



**Stonington Harbor Management Commission  
Special Meeting  
October 2, 2012  
Stonington Borough Meeting Hall  
Approved Minutes**



**Attending:** Chairman Peter Vermilya, and Commissioners, Jesse Diggs, Jean Dixon, Rod Johnstone, George Kenyon, Bruce MacKinnon, Ed Smith, Jay Spalding, Peter Tacy, and Harbormaster Eric Donch, and Deputy Harbormaster Charles Estabrooks. Absent was Commissioner Sherman Crites.

*Note: A Special Meeting was required due to unavailability of normal meeting facilities on the regularly scheduled date, Oct 8, which is a government holiday (Columbus Day).*

**1. Call to Order:** Chairman Vermilya called the meeting to order at 7:00 PM.

**2. Status/Review of the DRAFT 8/22/2012 Revised Harbor Management Plan (Jean Dixon):**

a. The 8/22/2012 DRAFT Plan was previously approved by OLISP (Office of Long Island Sound Programs) and DEEP (Department of Energy and Environmental Protection), pending no further major changes. The Plan was subsequently presented to the Borough Warden and Burgesses on 9/17/2012 and to the Town Selectmen on 9/26/2012, and in both cases it was voted unanimously to approve the Plan and submit it to a Town Vote. Both the Borough and the Town were informed of ongoing discussions with the Town Attorney's (Thomas A. Londregan) regarding the interpretation of the "legislative body" that approves the fee structure, per CT Statutes §22a-113s. It was concluded that the "legislative body" is a town meeting and that a definite fee structure must be included in the Plan for a Town vote.

b. It had been acknowledged in previous SHMC meetings that an increase in revenues would be required to cover the increase in expenses incurred in managing the Harbor, recalling that the original fees were established over ten (10) years ago with no historical basis for expenses. After much discussion, a new fee structure was proposed that should generate sufficient income to cover anticipated expenses for the next five (5) years. The new fee structure motion was proposed, seconded and passed unanimously as follows:

Private Mooring:	\$20/year (no change from current fee structure)
Special Purpose Mooring:	\$20/year (new mooring class)
Commercial Moorings:	\$100/year (increase from \$20/year). The primary rationale for increasing the fee for commercial moorings is the commercial value that they have, relative to the private moorings.

c. Consequently, the new fee structure will be included in the final copy of the Plan and was to be submitted to the Borough Warden and Town First Selectman by the start of business on Wednesday, 10/3/2012. This provides sufficient notice in advance of the Town vote on the Plan, scheduled for October 9<sup>th</sup>. The final Plan is posted on the SHMC web site and is available in hard copy at the Town Hall for public review

**3. Minutes for September 10, 2012 (P. Vermilya):** It was noted that the DRAFT minutes from the previous inadvertently omitted the financial report. Those DRAFT minutes were approved unanimously pending inclusion of the financial report.

**4. Correspondence (P. Vermilya):**

a. **Out of Jurisdiction:** A DEEP Certificate of Permission (COP) for a River Road dock project in Mystic, was submitted but is not applicable since it is out of the SHMC jurisdiction.

b. **In Jurisdiction:**

1. Legal notice was received regarding proposed work on the docks and seawall at Stonington Commons. The SHMC found no objections with the legal notice.

2. A notice of "tentative determination to approve" application 201205446-MG for construction of a fixed pier and boat lift jutting out into the harbor west side at Wamphassuc Point at the residence of Peter Helie, 229 Wamphassuc Road, Stonington, CT was received from CT DEEP. The project had previously been reviewed by SHMC with no comments.

**5. Treasure's Report (Sherm Crites):** The treasurer's report is included herein as Appendix A. The current year end estimated undesignated funds are \$6685. Expenses have increased while the income has remained unchanged and this trend will create a

significant shortfall in funds for identified capital improvements in five (5) years, including a replacement the HM boat. Hence the need to increase mooring fees now. The report was approved unanimously.

