

**FINAL**  
Town of Stonington, CT  
Stonington Harbor Management Commission  
Regular Meeting  
August 8, 2011  
7:00 PM  
Stonington Police Public Meeting Hall

A regular meeting of the Stonington Harbor Management Commission was held on Monday, August 8, 2011 at the Stonington Police Public Meeting Hall. Attending were Chairman Peter Vermilya, George Kenyon, Ed Smith, Sherman Crites, Jean Dixon, Jesse Diggs and Harbormaster Eric Donch. Alan Banister, Rodney Johnstone and Assistant Harbormaster Charles Estabrooks did not attend.

**I. Call to Order**

The meeting was called to order at 7:02PM by Chairman Vermilya. Mr. Vermilya announced the resignation of Mr. Geary from the Commission and the resulting opening for a Borough representative. Mr. Vermilya announced that Mr. Crites will assume the position of SHMC Treasurer effective September 30, 2011. The Commission acknowledged Mr. Diggs' and Ms. Dixon's work this year on the Commission's financials.

**II. Minutes**

Mr. Kenyon motioned to accept the minutes of the June 13, 2011, meeting and Mr. Smith seconded. The motion was approved unanimously.

**III. Correspondence**

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction
  - 1. Cove Road, Quiambaug Cove
  - 2. 97 River road, Pawcatuck
- B) In Jurisdiction
  - 1. Three letters from applicants for the vacant "Town" position on SHMC were received and are under review with interviews and decision by the selectmen on August 10, 2011.
  - 2. Letter regarding mooring V-34 registered to J. Marconi. Covered under Old Business, B-2.
  - 3. Copy of letter from J. Fand to Stan Cardinal regarding safety conditions at mooring #CCM04. HM Donch is aware and no action is required of the commission.
  - 4. Wait List Change of Address from M. Cottrill.
  - 5. Telephone message from DEP Mike Payton to schedule a placement review of a SNW buoy that was relocated for navigational reasons.  
\*HM Donch will contact Mr. Payton to schedule the review to also include Mr. Banister.

#### **IV. Treasurer's Report**

Ms. Dixon summarized the Treasurer's Report for the period June 13-July 30, 2011 (Attachment A). She reported that a Petty Cash account had been established for harbormaster expenses and that Mr. Donch had received a check for \$300 against which future expenses will be charged. Mr. Smith motioned to accept the Treasurer's Report as written, Mr. Crites seconded and the motion and passed unanimously.

#### **V. Harbormaster's Report**

The Harbormaster's Report, August 8, 2011, was presented by Harbormaster Donch.

1. \*HM Donch reported that 6 mooring fees for 2011 have not been received and that he will follow-up.
2. HM Donch will register the Harbormaster PO box # with Port Supply to ensure that all invoices are sent directly to him.
3. HM Donch will speak with Cianbro PM Lovely regarding Amtrak's assisting with the installation of metal framework for the Slow No-Wake signs that need to be located on the north sides of the two bridges
4. Stand-up paddle boarding was acknowledged as a new activity in the harbor whose safe enjoyment will be furthered by the Slow-No Wake Ordinance enacted this spring. HM Donch recommended that the boards be operated with tether lines for operator safety.
5. Harbormaster Donch reported favorable compliance with the SNW ordinance during his observations. Several commissioners reported small boats speeding the length of the harbor through mooring fields. HM Donch asked that boat names, photos and/or registration numbers of offenders be observed given to him. He maintains a log of offending operators and can supplement his verbal warning with a DEP citation when offenses are repeated or endangering.
6. The Harbormaster also responded to the sinking of a small boat off Napatree last week. There were no injuries and the boat was subsequently hauled.

Mr. Smith motioned to accept the Harbormaster's Report as written and Ms. Dixon seconded. The motion passed unanimously.

#### **VI. Old Business**

##### **A) Slow/No Wake Harbor Buoy Update**

1. Ms. Dixon reported that a donation had been received from the Stonington Yacht Club toward the SNW project.
2. \*Mr. Vermilya will send an acknowledgement letter to thank the Harboredge Condominium Association, the Stonington Sailing

Foundation and the Stonington Yacht Club for their support of the SNW project.

B) 2011 Harbor Survey

1. Mr. Vermilya reviewed the area assignments to ensure that HM Donch is receiving timely information from the survey commissioners.
2. An "anonymous" letter concerning mooring V-34 which is registered to J. Marconi was read into the minutes and states that someone else is occupying the mooring as a "squatter" or as an unpermitted lessee. The sender requests SHMC review the mooring and its occupant to ensure fair and equitable use of this mooring.

Ms. Dixon ("V" area surveyor) and HM Donch confirmed that neither this mooring nor associated boat has been located in the harbor during the 2010 or 2011 season as confirmed during six surveys conducted in the "V" area. Since the writer of the letter was anonymous, further information on the alleged infraction is unavailable and the V-34 review was closed without further action.

