

**FINAL**  
Town of Stonington, CT  
Stonington Harbor Management Commission  
Regular Meeting  
November 14, 2011  
7:00 PM  
Stonington Police Public Meeting Hall

A regular meeting of the Stonington Harbor Management Commission was held on Wednesday, November 14, 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, Bruce MacKinnon, 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 7:00PM by Chairman Vermilya.

**II. Minutes**

Mr. Banister motioned to accept the minutes of the October 12, 2011, meeting as amended and Mr. Kenyon seconded.

**III. Correspondence**

Chairman Vermilya reported the following correspondence:

- A) Out of Jurisdiction
  - 1. Application by Greenhaven Marina for expansion (travel lift, docks)
- B) In Jurisdiction
  - 1. Permit from CT DEP to place 5 regulatory markers (Slow No Wake buoys) in Stonington Harbor, thereby establishing a restricted speed zone in Stonington Harbor.

**IV. Treasurer's Report**

Ms. Dixon summarized the Treasurer's Report for the period ending October 31, 2011 (Attachment A). \*Ms. Dixon will confirm insurance coverage of the ROBERT G under the town's insurance plan.

Mr. Vermilya 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, November 14, 2011, was presented by Harbormaster Donch (Attachment B).

- 1. A request by a harbor group to include its brochure in the SHMC 2012 Mooring Renewal mailing was not approved.
- 2. HM Donch has been unable to reach the owner of the sunken vessel in the western Wamphassuc Point passage to confirm its removal. He will contact the DEP to ascertain its disposition.

3. HM Donch was authorized to purchase enhanced mailing envelopes for the 2012 Mooring Renewal process upon a motion made by Ms. Dixon, seconded by Mr. Tacy and unanimously approved.

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

## **VI. Old Business**

- A) Hurricane Irene Mooring Failure Report-report is in progress.
- B) 2012 Budget Review  
Ms. Dixon reported that she will assemble 2012 budget data for discussion at the December meeting and asked that members submit projected 2012 operating expenses/revenue and capital expenses as well as outstanding 2011 expenses by November 30.
- C) Wait List Update  
The Commission approved an e-mailing to the top tier (40) wait list persons to validate continued interest in a mooring and to obtain current contact information which will expedite HM Donch contact when a mooring becomes available. HM Donch and AHM Estabrooks will conduct the mailing, allowing 14 days response; Ms. Dixon will coordinate follow-up if necessary.
- D) Stonington Harbor Management Plan (SHMP)
  - Mr. Vermilya reiterated importance of ensuring that Mr. Smith, who maintains plan update material, has received all changes made to the Plan Update in his absence.
  - A policy to pass public mooring rights down through families was discussed and Mr. Banister reviewed passdown programs in other harbor communities. Variations of such a program (multiple, single pass) were discussed and administrative tracking issues identified. Members acknowledged that such a program supports continuity of harbor culture among longtime residents of the community and recognized the importance of preserving that history. Conversely, members felt that the concept of "public" moorings is based on equal access for all in the community via the established Wait List.
  - Chairman Vermilya reported that the Commission will complete the SHM Plan Update. His SHMP implementation status report is underway; he asked that new commissioners MacKinnon and Tacy review the updated plan to assist in that report.

E) Mooring Grid Proposal

- AHM Estabrooks presented a graphic representation of the harbor moorings locations which he created by importing the Lat/Long coordinates provided by two mooring service providers into Google Maps. The Commission suggested a mooring grid plan to overlay this image that would consist of 120 foot squares on the west side of a true north longitude line running from day marker #5 at the east end of the west breakwater north to the railroad tracks. \*Mr. Estabrooks will work on developing this overlay for the entire west end of the harbor, west of the above baseline for the next meeting. The project will display current mooring locations as they relate to a new mooring grid plan that more efficiently allocates harbor space to mooring locations.

F) Slow/No Wake Harbor Buoy Update

1. The SNW project was deemed successfully complete with the issuance of the CT DEP permit noted above under correspondence.

G) 2011 Harbor Survey Results

A) Non-compliant Moorings:

1. The Commission will continue to follow established procedure for moorings identified as non-compliant:
  - A registered letter will notify mooring holder of non-compliance and revocation of mooring permit with the option of appeal within 30 days.
  - The mooring will be re-assigned and the former and new owners may negotiate to sell/transfer the mooring gear in place with inspection records available for review.
  - If the mooring gear is not re-used or removed and inhibits continued use of the mooring, the commission may remove the mooring gear.
2. Mr. Banister reviewed pricing from local service providers to remove mooring gear.

