

FINAL
Town of Stonington, CT
Stonington Harbor Management Commission
Regular Meeting
May 9, 2011
7:00 PM
Stonington Police Public Meeting Hall

A regular meeting of the Stonington Harbor Management Commission was held on Monday, May 9, 2011 at the Stonington Police Public Meeting Hall. Attending were Chairman Peter Vermilya, George Kenyon, Alan Banister, Sherman Crites, Jean Dixon, Rodney Johnstone, Ed Smith, William Geary, Harbormaster Eric Donch and Assistant Harbormaster Charles Estabrooks. Jesse Diggs did not attend.

I. Call to Order

The meeting was called to order at 7:00PM by Chairman Vermilya. Presentations were made by Mr. Bill Lovely of Cianbro (Old Business Item #A) and Mr. Keith Neilson (Correspondence Item #3-B-1) at the beginning of the meeting.

II. Minutes

Mr. Banister motioned to accept the minutes of the April 11, 2011, meeting and Mr. Kenyon seconded. The motion was approved unanimously.

III. Correspondence

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction
 - 1. Raymond Trevelyn – Pawcatuck River – to raise his dock onto pilings.
- B) In Jurisdiction
 - 1. Wequetequock Cove (below the RR Bridge) off Palmers Neck Road. The DEP Permit Consultation Form submitted by Keith Neilson of Docko, Inc on behalf of Andrew Marco was reviewed by Mr. Neilson. Mr. Marco seeks to construct a pier landing, install an 8' x 20' long floating dock, install restraint piles and tie-off piles, and install a boat lift, all waterward of the high tide line. Mr. Banister motioned to approve the project, Mr. Smith seconded and the motion passed unanimously.
 - 2. Letter sent to Jerry Donovan by SHMC Chair (Old Business Item #B)
 - 3. Letter sent to Rick Huntley, DEP OLISP Clean Vessel and Clean Marina Coordinator, thanking him for his support in obtaining funding for the Harbormaster Dock.

IV. Treasurer's Report

Ms. Dixon summarized the Treasurer's Report for April 30, 2011 (Attachment A). Expenses committed to but not invoiced will be reported as Committed Expenses until they are invoiced at which time they will be reported as standard expense during the month of invoicing.

Mr. Banister motioned to accept the Treasurer's Report. Mr. Johnstone seconded and the motion passed unanimously.

V. Harbormaster's Report

The Harbormaster's Report, May 9, 2011 was presented by Harbormaster Donch (Attachment B)

A) Status of Moorings

HM Donch reviewed the status of new mooring offers (Attachment C) and noted that 3 new permits had been issued this month to Wait List applicants. Available moorings N-66, N-92, R-53, R-66, S-23, S-42 and Y-14 have reassignment priority.

HM Donch reviewed the 2011 mooring renewal response to date. He noted the excellent response rate this year and credited the personal contact by Commission members as well as increased awareness by mooring holders of the March 31 renewal deadline. He noted that he had been in touch with the nine renewals not received and no revocation letters were sent. Littoral renewals were complete. The Commission acknowledged the success of the 2011 renewal process as well as the new mooring assignments offered during the fall and winter. Mr. Banister noted that the wait list process needs qualification for the 2012 season.

B) Dock/Pumpout Status

HM Donch reviewed the successful installation and testing of pumpout equipment. A lockbox for the pumpout controls will be installed. He noted that a parts inventory is required to support the uninterrupted function of the equipment and recommended parts for that purpose. He added that commission and decommissioning maintenance will be required annually. Ms. Dixon will clarify invoicing for these items with the Stonington Director of Finance as they are to be shared by the state of Connecticut and the Town of Stonington.

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

VI. Old Business

A) Railroad Bridge Replacement

1. Bill Lovely, Project Manager, and Earl Rand, Senior Project Engineer, from the Cianbro Companies presented an overview of the railroad bridge replacement project at the north end of Stonington Harbor. The project is scheduled for completion on September 30, 2011, and will create an additional two feet clearance under each bridge as well as enhanced structural integrity.
2. The Cianbro team stated that they can accommodate boat traffic that uses the bridge passages as required to ensure minimal interruption to normal boating activity except during a September weekend. There will be a 55 hour shutdown near project completion during which time a temporary docking area on the south side will be established for boats impacted by the shutdown. Mr. Lovely stated that work would take place from 6AM to 11PM daily and that noise could be considerable.
3. The Commission requested that he coordinate with Amtrak for the installation of metal framework for the Slow No-Wake signs that need to be located on the north sides of the two bridges.

B) April 27, 2011 Special Meeting Review

Chairman Vermilya referenced the minutes of the special meeting and stated that a letter had been sent to Mr. Donovan advising him that his mooring permit #R-75 was not revoked.