3. Ms. Dixon reported that several aberrations were noted in V section during her survey in July and August and that HM Donch will follow up. They included moorings registered in the database with no related moorings in the harbor, mooring gear with faulty identification and rogue buoys/fenders. Several potential newly available moorings were identified as well. She will temporarily assume responsibility for surveying area "W" until a new member is appointed to the commission.

C) Wadawanuck Mooring Area

HM Donch reported that M1, 2, and 3 had been pulled to ensure adequate, safe clearance for the Wadawanuck Club area. It was noted that the Dodson mooring barge/push boat is often moored too close to that area and \*HM Donch will speak with Steve Kingland at Dodson about changing the boat's location.

D) Harbormaster Boat Mission Statement

\*Mr. Smith will re-distribute a copy of the draft statement for review at the next meeting.

E) Review of Stonington Harbor Management Plan (SHMP)

Mr. Vermilya reported that he had spoken with First Selectman Habarek about the procedure for implementing the SHMP update. He stated that the SHMP must be sequentially reviewed by Town selectmen/Boro Warden and Burgesses, Town attorney, DEP/Army Corps of Engineers, Public Workshops/Hearings, and finally to public vote. Any change during these reviews requires that the review process be re-started. Mr. Habarek estimated time to completion as minimally six months without any changes during the process.

The commission agreed to review the proposed SHMP to consider its viability for implementation given the extensive review process and whether the policies and procedures recently developed by the commission would satisfactorily address the issues under consideration. The policies and procedures are operational under the current Plan.

\*Mr. Smith will re-distribute copies of the original and updated plan for commissioners to review and discuss at the next meeting.

F) Policy and Procedures Manual Topics:

Mooring Inspections: HM Donch reviewed a draft of the Mooring Inspection Procedure that references Section 24 of the SHMP (Attachment C). The Commission was in general agreement with the draft but asked that \*HM Donch review inspection/wear criteria with the inspection providers to ensure compatibility and compliance prior to implementation.

G) Harbor Enrichment Programs

1. Mr. Vermilya reported that the "Blessing of the Fleet" 2011 budget was adequate for the limited planned activities. \*He will contact the 2012 BF Chairman, Mike Grimshaw about 2012 budget/needs to enable the commission to review possible financial assistance for the event as part of its Harbor Enrichment Program plan.
2. Discussion was initiated about other programs that contribute and support the Harbor culture and well-being which may benefit from Commission financial support. \*Mr. Diggs will draft a letter to these organizations and other harbor stake holders who may be identified inviting them to an informational meeting with the commission tentatively scheduled for October to discuss those possibilities.
3. The commission reviewed possibilities for enhancing public access to the harbor and the abutting community and identified Whalen's Wharf west side as a possible site for development of dockage. \*HM Donch will investigate identifying the deed and owner to help assess the site's viability.

\*Mr. Crites will research the responsible party for the 40-60' floating dock at Stonington Commons.

**VII. New Business**

1. Ms. Dixon proposed that the commission consider an informational newsletter to inform the public on Commission news to include not only policies that govern harbor and mooring operations but activities that further the public's enjoyment of the harbor (new mooring assignments,

wait list administration, harbor enrichment program assistance, enhanced public access). \*She will draft a document for discussion.

**VIII. Public Comment**

There was no public comment.

**IX. Adjournment**

The meeting adjourned at 9:02 upon a motion that was proposed by Mr. Kenyon, seconded by Mr. Smith and approved unanimously.

