

DRAFT

Town of Greenwich
Harbor Management Commission
Meeting
July 20, 2016
7:00 P.M.
Mazza Room, Town Hall

MINUTES

Members in attendance:

Bruce Angiolillo, Chairman
Lile Gibbons, Vice Chairman
Bill Ingraham
Steve Kinner
Frank Mazza

Absent:

Peter Quigley
Mike Van Oss, Secretary

Alternates:

Bernard Armstrong

Ex-Officio in Attendance:

Sue Baker – Conservation Commission
John Brown – Police Department
Jeff Freidag – Department of Paarks & Recreation
Nancy Ramer – Planning & Zoning Commission
Horst Tebbe - RTM
John Toner – Board of Selectmen

Absent:

Roger Bowgen – Shellfish Commission
Rick Loh – Board of Parks and Recreation
Ian MacMillan, Harbormaster
Amy Siebert – Department of Public Works

- 1. Meeting called to order at 7:05 P.M. by Chairman Bruce Angiolillo**

In the absence of Commission Member Mike Van Oss, Chairman Angiolillo seated Alternate Member Bernard Armstrong.

2. Approval of Minutes

Motion to approve the minutes of the June 15, 2016 meeting made by Frank Mazza, seconded by Bernard Armstrong. Motion carried (Unanimous).

3. Chairman's Report

Chairman Angiolillo reported on the prior month's activities:

- Published the approved Rules & Regulations for the use of the Harbor Master's boat.
- Circulated the latest draft of the proposed Mooring Regulations and Mooring Tackle Specifications. Received additional comments from Jeff Freidag, Justin Columbo and Frank Mazza.
- Worked with Mike Van Oss regarding next steps in identifying a suitable online mooring vendor.
- Met with Geoff Steadman and Lile Gibbons regarding the current draft of the Harbor Management Plan and DEEP's "soft review".
- Followed up with Mike Van Oss, Steve Kinner and Bernie Armstrong regarding the outstanding requests for mooring related materials that the Harbor Master and Werner Roder agreed at the June 15 Commission meeting to deliver to Mike Van Oss, as Secretary.
- On July 18, attended a meeting with Scott Bates, the Chairman of the newly established Connecticut Port Authority, along with the First Selectman, Lile Gibbons, the Harbor Master and other Town Officials. The meeting culminated with a harbor tour hosted by Lt. John Brown.

Mr. Angiolillo reminded the Commission that the August meeting has been cancelled and that the next meeting will be on September 21. He also reported that the Administrative Services Department in Town Hall had contacted Penny Monahan to book the Mazza Room for next year's Commission's meetings. The tentative dates for the Commission's monthly meetings in 2017 will be: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15 and December 20.

4. Update on Mianus River Dredge Project

Frank Mazza reported that the project remains on track to commence in October and that the Army Corps of Engineers is in the process of putting the project out to bid.

Geoff Steadman recommended that a letter be sent to waterfront property owners to remind them that docks and other structures that are in an area to be dredged must be removed to enable the work to be done.

Chairman Angiolillo asked for a motion to authorize Mr. Steadman to draft the letter for the Chairman's signature, which will be reviewed by the three officers of the Commission (Mr. Angiolillo, Ms. Gibbons and Mr. Van Oss) before it is sent. Said motion was made by Lile Gibbons, seconded by Bernie Armstrong. Motion carried (Unanimous).

5. Update on Harbor Management Plan

Lile Gibbons reported that DEEP has recently provided comments to her on the current draft of the Harbor Management Plan, which she and Geoff Steadman are in the process of reviewing. She noted that the comments are consistent with what has been reported to the Commission at the May and June Commission meetings. She offered to arrange a drafting committee meeting to work on a further revised draft in response to these suggestions and comments, including the possibility of combining some of the current draft's chapters to enhance its readability. She invited all interested to attend and participate.

6. Update on Online Mooring Software Study

Chairman Angiolillo reported that Mike Van Oss asked him to share his email update on his progress in collecting mooring related information from the Harbor Master for use in a new online mooring system and his investigation of potential mooring software vendor candidates. He requested that his report be included in the minutes and a copy attached.

"My apologies for not being able to attend tonight's HMC meeting. For the record, I would like to present the following notes and comments related to mooring information requested from the Harbormaster, Ian MacMillan and progress on the online mooring system project.

Mooring Information from Harbormaster

At our June 15th meeting, mooring information was requested from the Harbormaster related to 386 PPMP Moorings that had been issued by the Harbormaster. At that time, the electronic data related to moorings currently held by Werner Roder was also requested. Both parties agreed to provide this information on a flash drive.

Per the attached emails, I followed up with the harbormaster on numerous occasions and provided 16GB flash drives to dump the data so that the HMC could determine what information could be utilized in building a complete data base on town moorings. Over the next 2 plus weeks I received no information from the Harbormaster or Mr. Roder.

