaster Report
December 13, 2010

New Mooring permits issued: See page 2
Mooring being given up (this month): 0
New Mooring assignments offered: See page 2
Additions to Waiting List: 1 Total: 206
Deposits to SHMC account since last report: \$ 0 (2010 YTD = \$7420)

Need Transient anchorage buoys serviced (removed from harbor).
Don's Dock to handle removal.
Not complete as of 12-11-10

Robert G

Boat has been hauled.

Had a problem with the brakes on the port side of the trailer being frozen when I got trailer to haul boat. New parts have been received and repairs will be made over the winter while the boat and trailer are at Velvet Mill. Got one set of brake pads to verify they were correct part. Will order second set and replace all pads.

PMW performed winterization service. They recommend water pump and thermostat replacement in spring.

Boat is in storage in Velvet Mill.

Respectfully Submitted

Eric Donch
Stonington Harbormaster

ATTACH MENT C

SHMC 2011 OPERATING BUDGET PROPOSAL

CATEGORY	ESTIMATED PROPOSED		COMMENTS
	2010	2011	
Mooring Fees	\$8,180.00	\$8,200.00	410 Moorings - 2011
Miscellaneous	\$15.00	\$200.00	Donations
<u>TOTAL REVENUE</u>	\$8,195.00	\$8,400.00	
Mailings	\$410.00	\$495.00	Waitlist & Renewal Postage, Supplies
Telephone	\$620.00	\$660.00	\$55/mo.; '09 exp. not included in '10 est.
Computer Software	\$52.00	\$150.00	Software
Miscellaneous	\$1,074.00	\$75.00	'10 Harbor survey, PO box fee
MOORING ADMINISTRATION	\$2,156.00	\$1,380.00	
Fuel	\$285.00	\$300.00	75-80 hrs. annually
(De)Commissioning	\$0.00	\$250.00	
Storage	\$600.00	\$600.00	
Maintenance	\$170.00	\$350.00	Bottom paint, cleaning supplies
Repairs	\$0.00	\$400.00	Replace boat glass; Trailer parts
Equipment	\$0.00	\$325.00	Propeller, life jackets, safety flare set
Miscellaneous	\$0.00	\$0.00	
BOAT EXPENSE	\$1,055.00	\$2,225.00	
Buoy/Marker Haul/Store	\$722.00	\$1,300.00	6 transient, 7SNW buoys @ \$100
Buoy/Marker Service	\$0.00	\$0.00	
Signage	\$741.00	\$100.00	'10 Sandy pt. sign replacement
Miscellaneous	\$0.00	\$200.00	Sandy Point Harbormaster Mooring
HARBOR EXPENSE	\$1,463.00	\$1,600.00	
Dock Equipment	\$0.00	\$350.00	Dock lines, cleats, bumpers
Pumpout Maintenance	\$0.00	\$100.00	Pump spare parts, electrical supplies
Miscellaneous	\$0.00	\$300.00	HM/Lobster dock repair
DOCK/PUMPOUT EXPENSE	\$0.00	\$750.00	
Supplies	\$42.00	\$150.00	Supplies
Miscellaneous	\$223.00	\$0.00	
ADMINISTRATIVE EXPENSE	\$265.00	\$150.00	
PROFESSIONAL SERVICES	\$0.00	\$0.00	
CONTINGENCY EXPENSE		\$610.00	10% of total expense for budget variance
<u>TOTAL Operating EXPENSES</u>	\$4,939.00	\$6,715.00	
SURPLUS/(DEFICIT)	\$3,256.00	\$1,685.00	
GENERAL FUND			
	est. 12/31/10	\$19,783.00	
	est. 12/31/11		\$21,468.00

ATTACHMENT D

SHMC 2011 CAPITAL EXPENSE PROPOSALS

DESCRIPTION	2011	EXPENSE COMMENTS
SNW Buoys	\$1,950.00	3 @ \$650; includes shipping; outside help may be ava
SNW buoy winter markers	\$210.00	7 @ \$30
Renovate/reletter loaned buoys	\$400.00	4 @ \$100
Dock	\$11,500.00	Est. SHMC cost = \$11,500; dock reserve = \$9840
Management Plan Reproduction	\$1,000.00	
Shared Data Access		TBD Need more information
Harbor Marine Use Donations	\$5,000.00	
Computer System & Software	\$800.00	Admin. Support
New Boat Fund	\$5,000.00	
Harbormaster Boat Radar	\$2,500.00	
Side Scan Sonar	\$1,200.00	
TOTAL PROPOSED CAP EX	\$29,560.00	
GENERAL FUND		
	est. 12/31/10	\$19,783.00
	est. 12/31/11	\$21,468.00
RESERVED FUNDS:	Boat	\$300.00
	Dock	\$9,840.00

Location	Previous	Length' x Draft'	Comment	New	L' x D'	From	Status
N-37			Empty	John Morris		#17	Confirmed
T-34			Empty	Miles Meader		R-34	Confirmed
N-24	Charles Buck	23 x 3	fill with temp ?				
S-34	Dario Galindo	24 x 3	go big				Offered 9/25/10
S-31	Edward Schepp	26 x 4	go big	Stephen Torrey	42 x 5	#18	Confirmed
S-53	John McKinney	39 x 6	go big	M. Ghent-Orzolek	40 x 5	#8	Confirmed
P-22	Margret / Colin Revill	23 x 3	good J24 type	Walter Johnsen	24 x 4	#1	Confirmed
N-66	Ted Martin	24 x 4	good J24 type				
N-?			new				Offered 9/25/10
N-?			new	Alvin Zilz	20 x 2	#14	Confirmed
N-?			new				Offered 9/25/10
N-?			new	Sherman Crites	20 x 3	#22	Confirmed
N-68			new	Jessee Diggs	22 x 2	#24	Passed
N-?			new				Offered 9/25/10
N-77			new	Jason White	13 x 1	#4	Confirmed
N-?			new	John Seremet	20 x 1	#5	Confirmed
N-78			new	Nils Dahl	15 x 2	#9	Confirmed
S-?			new	Cary Burgess	25 x 4	#11	Confirmed phone
R-55			new between R-54 and DBY S-26	Jane/Roger Bonner	28 x 5	#21	Confirmed
V-11	William Borque		over crowded area	none			
V-21	Frank Intellisano		over crowded area	none			
V-35	James Robins	26 x 3	over crowded area	none			
Y-13			over crowded area	none			
Y-47			over crowded area	none			
S-37	Tom Crimmons	21 x 5		Sonja Ziluca-Lucas	34 x 4	#13	Confirmed phone
R-66	James / Julia Farrell	8 x 1 ?		George Zvara	30 x 5	#16	Confirmed
N-64	Randolph Minor	32 x 4		Donald Piccoli	28 x 4	#19	Confirmed
S-17	Flint			Victor Liburdi	28 x 3	#20	Confirmed
S-43	Tony Inzero	34 x 5		Alvin Fryxell	37 x 5	#23	Confirmed
R-34	Miles Meader	46 x 9					Offered 9/25/10
Q-44	Bill Morris	32 x 4		Anton Sattler	36 x 4	#27	Confirmed
S-42	Ovida Carter	34 x 4					