**6.a. Harbormaster's Report (Eric Donch):** Full report included as Appendix B, with additions shown below:

- a. No moorings were given up, no new moorings were offered and the waiting list remains at 223.
- b. USACE (US Army Corps of Engineers) has been informed of the filling in of the channel off the NW end of Sandy Point and has requested more information, which will be provided by the HM
- c. The 6 Transient Mooring Buoys need to be pulled, scraped clean and stored for the winter. This was approved by the SHMC and will be pursued by the HM.
- d. The permit for the SNW buoys needs to be updated to include the fixed signs on the RR Bridge. This will be pursued by the HM.
- e. Contact was made with Ocean Scout, Bristol RI about performing the work outlined in their proposal of 4/6/2012 Quote #1062 for up to \$7362 (Attachment C). Although this exceeds the SHMC Major Refit allocation of \$7000, it is anticipated that not all the items in the Ocean Scout proposal will be needed. The boat will be delivered to Ocean Scout in mid-November, with the motor removed. It should be ready by late March/early April 2013 for motor installation.
- f. The motor still does not run properly and will be removed by PMW Marine, serviced and stored over the winter such that it should run properly next season when re-installed on the boat. The goal is to get 5 more years out of the motor (and boat). Funds for the motor servicing were over-looked when assigning the boat improvement budgets and could easily cost \$750 or more. This may reduce some of the undesignated funds identified above.
- g. Contact will be made with the Velvet Mill owners to assure them that the SHMC would like to continue renting indoor storage in 2013-2014. SHMC would also consider renting space for this 2012-2013 winter for miscellaneous storage (e.g., buoys, boat gear, etc.) if needed to secure the space for next winter season. Mr. Diggs will pursue this.
- h. A sub-committee was formed consisting of Eric Donch, Peter Vermilya and Bruce MacKinnon to address abandoned moorings and winter stakes, and the re-assignment of these to the waiting list applicants.
- i. The HM report was accepted by unanimous vote by the SHMC.

**6.b. Mooring Grid Project Report (Rod Johnstone):** Proceeding as planned to identify moorings to be moved based on 1/3<sup>rd</sup> inspection cycle. The mooring anchor locations from Dodson's overlay well with the intended grid. Need to define the exact location of the N-S channel fairway and/or the limits of the authorized mooring fields to identify limits of new mooring locations. Final location of moorings on the grid could occur by November 1<sup>st</sup>.

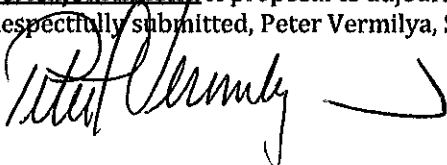
## **7. Old Business:**

- a. **Mooring Surveys:** The HM will keep paper copies of the mooring field surveys as permanent records
- b. **Web Site Development (Charles Estabrooks):** The web site development is proceeding as planned, but input is still needed from SHMC members regarding its use and features.

**8. New Business:** No new business was proposed since this was a Special Meeting.

**9. Public Comment:** It was acknowledged that Tom Verde of the Westerly Sun was present but no public comments were received.

**10. Adjournment:** A proposal to adjourn the meeting was presented, seconded and unanimously accepted at 8:55pm.  
Respectfully submitted, Peter Vermilya, SHMC Chair