C) Slow/No Wake Harbor Buoy Update

1. Mr. Banister summarized bids for buoy material and installation from three vendors. He recommended that ½" chain be used as its longer life makes it more economical. Mr. Banister acknowledge the low bid from Dodson Boatyard and motioned that the Commission award the contract to Dodson Boatyard for \$1110.75 including a 50 lb pyramid anchor for the Wamphassuc Point passage-area. Mr. Crites seconded the motion and it passed unanimously.
2. *Mr. Banister will implement and manage the contract with Dodson Boatyard. He will also contact groups in the boating community who were initially interested in financing some part of the SNW project to determine their current interest.
3. The Commission applauded Mr. Banister's time and effort to bring the SNW project to completion.

D) Harbormaster Pumpout Dock

Chairman Vermilya announced that CUSH was hosting a ribbon-cutting ceremony for the implementation of the new dock from 5:00-7:00PM on May 22, 2011 at the dock with the CUSH Annual Meeting following at a private Harboredge residence.

E) Wadawanuck Mooring Area

No information to report.

*HM Donch and Mr. Johnstone will survey the location of M1, M2, and M3 moorings when occupied to determine if their location is too close to Wadawanuck docks.

F) 2011 Harbor Survey

Commissioners will perform the 2011 season initial survey of their respective mooring areas for review at the June SHMC meeting. The survey will assess general mooring condition (location, winter sticks, markings, regulation mooring equipment). The following area assignments were determined:

N- Mr. Kenyon; P- Mr. Smith; Q- Mr. Banister; R, S- Mr. Crites, T- Mr. Johnstone; V- Ms. Dixon; W- Mr. Geary; Y- Mr. Diggs; East Side- Mr. Donch.

G) Littoral and Standard Mooring Renewals

- 1) Commission members adopted the policy that littoral mooring permits initially granted after January 1, 2011 shall be revoked when the owner sells the shorefront property which served as the basis for granting the littoral mooring. This policy should be included in the Ordinance update project. Littoral mooring renewals will be subject to the same policies and procedures as standard mooring renewals.

2) A proposal for the administration of mooring and wait list renewals (Attachment D) was reviewed and adopted for inclusion in the SHMC Policy and Procedures Manual. The procedures were reviewed for operational integrity and for compliance with the existing SHMC Ordinance. The Commission acknowledged the flexibility of the procedures to accommodate circumstances that may evolve/change.

3) *The following Policy and Procedures Manual documents were assigned for drafting:

Bidding Process and Mooring Surveys: Mr. Banister

Appeals Process: Mr. Vermilya

Mooring Inspections: HM Donch

H) The Status of Moorings

Covered under Harbormaster's Report.

I) Harbor Management Plan Review

The review of the Plan Update was deferred and will resume Section 19 of update text at the next meeting.

J) Harbormaster Boat Mission Statement: Deferred discussion.

K) Review of Remaining Capital Expense Items for the 2011 Budget:
Deferred discussion.

VII. New Business

There was no new business.

VIII. Public Comment

There was no public comment.

IX. Adjournment

The meeting adjourned at 9:26 upon a motion that was proposed by Mr. Banister, seconded by Mr. Kenyon and approved unanimously.

Submitted by Jean D. Dixon

* Indicates action items.