Submitted by Jean D. Dixon

\*Indicates action items

## SHMC MONTHLY FINANCIAL SUMMARY REPORT

Report Date: 7/31/2011	Budget	Actual Monthly Revenue & Expense					YTD Tot	YTD Bal
		Mar	Apr	May	Jun	Jul		
<b>Income:</b>								
Balance Brought Forward:	\$30,670.25	\$28,635.18	\$23,450.97	\$24,230.97	\$24,296.93	\$24,022.39	\$30,670.25	\$30,670.25
Mooring Fees:	\$8,200.00	\$5,700.00	\$780.00	\$480.00	\$100.00	\$160.00	\$8,020.00	(\$180.00)
Miscellaneous Income:	\$200.00	\$100.00			\$700.00	\$250.00	\$1,055.00	\$855.00
<b>Total Available Income:</b>	<b>\$39,070.25</b>	<b>\$34,435.18</b>	<b>\$24,230.97</b>	<b>\$24,710.97</b>	<b>\$25,096.93</b>	<b>\$24,432.39</b>	<b>\$39,745.25</b>	<b>\$675.00</b>
<b>Expenses:</b>								
<b>Mooring Admin:</b>								
Mailings:	\$495.00	\$104.60		\$11.08			\$329.08	\$165.92
Telephone:	\$660.00	\$102.61		\$52.96			\$205.11	\$454.89
Computer Sftwr:	\$150.00						\$0.00	\$150.00
Miscellaneous:	\$75.00						\$0.00	\$75.00
<b>Sub-Total:</b>	<b>\$1,380.00</b>	<b>\$207.21</b>	<b>\$0.00</b>	<b>\$64.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$534.19</b>	<b>\$845.81</b>
<b>Boat Expense:</b>								
Fuel & Oil:	\$300.00						\$0.00	\$300.00
Commissioning:	\$250.00					\$169.90	\$449.90	(\$199.90)
Storage:	\$600.00						\$0.00	\$600.00
Maintenance:	\$350.00						\$78.92	\$271.08
Repairs:	\$400.00						\$0.00	\$400.00
Equipment:	\$325.00						\$0.00	\$325.00
<b>Sub-Total:</b>	<b>\$2,225.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169.90</b>	<b>\$528.82</b>	<b>\$1,696.18</b>
<b>Harbor Maintenance Expense:</b>								
Buoys Haul/Store:	\$1,300.00						\$570.00	\$730.00
Buoy/Mooring Service:	\$200.00							\$200.00
Signage:	\$100.00							\$100.00
<b>Sub-Total:</b>	<b>\$1,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$570.00</b>	<b>\$1,030.00</b>
<b>Dock/Pumpout Expense:</b>								
Dock Eqpt./Maintenance:	\$350.00							\$350.00
Pumpout Eqpt./Maintenance:	\$100.00							\$100.00
Miscellaneous:	\$300.00							\$300.00
<b>Sub-Total:</b>	<b>\$750.00</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>\$750.00</b>
<b>Administrative Expense:</b>								
Supplies:	\$150.00							\$150.00
<b>Sub-Total:</b>	<b>\$150.00</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>\$150.00</b>
<b>Professional Services:</b>								
<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>\$0.00</b>	<b>\$0.00</b>
<b>Contingency:</b>								
Contingency:	\$7,105.25						\$578.90	
<b>Sub-Total:</b>	<b>\$7,105.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$578.90</b>	<b>\$6,526.35</b>
<b>Proposed Capital Expense Budget:</b>								
SNW Implementation:	\$2,560.00			\$350.00	\$1,074.54		\$1,424.54	\$1,135.46
Dock/Pumpout Implementation:	\$11,500.00	\$10,777.00					\$11,777.00	(\$277.00)
Ordinance Update Project:	\$1,000.00						\$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							\$0.00
Boat Radar:	\$0.00							\$0.00
Side Scan Sonar:	\$0.00							\$0.00
<b>Sub-Total:</b>	<b>\$25,860.00</b>	<b>\$10,777.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$1,074.54</b>	<b>\$0.00</b>	<b>\$13,270.85</b>	<b>\$12,589.15</b>
<b>Commitments:</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>\$0.00</b>	<b>\$0.00</b>
<b>Expenses &amp; Commitments:</b>	<b>\$39,070.25</b>	<b>\$10,984.21</b>	<b>\$0.00</b>	<b>\$414.04</b>	<b>\$1,074.54</b>	<b>\$169.90</b>	<b>\$15,482.76</b>	<b>\$23,587.49</b>
Available Balance:	\$0.00	\$23,450.97	\$24,230.97	\$24,296.93	\$24,022.39	\$24,262.49	\$24,262.49	
Petty Cash:	\$300.00							\$300.00
NOTES								
Expenses:	(\$169.90)							
Revenue:	\$160.00	250 SNW Donation						
Committed:	\$0.00							

**(There is No Attachment "B")**  
**ATTACHMENT C**  
**Draft SHMC Procedure Mooring Inspections**  
**August 8, 2011**

**MOORING INSPECTIONS**

Stonington Harbor Management Plan  
Section 24:

**“Mooring Specifications and Inspection:** The Harbor Management Commission shall provide minimum specifications for mooring tackle and procedures for periodic inspection of the tackle.”

**Purpose:** Moorings shall be inspected periodically to ensure that the installed mooring gear meets the minimum standards for the safety of the moored vessel as well as the other moored vessels in the mooring field.

**Procedure:** All moorings within the jurisdiction of the Stonington Harbor Management Commission shall have an “off the bottom” inspection performed every three years. In the year that the mooring is due for inspection, notification will be given to the mooring holder when the mooring renewal application is sent in January. The mooring holder will have until December 31<sup>st</sup> of that calendar year to have the inspection performed. This will allow for scheduling the inspection at a convenient time for the inspecting contractor. Inspections are typically performed at the time of spring commissioning or fall decommissioning of the mooring.

The inspection is to be performed by one of the four approved mooring agents. (Cardinal Cove Marina, Dodson Boat Yard, Don’s Dock, or Greenhaven Marine Services) If the mooring holder wishes to maintain his own gear the inspection may be performed by the Harbormaster or Assistant Harbormaster. This must be scheduled with the Harbormasters.

An “off the bottom” inspection is required to ensure all gear from the anchor system to the pendants is properly inspected. That means that the entire mooring system is to be removed from the water for the inspection. No more than 25% wear of any gear shall be accepted. Inspection methods for any specialized mooring gear (i.e. Helix type moorings) must be pre-approved prior to the gear’s installation.

A copy of the mooring inspection report, signed by the inspecting agent, shall be sent to the Harbormaster upon completion as proof of inspection. Failure to comply with the inspection program will result in non-renewal of the mooring permit.

Eric Donch  
08/08/2011