

**FINAL**  
Town of Stonington, CT  
Stonington Harbor Management Commission  
Regular Meeting  
September 12, 2011  
7:00 PM  
Stonington Police Public Meeting Hall

A regular meeting of the Stonington Harbor Management Commission was held on Monday, September 12, 2011 at the Stonington Police Public Meeting Hall. Attending were Chairman Peter Vermilya, George Kenyon, Alan Banister, Rodney Johnstone, Jean Dixon, Jesse Diggs, Peter Tacy, Harbormaster Eric Donch and Assistant Harbormaster Charles Estabrooks. Ed Smith and Sherman Crites did not attend.

**I. Call to Order**

The meeting was called to order at 7:01PM by Chairman Vermilya.

- Chairman Vermilya welcomed Peter Tacy to the Commission as a Stonington Town commissioner.
- Mr. Vermilya will coordinate the reschedule of the October, 2011, SHMC meeting because of the Columbus Day holiday.
- Mr. Lovely did not attend to present Cianbro update on bridge replacement. HM Donch summarized his information on the project (reference Harbormaster Report, V-1.)

**II. Minutes**

Ms. Dixon motioned to accept the minutes of the August 10, 2011, meeting and Mr. Diggs seconded. The motion was approved with Mr. Banister abstaining.

**III. Correspondence**

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction
  - 1. 97 River road, Pawcatuck
- B) In Jurisdiction
  - 1. Letter from the Board of Selectmen appointing Peter Tacy to fill a vacant Town position on SHMC.
  - 2. Wait List address update by Craig Appel: forwarded to the Harbormaster.

**IV. Treasurer's Report**

Ms. Dixon summarized the Treasurer's Report for the period ending August 31, 2011 (Attachment A). She reported that a discrepancy with the Finance Department report had been resolved and recommended continued monthly reconciliation with that report by the SHMC Treasurer to ensure accurate account activity and balance. Ms. Dixon documented SHMC Financial Procedures for inclusion in the SHMC Policy/Procedures Manual and reviewed them with Mr. Crites; \*she will distribute them to the Commission for

review. Mr. Diggs motioned to accept the Treasurer's Report as written, Mr. Kenyon seconded and the motion passed unanimously.

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

The Harbormaster's Report, September 12, 2011, was presented by Harbormaster Donch (Attachment B).

1. HM Donch reported that the bridge rollout date had been moved from September 30 to early November. Public attendees had hoped to speak with Mr. Lovely at the meeting; they were referred to his office for contact.
2. \*HM Donch reported that 6 mooring fees for 2011 have not been received and that he will follow-up.
3. HM Donch further reviewed Hurricane Irene impact on the harbor.
  - The sunken vessel at the Wamphassuc Point "cut" does not represent a navigational hazard at this time and is not leaking fuel. He re-stated that the incident will be turned over to the DEEP if unresolved by the owner within a reasonable timeframe.
  - HM Donch will perform a GPS check for moorings impacted by the hurricane. Owners and service providers will be notified of off-station moorings for resetting.
  - \*Chairman Vermilya requested that HM Donch prepare detail reports of moorings that failed during the storm for commission review and possible changes to the commission's mooring configuration requirements.
  - \*HM Donch will prepare a procedure for Harbormaster Storm Preparation for the Policy and Procedures Manual.
  - The "Slow-No Wake" sign at Sandy Point was lost during and recovered after the storm. HM Donch will re-install at his discretion.
4. Purchase procedures for Port Supply products were reviewed.

A motion to accept the Harbormaster's Report as written was made, seconded and passed unanimously.

Mr. Diggs reported that winter storage may not be available for ROBERT G pending fire marshall review of boat storage at the mill. Mr. Banister motioned to authorize Mr. Diggs to proceed with securing a space when the issue is resolved, Ms. Dixon seconded and the motion passed unanimously.

\*Mr. Smith of mooring T-11 has requested relocation of his mooring. HM Donch will follow up.

## **VI. Old Business**

### **A) Review of Stonington Harbor Management Plan (SHMP)**

- Mr. Vermilya will research the state statute related to mooring fee regulation for possible change of wording for the fee modification approval section of the SHMP Update. The mooring relocation application (duplicate wording) and mooring inspection (typographical) sections were changed.
- Alternate Members: not discussed.