On Friday, July 15th I received a call from Mr. MacMillan advising me that all the information on mooring applicants could be found in town hall related to mooring applicants. I advised Mr. MacMillan that we were looking for the information requested at the June HMC Meeting. Ian then advised me that he had provided GIS information from a Garmin marine Chartplotter to the town GIS staffer. It is unclear to me why this information was provided directly to a town employee without first discussing with the HMC. Furthermore this was not the information requested and agreed to at the June HMC Meeting. In my conversation with Ian on July 15th, I asked him if he intended to provide the information that was agreed upon at last week's meeting. His answer was 'No'.

Online Mooring System Software

The vendor has agreed to provide a free 90 day trial of the mooring software system. This will allow us to input current applications and information into the system to get practical experience with the program. I have requested a presentation and training be done on the software at a

meeting of the ad hoc mooring committee. This meeting is tentatively scheduled for the week of August 8th. This meeting will be scheduled so that proper notice can be provided, and all interested parties may attend."

7. Update on Ad Hoc Mooring Subcommittee

Bernard Armstrong presented the attached 2016 Mooring Status Report and reviewed each item. Steve Kinner reported that he had met with Department of Parks and Recreation and contacted several other municipalities to get an overall picture of how they qualify and handle mooring vendors. Jeff Freidag reported that only contractors working on Town land must provide proof of insurance. Chairman Angiolillo stated that the Mooring Subcommittee, with the assistance of the Town's Law Department, should draft a policy to govern mooring vendors.

8. Harbormaster Report

Harbormaster Ian MacMillan did not attend the meeting. Chairman Angiolillo noted that the Harbormaster did not provide a monthly report for July.

The Chairman also noted that the Harbormaster had failed "to provide to the HMC all of the mooring information he has on all 386 PPMP applications prior to the July HMC Meeting" (June 15, 2016 Minutes), which he had agreed to deliver to Mike Van Oss, as Secretary.

The Chairman noted that the Harbormaster and Mr. Werner Roder had failed "to download on a thumbdrive all of the mooring related information that he has on his computer and to deliver it to Mike Van Oss," which they had agreed to do at the June HMC Meeting (June 15, 2016 Minutes).

The Harbormaster failed to provide the Commission with "the names of mooring holders in the Grass Island area of Grass Island," as he had also agreed to do at the June HMC Meeting (June 15, 2016 Minutes).

9. Unfinished Business

Revised Proposed Mooring Regulations

Chairman Angiolillo reported the completion of this drafting project and thanked all who have contributed to this work over the past 9 months. The draft will remain open to review and comment. The scheduling of a Public Hearing on the proposed Mooring Regulations will follow approval of the Harbor Management Plan.

10. New Business

Chairman Angiolillo reported that Geoff Steadman has completed the contemplated work under his consulting contract with the Town, for which he is being paid a flat fee of \$12,000, inclusive of his out-of-pocket expenses. He noted that the contract contemplated 120 hours of professional services and that Mr. Steadman had provided a total of 345 hours of service to the Commission through June 30, 2016. Mr. Angiolillo stated that he will make a recommendation in advance of the September Commission meeting concerning a new contract for Mr. Steadman, whose services will be needed as the Plan approval process proceeds. On behalf of the Harbor Management

Commission, he thanked Geoff Steadman for all that he has done for the Town of Greenwich. Bernie Armstrong expressed his personal thanks for Geoff's contributions. Frank Mazza added his appreciation and underscored that Geoff has gone far above and beyond what he was asked to do.

The comments were followed by a strong round of applause for Geoff Steadman.

11. Public Comment

Sue Baker commented on her research on the definition of Federal Harbor of Refuge. She also recommended that the Commission hold an additional Public Hearing on the proposed Harbor Management Plan before presenting it to the RTM.

12. Adjournment

Motion to adjourn was made by Steve Kinner, seconded by Bill Ingraham. Motion carried (Unanimous).

Meeting adjourned at 8:20 P.M.

Bruce Angiolillo
Chairman

Mike Van Oss
Secretary

Penny Monahan assisted the Secretary

Item #7 - Presented by Bernard Armstrong

2016 Mooring Status			
as of 7/19/16			
	Count	Revenue	
total Moorings in our harbors	805	\$60,357	
Club Moorings	350	\$26,250	
Clubs paid-IHYC		\$9,975	
Clubs paid-Mianus Boat & Green boat			
Unpaid clubs		\$16,275	
Total Non Club Moorings	455	\$34,125	
Total	805		
unidentified mooring users	76	\$5,700	Good work by Ian and Werner
Initial Mailing 3/1/16	219	\$16,425	
Received as of 7/19/16	226	\$16,950	
New apps-need assignment	3	\$225	done per Ian
Discos	-1	-\$75	
Not yet responded	0	\$0	
Status of apps rec'd	226	\$16,950	
Permitted thru 7/19	-192		PPMPs constitute PERMITTED
Incompletes/messy	34		
Recommended Actions			
Identified moorings	386		
Unidentified moorings	76		
Revise application form to improve legibility and compliance-BFA to do			
Exp Boat Reg	expires April 30th each year-waiver applied		
No mooring report	expires Dec 31 each year		
No Boat license			
no contact info in appl			
company checks			
no chain length	waiver		
no lat/long			
no insurance certificate			
Unidentified moorings	76	Werner to identify, by November	
2016 Estimated Revenue		\$60,357	
Collected from individuals		-\$16,950	
From clubs		-\$9,975	
Open receivables		\$33,432	
Due from Clubs		-\$15,662	
Due from those not billed		-\$17,700	shortfall
		\$70	

