

FINAL
Town of Stonington, CT
Stonington Harbor Management Commission
Special Meeting
October 12, 2011
7:00 PM
Stonington Borough Hall

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

I. Call to Order

The meeting was called to order at 7:00PM by Chairman Vermilya. Mssrs. Banister and Diggs arrived at 7:05 and 7:10 respectively.

II. Minutes

Mr. Crites motioned to accept the minutes of the September 12, 2011, meeting and Mr. Kenyon seconded.

III. Correspondence

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction-none
- B) In Jurisdiction-none

IV. Treasurer's Report

Ms. Dixon summarized the Treasurer's Report for the period ending September 30, 2011 (Attachment A). She requested comments on the SHMC Financial Procedures distributed earlier to members. She stated that she would continue in the Treasurer's position until January 1, 2012 when Mr. Crites would take that role. Mr. Crites noted that he would coordinate 2012 budget preparation before that date. Mr. Crites motioned to accept the Treasurer's Report as written, Mr. Johnstone seconded and the motion passed unanimously.

V. Harbormaster's Report

The Harbormaster's Report, October 12, 2011, was presented by Mr. Vermilya in Harbormaster Donch's absence. He discussed the November 5 Cianbro railroad bridge replacement rollout; the flooding and recovery of the ROBERT G during the storm last week; ROBERT G storage requirements at the mill and depth sounder replacement. Mr. Johnstone motioned to accept the Harbormaster's Report as written; Mr. Kenyon seconded and the motion passed unanimously.

Mr. Diggs reported that he has secured winter storage for ROBERT G at the velvet mill for \$100/month. HM Donch's report stated that the ROBERT G fuel tank will be drained and purged to meet fire standards.

VI. Old Business

- A) Hurricane Irene Mooring Failure Report-deferred until HM Donch is present.
- B) Review of Stonington Harbor Management Plan (SHMP)
- Mr. Vermilya clarified the state statute related to mooring fee regulation; the plan update will be modified to reflect that mooring and any other fees will be established according to State Statute, Chapter 444A, Sec.22a-113s., Permit Fees. The statute requires that any fee change must be adopted by vote of the town legislative body.
 - AHM Estabrooks will ensure that Mr. Smith, who maintains plan update material, has all changes made to the Plan Update in his absence. The effective date of the "Littoral Mooring Forfeiture" modification was cited as missing from the current plan update.
 - Discussion about passing public mooring rights down through families was deferred until Mr. Banister obtains more information on other similar plans in the area.
 - The commission again reviewed whether there is a need for continuing with the Plan Update project. *Chairman Vermilya will review the plan and present a marketing document to highlight salient features of the updates to assist the commission in this decision.
- C) Mooring Grid Proposal
1. The Grid Proposal Committee reviewed their findings and will proceed as follows:
 - *AHM Estabrooks will get mooring waypoint data from the 2010 spring survey into a Google Earth format.
 - *Mr. Johnstone and Mr. Crites will investigate acquiring water depth data in a format which can be integrated with Mr. Estabrooks' map.
 - *Mr. Banister and Mr. Johnstone will determine grid spacing and create data points for correlation with Mr. Estabrooks' map.
 - 1:720 scale for all visuals was determined.
 - *Mr. Banister was authorized to spend funds to create visuals for presentation at the next meeting.
 2. The commission will review financing the project as well as the timetable and strategy for implementation when the full scope of the project is understood.

D) 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. Cianbro will be unable to accommodate any SNW signage at their site. The signage for that area will be deferred until next season.
3. The SNW buoys will not be hauled for the winter; their condition will be assessed next season for wear.

E) 2011 Harbor Survey

1. HM Donch reported that no final surveys had been received. The commission discussed next steps in organizing the data assembled by commissioners during their surveys and in resolving the problems revealed by the mooring surveys. Perpetual winter sticks were particularly noted as problematic. *Mr. Vermilya will review a plan of action with HM Donch. A form letter which would reference different violations was suggested as a reasonable, efficient first step.
2. Mr. Banister will get pricing from local service providers to pull the problem winter stakes.

F) Harbormaster Boat Mission Statement

Discussion was deferred.

G) SHMC Newsletter

Discussion was deferred.

H) Review of 2011 Capital Expense Items

This agenda item will be dropped as the 2012 budget will address current expense needs.

I) Policy and Procedures Manual

- Storm Preparations – Outstanding (HM Donch)
- Bidding Process and Mooring Surveys – Completed (Mr. Banister)
- Mooring Inspections – Completed (HM Donch)
- Appeals Procedures – Completed (Mr. Vermilya)
- Financial Procedures – Completed (Ms. Dixon)

VII. New Business

Not permitted at special meeting.

VIII. Public Comment

No comment.

IX. Adjournment

The meeting adjourned at 8:25 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: 9/30/2011	Budget	Jul	Aug	Sep	YTD Tot	YTD Bal	
Income:							
Balance Brought Forward:	\$30,670.25	\$24,022.39	\$24,262.49	\$24,089.59	\$30,670.25	\$30,670.25	
Mooring Fees:	\$8,200.00	\$160.00		\$140.00	\$8,160.00	(\$40.00)	
Miscellaneous Income:	\$200.00	\$250.00			\$1,055.00	\$855.00	
Total Available Income:	\$39,070.25	\$24,432.39	\$24,262.49	\$24,229.59	\$39,885.25	\$815.00	
Expenses:							
Mooring Admin:							
Mailings:	\$495.00				\$329.08	\$165.92	
Telephone:	\$660.00			\$258.12	\$463.23	\$196.77	
Computer Software:	\$150.00				\$0.00	\$150.00	
Miscellaneous:	\$75.00				\$0.00	\$75.00	
Sub-Total:	\$1,380.00	\$0.00	\$0.00	\$258.12	\$792.31	\$587.69	
Boat Expense:							
Fuel & Oil:	\$300.00		\$172.90	\$184.47	\$357.37	(\$57.37)	
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			\$13.99	\$13.99	\$311.01	
Sub-Total:	\$2,225.00	\$169.90	\$172.90	\$198.46	\$900.18	\$1,324.82	
Harbor Maintenance Expense:							
Buoys Haul/Store:	\$1,300.00				\$570.00	\$730.00	
Buoy/Mooring Service:	\$200.00					\$200.00	
Signage:	\$100.00					\$100.00	
Sub-Total:	\$1,600.00	\$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	\$750.00	
Administrative Expense:							
Supplies:	\$150.00					\$150.00	
Sub-Total:	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	
Professional Services:							
Sub-Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contingency:							
Contingency:	\$7,105.25				\$578.90		
Sub-Total:	\$7,105.25	\$0.00	\$0.00	\$0.00	\$578.90	\$6,526.35	
Proposed Capital Expense Budget:							
SNW Implementation:	\$2,560.00				\$1,424.54	\$1,135.46	
Dock/Pumpout Implementation:	\$11,500.00				\$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	
Slide Scan Sonar:	\$0.00					\$0.00	
Sub-Total:	\$25,860.00	\$0.00	\$0.00	\$0.00	\$13,270.85	\$12,589.15	
Commitments:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Expenses & Commitments:	\$39,070.25	\$169.90	\$172.90	\$456.58	\$16,112.24	\$22,958.01	
Available Balance:	\$0.00	\$24,262.49	\$24,089.59	\$23,773.01	\$23,773.01		
Petty Cash:	\$300.00					\$300.00	
NOTES	Expenses:	\$456.58	Telephone, Boat Fuel, Tiedown				
	Revenue:	\$140.00	7 mooring fees				
	Committed:	\$0.00					