Report Date: 4/30/2011	Annual Budget	Jan	Feb	Mar	Apr	YTD Total	YTD Balance
Income:							
Balance forward:	\$30,670.25	\$30,670.25	\$29,534.94	\$28,635.18	\$23,450.97	\$30,670.25	
Mooring Fees:	\$8,200.00		\$800.00	\$5,700.00	\$780.00	\$7,280.00	\$920.00
Miscellaneous:	\$200.00	\$5.00		\$100.00		\$105.00	\$95.00
Total Income:	\$39,070.25	\$30,675.25	\$30,334.94	\$34,435.18	\$24,230.97	\$38,055.25	\$1,015.00
Expenses:							
Mooring Admin:							
Mailings:	\$495.00	\$132.00	\$81.40	\$104.60		\$318.00	\$177.00
Telephone:	\$660.00	\$49.54		\$102.61		\$152.15	\$507.85
Computer Sftwr:	\$150.00					\$0.00	\$150.00
Miscellaneous:	\$75.00					\$0.00	\$75.00
Sub-Total:	\$1,380.00	\$181.54	\$81.40	\$207.21	\$0.00	\$470.15	\$909.85
Boat Expense:							
Fuel & Oil:	\$300.00					\$0.00	\$300.00
Commissioning:	\$250.00	\$280.00				\$280.00	(\$30.00)
Storage:	\$600.00					\$0.00	\$600.00
Maintenance:	\$350.00	\$39.46	\$39.46			\$78.92	\$271.08
Repairs:	\$400.00					\$0.00	\$400.00
Equipment:	\$325.00					\$0.00	\$325.00
Miscellaneous:	\$0.00					\$0.00	\$0.00
Sub-Total:	\$2,225.00	\$319.46	\$39.46	\$0.00	\$0.00	\$358.92	\$1,866.08
Harbor Expense:							
Buoys Haul/Store:	\$1,300.00	\$570.00				\$570.00	\$730.00
Buoy/Mooring Service:	\$200.00						\$200.00
Signage:	\$100.00						\$100.00
Miscellaneous:	\$0.00					\$0.00	\$0.00
Sub-Total:	\$1,600.00	\$570.00	\$0.00	\$0.00	\$0.00	\$570.00	\$1,030.00
Dock/Pumpout Expense:							
Dock Eqpt./Maintenance:	\$350.00						\$350.00
Pumpout Eqpt./Maintenance:	\$100.00						\$100.00
Miscellaneous:	\$300.00						\$300.00
Sub-Total:	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00
Administrative Expense:							
Supplies:	\$150.00						\$150.00
Miscellaneous:	\$0.00						\$0.00
Sub-Total:	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Professional Services:							
Legal:	\$0.00						\$0.00
Miscellaneous:	\$0.00						\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency:							
Boat Engine Maint			\$578.90			\$578.90	
Sub-Total:	\$610.00	\$0.00	\$578.90	\$0.00	\$0.00	\$578.90	\$31.10
Capital Expenses:							
SNW Implementation:	\$2,560.00						\$2,560.00
Dock/Pumpout Impementation:	\$11,500.00		\$1,000.00	\$10,777.00		\$11,777.00	(\$277.00)
Ordinance Update Project:	\$1,000.00	\$69.31				\$69.31	\$930.69
Harbor Donations:	\$5,000.00						\$5,000.00
Administrative Eqpt.:	\$800.00						\$800.00
New Boat Fund:	\$5,000.00						\$5,000.00
Shared Data Access:							\$0.00
Boat Radar:							\$0.00
Side Scan Sonar:							\$0.00
Sub-Total:	\$25,860.00	\$69.31	\$1,000.00	\$10,777.00	\$0.00	\$11,846.31	\$14,013.69
Total Expenses:	\$32,575.00	\$1,140.31	\$1,699.76	\$10,984.21	\$0.00	\$13,824.28	\$18,750.72
Balance:	\$6,495.25	\$29,534.94	\$28,635.18	\$23,450.97	\$24,230.97	\$24,230.97	
Committed Expenses:					\$350.00		
NOTES:							
Paid:							
Committed:	\$350.00	SNW Buoy					
Revenue:	\$780.00	39 Mooring Fees					

ATTACHMENT B
Harbormaster Report
May 9, 2011

New Mooring permits issued: See page 2
Moorings being given up (this month): 1 (Harding N-92)
New Mooring assignments offered: See page 2
Additions to Waiting List: 0 Total: 206
Deposits to SHMC account since last report: \$ 780 (2011 YTD = \$7280)

Mooring Renewal Status:
Renewals sent: 286 (283 private, 3 commercial (114 DBY, 11 DD, 5 CC))
416 total

Replies to date: 261 Approved
11 Pending
9 Not received
4 Given up (Tapley R-53, Harding N-92, Zvara, W.E.Smith)
1 Revoked (Lamontagne S-23)

Harbormaster Dock pump out equipment is installed and functional.

Met with Larry Sullivan (Stonington Town Engineer), Rick Audette (Pump Installer), Mike Logan (Westerly Pump out) for turnover of system from contractor to Town.

We will need to order some spare parts to have "on hand" for the pump out station. Larry Sullivan told me we would be reimbursed 100% by the town and the town would then submit for the 75% reimbursement from the State.

Recommended parts (Per Mike Logan):
25' Hose \$125
Parastolic Hose \$525
Super Lube \$55

Robert G

The spring commissioning work has been completed and the boat is back in the Velvet Mill.

Expect to launch this week weather permitting.