From: Mike Van Oss
Sent: Wednesday, July 20, 2016 10:57 AM
To: Bruce angiollilo
Cc: lileg1@aol.com
Subject: Update on Information to be provided by Harbormaster

Bruce,

My apologies for not being able to attend tonight's HMC meeting. For the record, I would like to present the following notes and comments related to mooring information requested from the Harbormaster, Ian Macmillan and progress on the online mooring system project.

Mooring Information from Harbormaster

At our June 15th meeting, mooring information was requested from the Harbormaster related to 386 PPMP Moorings that had been issued by the Harbormaster. At that time, the electronic data related to moorings currently held by Werner Roder was also requested. Both Parties agreed to provide this information on a flash drive.

Per the attached emails, I followed up with the harbormaster on numerous occasions and provided 16GB flash drives to dump the data so that the HMC could determine what information could be utilized in building a complete data base on town moorings. Over the next 2 plus weeks I received no information from the Harbormaster or Mr. Roder.

On Friday July 15th I received a call from Mr. Macmillan advising me that all the information on mooring applicants could be found in town hall related to mooring applicants. I advised Mr. Macmillan that we were looking for the information requested at the June HMC Meeting. Ian then advised me that he had provided GIS information from a Garmin marine Chartplotter to the town GIS staffer. It is unclear to me why this information was provided directly to a town employee without first discussing with the HMC. Furthermore this was not the information requested and agreed to at the June HMC Meeting. In my conversation with Ian on July 15th, I asked him if he intended to provide the information that was agreed upon at last weeks meeting. His answer to this was "NO"

Online Mooring System Software

The vendor has agreed to provide a free 90 day trial of the online mooring software system. This will allow us to input current applications and information into the system to get practical experience with the program. I have requested a presentation and training be done on the software at a meeting of the ad hock mooring committee. This meeting is tentatively scheduled for the week of August 8th. This meeting will be scheduled so that proper notice can be provided, and all interested parties may attend.

Regards,

Mike Van Oss
Secretary
Harbor Management Commission

From: [Mike Van Oss](#)
To: "Ian Macmillian"
Cc: lydiat89@earthlink.net; Stephen Kinner; bernard.armstrong@att.net
Subject: RE: Mooring Information Request
Date: Tuesday, July 12, 2016 7:27:14 AM

Ian,

Do you have any information available for us? I was hoping to be able to sift through prior to next weeks meeting. Please let me know if you need any additional information from our end.

As stated before, the information can be raw and we will sort through it.

Please advise

Mike Van Oss

From: Ian Macmillian [<mailto:imacmillan@mindspring.com>]
Sent: Thursday, June 30, 2016 10:52 AM
To: mike vanoss
Cc: lydiat89@earthlink.net
Subject: Re: Mooring Information Request

haven't been by yet

-----Original Message-----

From: mike vanoss
Sent: Jun 30, 2016 10:50 AM
To: Ian Macmillian
Cc: lydiat89@earthlink.net
Subject: Re: Mooring Information Request

Thanks. Let me know if i can help. Did you pick up the flash drives from the selectmans office?

On Thu, Jun 30, 2016, 10:44 AM Ian Macmillian <imacmillan@mindspring.com> wrote:

working on it, thanks

-----Original Message-----

From: Mike Van Oss
Sent: Jun 29, 2016 2:35 PM
To: Ian Macmillian
Cc: lydiat89@earthlink.net
Subject: Mooring Information Request

Ian,

I hope you enjoying the boating season, the weather has been great!

I am writing to get an ETA on the delivery of the mooring related information that you committed to provide to the Commission at last week's June 15 meeting. As directed by Chairman Angiolillo, the information should be delivered to me, as Secretary. This

information should include, but not be limited to:

- 1) PPMP Information
- 2) Date PPMP was granted
- 3) Mooring Applicant/Holder (Name, Address, Email, Telephone,)
- 4) Vessel Name
- 5) Vessel Registration Information
- 6) Vessel Draft/Required depth
- 7) Mooring Vendor
- 8) Mooring Tackle Inspection Information
- 9) Lat Lon of mooring
- 10) Mooring Tackle, including chain length

Separately, and by copy of this email to Werner Roder, I am also writing to follow up on the expected delivery from Werner of the thumbdrive download of all mooring related information on his computer. If you are in need of thumbdrives, I have 2 at the selectmans office for you. Please just ask the receptionist for them. As was discussed at the meeting, the files should be downloaded as is. Please let me know as soon as possible as to when this information will be delivered. If you have any questions, you may reach me at 203-247-0509

Thank you.

Mike Van Oss

Harbor Management Commission