B) Mooring Data Considerations

1. HM Donch reviewed the benefits of putting the mooring database on-line with different levels of access:
  - More efficient data administration between HM Donch and AHM Estabrooks;
  - direct update of database with mooring survey data by commissioners;

- mooring data available for public viewing and potential on-line renewal processing.
2. Mssrs. Vermilya, Donch and Estabrooks will evaluate options for on-line database functionality. \*HM Donch will forward information to commissioners about a current software package for review.

H) Harbormaster Boat Mission Statement

Discussion was deferred.

I) SHMC Newsletter

Ms. Dixon reviewed a proposal for an SHMS newsletter whose purpose would include:

1. To establish a platform by which the Commission can inform the harbor community about SHMC projects and plans.
2. To publish articles of general interest for harbor users.
3. To communicate information about commissioners, contact information, meeting schedule and location, website, etc.
4. To educate harbor users on Commission policies, procedures and regulations.
5. To convey important dates (mooring renewals, wait list updates)
6. To answer commonly asked questions/concerns of the harbor public.

Issues around distribution, frequency, production were briefly discussed. A sub-committee of Mr. Diggs, Ms. Dixon and Mr. Tacy will coordinate publishing the newsletter.

J) Policy and Procedures Manual

- Storm Preparations – Outstanding (HM Donch)

**VII. New Business**

No new business was introduced.

**VIII. Public Comment**

No comment.

**IX. Adjournment**

The meeting adjourned at 9:15 upon a motion that was proposed by Mr. Kenyon, seconded by Mr. Banister and approved unanimously.

Submitted by Jean D. Dixon/Alan Banister

\*Indicates action items

<b>Report Date: 10/31/2011</b>	<b>Budget</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>YTD Tot</b>	<b>YTD Bal</b>	
<b>Income:</b>							
Balance Brought Forward:	\$30,670.25	\$24,262.49	\$24,089.59	\$23,773.01	\$30,670.25	\$30,670.25	
Mooring Fees:	\$8,200.00		\$140.00		\$8,160.00	(\$40.00)	
Miscellaneous Income:	\$200.00				\$1,055.00	\$855.00	
<b>Total Available Income:</b>	<b>\$39,070.25</b>	<b>\$24,262.49</b>	<b>\$24,229.59</b>	<b>\$23,773.01</b>	<b>\$39,885.25</b>	<b>\$815.00</b>	
<b>Expenses:</b>							
<b>Mooring Admin:</b>							
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	
<b>Sub-Total:</b>	<b>\$1,380.00</b>	<b>\$0.00</b>	<b>\$258.12</b>	<b>\$0.00</b>	<b>\$792.31</b>	<b>\$587.69</b>	
<b>Boat Expense:</b>							
Fuel & Oil:	\$300.00	\$172.90	\$184.47		\$357.37	(\$57.37)	
Commissioning:	\$250.00				\$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	
<b>Sub-Total:</b>	<b>\$2,225.00</b>	<b>\$172.90</b>	<b>\$198.46</b>	<b>\$0.00</b>	<b>\$900.18</b>	<b>\$1,324.82</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>\$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>\$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>\$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>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>\$578.90</b>	<b>\$6,526.35</b>	
<b>Proposed Capital Expense Budget:</b>							
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	
Side Scan Sonar:	\$0.00					\$0.00	
<b>Sub-Total:</b>	<b>\$25,860.00</b>	<b>\$0.00</b>	<b>\$0.00</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>Expenses &amp; Commitments:</b>	<b>\$39,070.25</b>	<b>\$172.90</b>	<b>\$456.58</b>	<b>\$0.00</b>	<b>\$16,112.24</b>	<b>\$22,958.01</b>	
<b>Available Balance:</b>	<b>\$0.00</b>	<b>\$24,089.59</b>	<b>\$23,773.01</b>	<b>\$23,773.01</b>	<b>\$23,773.01</b>		
Petty Cash	\$300.00					\$300.00	
NOTES Expenses:	\$0.00						
Revenue:	\$0.00						
Committed:	\$637.74	\$600 Boat Storage; \$37.74 Adm Supplies					