Respectfully Submitted
Eric Donch
Stonington Harbormaster

**ATTACHMENT C
MOORING ASSIGNMENTS May 9, 2011**

Location Previous	Length' x Draff'	Comment	New	L' x D'	From	Status
N-?		new	John Seremet	20 x 1	#5	Permit Pending
N-?		new	Peter Cummin	20 x 2	#12	Permit Pending
N-?		new				
N-66	Ted Martin 24 x 4	good J24 type				
N-68		new				
N-77		new	Jason White	13 x 1	#4	Permit Pending
N-92	Charles Harding 14 x 2					
P-22	Margret / Colin Revill 23 x 3	good J24 type	Walter Johnsen	24 x 4	#1	Permit Issued
Q-44	Bill Morris 32 x 4		Anton Sattler	36 x 4	#27	Permit Issued
R-34	Miles Meader 46 x 9		Mike Doucette	37 x 6	#26	Permit Issued
R-53	David Tapley 30 x 5					
R-66	James / Julia Farrell 8 x 1 ?					
S-37	Tom Crimmons 21 x 5		Sonja Ziluca-Lucas	34 x 4	#13	Permit Pending
S-42	Ovda Carter 34 x 4					
V-11	William Borque	over crowded area	none			
V-21	Frank Intellisano	over crowded area	none			
V-35	James Robins	over crowded area	none			
Y-13		over crowded area	none			
Y-14	W. Elery Smith 20 x 2					
Y-47		over crowded area	none			
S-23	Lamontagne					

ATTACHMENT D
STONINGTON HARBOR MANAGEMENT COMMISSION
RENEWAL POLICY
May, 2011

The purpose of the renewal procedures for mooring permit and wait list applicants is to ensure the timely identification of available moorings and to expedite the Harbormaster's re-assignment of those moorings to relocation or wait list applicants. The procedures set fixed dates which will enable applicants to annually anticipate and plan for the renewal requirement. An appeals process allows for reinstatement consideration by the Stonington Harbor Management Commission if made within a specific time period following renewal deadlines.

MOORING RENEWALS

According to CT State Statute, ("Title 22a Environmental Protection; Chapter 444a, Section 22a-113r Mooring and Anchorage Permit"), all mooring permits are valid for one year and must be renewed annually for the following year. Mooring permit renewal applications will be mailed to current mooring holders by January 31. The applicant shall complete, sign and return all required permit renewal documents (as listed below) and the annual fee to the Harbormaster, postmarked no later than March 31st. Failure to renew by that date shall result in the revocation of the applicant's mooring.

Required Renewal Documents:

1. Signed Renewal Application
2. Current CT Vessel Registration or Current CT Certificate of Number
3. Majority Owner Affidavit (if applicable)

In the event that all of the above renewal documents are not received, or the Harbormaster has not been contacted, by March 31st, notification will be mailed to the applicant by April 15th by registered letter that the applicant's mooring has been revoked for failure to renew. The applicant may then apply for reinstatement of the mooring by contacting the Chairman of the Stonington Harbor Management Commission by April 30th to request a hearing with the Commission. In the event that the applicant does not request a hearing, the mooring will be reassigned to another applicant from the relocation list or Wait List. The table below summarizes the timeline requirements for Mooring Renewal Applications:

Activity	Sent by	Sent to	Required Date
Mail Mooring Renewal Application	Harbormaster	Mooring Holders	Jan 31st
Returned Mooring Renewal Application	Mooring Holders	Harbormaster	Mar 31st
Mail Notification of Non-Receipt of Mooring Renewal Application from Mooring Holder	Harbormaster (via registered letter)	Mooring Holder	April 15th
Apply for Reinstatement of Mooring Hearing	Mooring Holder	Chairman SHMC	April 30 th

WAIT LIST RENEWALS:

The renewal procedure annually validates an applicant's interest and ensures current applicant contact data to expedite Harbormaster communication with applicants.

Wait List applications are valid for one (1) year and must be renewed annually for the following year. Wait List renewal applications will be mailed to current wait list applicants by September 15th. To maintain their current position on the wait list, the applicant shall return the completed and signed renewal application with the stated fee to the Harbormaster postmarked no later than November 15th. Failure to renew by that date shall result in the applicant's removal from the Wait List.

Notification by registered letter of removal from the Wait List will be mailed to the applicant by November 30th. The applicant may then apply for reinstatement to the former position on the wait list by contacting the Chairman of the Stonington Harbor Management Commission by December 31st to request a hearing with the Commission. The new Wait List will be published by January 31st to reflect the changes effected by the renewal process.

The table below summarizes the time line requirements for Wait List Renewals:

Activity	Sent by	Sent to	Required Date
Mail Wait List Renewal Application	Harbormaster	Wait List Applicant	Sep 15 th
Return Wait List Application	Wait List Applicant	Harbormaster	Nov 15 th
Mail Notification of Non-Receipt of Wait	Harbormaster (via registered letter)	Wait List Applicant	Nov 30 th

List Renewal Application from Mooring Holder			
Apply for Reinstatement Hearing	Wait List Applicant	Chairman SHMC	Dec 31 st
Publish Wait List	Harbormaster	Public	Jan 31 st

END OF POLICY