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

1. \*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; \*Mr. Banister will confirm the list of contributors with Mr. Vermilya.
2. Mr. Johnstone motioned to authorize HM Donch to purchase the SNW sign for the railroad bridge area and to coordinate specifications and installation with Cianbro.

### **C) 2011 Harbor Survey**

1. \*HM Donch will assemble harbor survey data collected by commissioners this summer and recommend a standard format for reporting this data.
2. Commission members will conduct one more survey for the 2011 season. Mr. Tacy will assume responsibility for Section "W".
3. Mr. Johnstone made a proposal to implement a Mooring Grid System in Stonington Harbor. He cited the need for the SHMC to be able to ensure that moorings remain in their designated locations over time and to ensure that mooring service providers accurately reset moorings after maintenance. His recent area survey results showed that most moorings had significantly shifted from their 2000 survey locations after years of pulling and resetting anchors during periodic servicing and inspections.

The proposed grid system would establish an orderly system by which the SHMC and Harbormaster could manage mooring locations and ensure that service providers are properly resetting moorings. Additionally, the proposal will significantly increase the number of available moorings in the harbor by more efficiently mapping moorings according to a grid mooring spacing formula to be determined. A grid system would be developed for different areas in the harbor and existing moorings would be moved to a grid location; new mooring locations would be identified for approval and implementation.

Benefits of this system include: newly available moorings for persons on the mooring wait list, establishment of an orderly system for mooring management and support for service provider procedures for resetting moorings. The Commission agreed that the grid system proposal represents a major harbor enrichment project and potential commitment of SHMC funding. Mr. Vermilya requested that Mr. Johnstone head a subcommittee, along with Mr. Banister, Mr. Vermilya, and Harbormaster Donch, to explore the subject further.

D) Harbormaster Boat Mission Statement

Discussion was deferred pending the redistribution of the revised statement.

E) SHMC Newsletter

Discussion was deferred.

F) Review of Capital Expense Items

Discussion was deferred.

G) Harbor Enrichment Programs

The Commission agreed with Mr. Diggs' proposal that the implementation of the Mooring Grid System represented a major potential commitment of SHMC funds and that the discussion and potential funding of other programs previously discussed be placed on hold for the present time.

H) Whalens Wharf Public Access Dock

Further participation in this proposal is deferred until the financial scope of the Mooring Grid System is understood. \*Mr. Diggs will remain connected with the Boro Warden and Burgesses re the project.

I) Policy and Procedures Manual – Discussion deferred.

- Bidding Process and Mooring Surveys – Mr. Banister
- Mooring Inspections – HM Donch

**VII. New Business**

**VIII. Public Comment**

Reference section V-1 of this document.

**IX. Adjournment**

The meeting adjourned at 9:07 upon a motion that was proposed by Mr. Kenyon, seconded by Mr. Banister and approved unanimously.

Submitted by Jean D. Dixon

\*Indicates action items

**SHMC MONTHLY FINANCIAL SUMMARY REPORT**

Report Date: 8/31/11	Budget	Actual Monthly Revenue & Expense						YTD Tot	YTD Bal
		Mar	Apr	May	Jun	Jul	Aug		
<b>Income:</b>									
Balance Brought Forward:	\$30,670.25	\$28,635.18	\$23,450.97	\$24,230.97	\$24,296.93	\$24,022.39	\$24,262.49	\$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>\$24,262.49</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>\$0.00</b>	<b>\$534.19</b>	<b>\$845.81</b>
<b>Boat Expense:</b>									
Fuel & Oil:	\$300.00						\$172.90	\$172.90	\$127.10
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>\$172.90</b>	<b>\$701.72</b>	<b>\$1,523.28</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>\$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>\$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>\$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>\$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>\$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>\$0.00</b>	<b>\$13,270.85</b>	<b>\$12,589.15</b>
<b>Committments:</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>\$0.00</b>
<b>Expenses &amp; Committments:</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>\$172.90</b>	<b>\$15,655.66</b>	<b>\$23,414.59</b>
Available Balance:	\$0.00	\$23,450.97	\$24,230.97	\$24,296.93	\$24,022.39	\$24,262.49	\$24,089.59	\$24,089.59	
Petty Cash	\$300.00								\$300.00
NOTES									
Expenses:	\$172.90								
Revenue:	\$0.00								
Committed:	\$0.00								

**ATTACHMENT B**  
**Harbormaster Report**  
September 12, 2011

There is no Attachment B.