## Appendix A: Treasurer's Report

Report Date: 09/30/2012	Budget	Jul	Aug	Sep	YTD	Probable
<b>Funds Generated:</b>						
Balance Brought Forward:	22,754.26	21,279.07	20,263.33	19,973.30	22,754.26	22,754.26
Mooring Fees:	8,200.00		540.00	80.00	8,220.00	8,260.00
Miscellaneous Income:	200.00		120.00		225.00	225.00
<b>Total Generated Funds:</b>	<b>31,154.26</b>	<b>21,279.07</b>	<b>20,923.33</b>	<b>20,053.30</b>	<b>31,199.26</b>	<b>31,239.26</b>
<b>Operating Expense:</b>						
<b>Mooring Admin:</b>						
Mailings:	500.00				388.45	500.00
Telephone:	660.00		167.14		440.94	660.00
Computer Sftwr:	150.00				0.00	150.00
Miscellaneous:	75.00				94.00	100.00
<b>Sub-Total:</b>	<b>1,385.00</b>	<b>0.00</b>	<b>167.14</b>	<b>0.00</b>	<b>923.39</b>	<b>1,410.00</b>
<b>Boat:</b>						
Fuel & Oil:	500.00	29.44	116.63	166.09	517.00	650.00
Commissioning:	450.00				450.00	450.00
Storage:	600.00				0.00	0.00
Maintenance/Repairs:	650.00	986.30	37.73		4,794.79	5,000.00
Equipment:	535.00				324.34	535.00
<b>Sub-Total:</b>	<b>2,735.00</b>	<b>1,015.74</b>	<b>154.36</b>	<b>166.09</b>	<b>6,086.13</b>	<b>6,635.00</b>
<b>Harbor Maintenance:</b>						
Buoys Haul/Store:	600.00				0.00	600.00
Buoy/Mooring Service:	1,000.00				0.00	1,000.00
Signage:	1,100.00				750.00	750.00
<b>Sub-Total:</b>	<b>2,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>	<b>2,350.00</b>
<b>Dock/Pumpout:</b>						
Dock Eqpt./Maintenance:	20.00				0.00	20.00
Pumpout Eqpt./Maintenance:	0.00				0.00	0.00
Miscellaneous:	80.00				0.00	80.00
<b>Sub-Total:</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Administrative:</b>						
Supplies:	100.00				0.00	100.00
Professional Services:	0.00		100.00	100.00	200.00	200.00
<b>Sub-Total:</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>200.00</b>	<b>300.00</b>
<b>Total Operating Expense:</b>	<b>7,020.00</b>	<b>1,015.74</b>	<b>421.50</b>	<b>266.09</b>	<b>7,959.52</b>	<b>10,795.00</b>
<b>Approved Projects/Capital</b>						
Ordinance Update:	1,000.00		528.53	66.30	594.83	600.00
Admin Eqpt, Web Page (Charles):	2,300.00				2,194.00	2,194.00
New sletter	1,400.00				730.00	1,400.00
Robert G (Major Refit)	7,000.00				0.00	7,000.00
New Boat Fund:	540.00				0.00	540.00
Mooring Field Grid:	525.00				0.00	2,025.00
<b>Total Project/Capital</b>	<b>12,765.00</b>	<b>0.00</b>	<b>528.53</b>	<b>66.30</b>	<b>3,518.83</b>	<b>13,759.00</b>
<b>Total Designated Funds</b>	<b>19,785.00</b>	<b>1,015.74</b>	<b>950.03</b>	<b>332.39</b>	<b>11,478.35</b>	<b>24,554.00</b>
<b>Undesignated Funds:</b>	<b>11,369.26</b>	<b>20,263.33</b>	<b>19,973.30</b>	<b>19,720.91</b>	<b>19,720.91</b>	<b>6,685.26</b>
<b>Notes:</b>						
Petty Cash Advance - 300.00	Spending - Oct deposit \$20					
Harbor Boat Reserve - 540.00						

**Appendix B: HM Report**

**Harbormaster Report**

October 2, 2012

New Mooring permits issued: 0

Moorings being given up (this month): 0

New Mooring assignments offered: 0

Additions to Waiting List: 0 Total: 223

Deposits to SHMC account since last report: \$0 (2012 YTD = \$8200)

Army Corps of Engineers has requested information about the soft groundings in the Sandy Point Channel this season. I will be forwarding the letters from Sea Tow and Tow Boat to them. As well as calling ACOE tomorrow.

I suggest we have all 6 "Transient Mooring Area" markers hauled, mooring gear inspected, and cleaned this winter.

Robert G

Ocean Scout and PMW Marine have been given "heads up" reminders of our plans to have work done this winter.

The boat will be hauled later this month or early November. Given our plans to have work done this winter, there should not be a storage issue this winter. I suggest the commission verify that storage will be available next winter at the Velvet Mill if we do not use it this winter.

Respectfully Submitted

Eric Donch

Stonington Harbormaster

**Appendix C: Ocean Scout Proposal**

Ocean Scout Marine, LLC  
 145 Dewolf Avenue  
 Bristol, RI 02809  
 (401) 253-4176

**Estimate**

Date	Estimate #
4/6/2012	1062

Eric Donch Stonington Harbormaster
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Description	Qty	Cost	Total
Shop Labor to remove deck, cross members and flotation foam. Remove and replace below deck bulkheads to accommodate for proper drainage below fuel tank. Replace fuel fill, feed & vent hose. Replace under deck flotation foam. Replace cross member supports. Replace deck panels. Coat underside with (1) coat of polyester resin and (1) coat of grey gelcoat. Apply two layers of 1 1/2 oz fiberglass cloth & resin to deck after blending perimeter. Apply two coats of gelcoat to deck, topcoat with non-skid additive. Re-install hardware removed during rework.	60	50.00	3,000.00
Repair materials for above deck replacement		1,500.00	1,500.00
Shop Labor to replace stringer if necessary (each)	20	50.00	1,000.00
Repair materials to replace stringer (each)		100.00	100.00
Hinged opening forward windows	2	656.25	1,312.50
Shop Labor to remove existing forward fixed windows and install above opening windows	4	50.00	200.00
Replace cracked port fixed window with same.		250.00	250.00

<b>Subtotal</b>	\$7,362.50
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$7,362.50