

DRAFT

Town of Greenwich
Harbor Management Commission
Meeting
September 21, 2016
7:00 P.M.
Mazza Room, Town Hall

MINUTES

Members in attendance:

Bruce Angiolillo	Chairman
Lile Gibbons	Vice Chairman
Mike Van Oss	Secretary
Bill Ingraham	
Steve Kinner	
Frank Mazza	
Peter Quigley	

Alternates:

Bernard Armstrong
Don Carlson

Ex-Officio Members in Attendance:

Sue Baker	Conservation Commission
Roger Bowgen	Shellfish Commission
Jeff Freidag	Department of Parks & Recreation
Ian MacMillan	Harbormaster (Items 1-6 and part of 7)
Mike O'Connor	Police Department
Nancy Ramer	Planning & Zoning Commission
John Toner	Board of Selectmen

Absent:

Rick Loh	Board of Parks & Recreation
Amy Siebert	Department of Public Works
Horst Tebbe	RTM

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

Mr. Angiolillo introduced and seated new Alternate Commission Member Don Carlson.

2. Approval of Minutes

Motion to approve the minutes of the July 20, 2016 meeting made by Lile Gibbons, seconded by Bill Ingraham. Motion carried (Unanimous).

3. Chairman's Report

Chairman Angiolillo reported on activities since the Commission's July meeting:

- Through the diligent efforts of Secretary Mike Van Oss, reported that two well-established online mooring software vendors made separate presentations to Commission members and interested persons in Town Hall.
- Reported on the recent Planning & Zoning Commission public meeting relative to the W-B Zone, which several other HMC members and Geoff Steadman attended.
- Reported that a status update memorandum on Mianus River Dredge Project had been drafted and sent to all affected property owners.
- Reported that work has continued on revisions to the draft Harbor Management Plan through the efforts of Lile Gibbons, Bernie Armstrong and Geoff Steadman.
- Reported on his contacts with local press reporters to encourage greater coverage of the work of the HMC.
- Followed up with Assistant Town Attorney Aamina Ahmad regarding the anticipated revisions to the Town Code for conformity with the draft Harbor Management Plan.

4. Update on Mianus River Dredge Project

Frank Mazza reported that the project continues to be on schedule and that the contractor has been selected. The Army Corps of Engineers is getting ready for a pre-construction meeting. Work is expected to start shortly after October 1st at the upper end of the channel.

Mr. Mazza also reported that the successful bid was less than the amount that had been allocated and there was a discussion about exploring whether the Town could have access to such funds for use on another dredge project. Mr. Mazza reported, and Mr. Steadman confirmed that any unspent funds would be returned by the Army Corps of Engineers to the State of Connecticut.

5. Update on Harbor Management Plan

Lile Gibbons thanked Bruce Angiolillo, Bernie Armstrong and Geoff Steadman for their participation in preparing revisions to the draft Harbor Management Plan.

Ms. Gibbons reiterated that the draft Mooring Regulations will continue to be a separate, stand- alone document issued pursuant to the Plan.

Ms. Gibbons outlined the timeline for next steps. A hard copy of the draft Harbor Management Plan will be distributed at, or shortly in advance of the Commission's October 19 meeting and will be posted online the next day, October 20. An additional Public Hearing will be held on November 2 in the Town Hall Meeting Room. Thereafter, subject to any additional edits or revisions, the draft Plan will be sent to the Board of Selectmen for its review and then again sent to DEEP for its review.

On behalf of all Commissioners, Chairman Angiolillo expressed his thanks to Lile Gibbons for her leadership in this endeavor.

6. Online Mooring Software Study

Mike Van Oss reviewed the work that has been done to date to explore online mooring systems suitable for the Town. He outlined the presentations by two online mooring software vendor candidates. There followed a thoughtful and wide-ranging discussion by Commission members about their reactions to these presentations and what their aspirations are for mooring management in the Town's waters. There was a consensus that Mr. Van Oss should continue studying both vendor candidates and make a presentation to the Commission at the October meeting for the purpose of selecting a vendor. It was also the consensus of the Commission to have a new online vendor up and running in time to send out mooring application letters in December.

On behalf of all Commissioners, Chairman Angiolillo expressed his appreciation to Mike for all his efforts.

7. Update on Ad Hoc Mooring Sub Committee

Bernie Armstrong handed out copies of his updated "2016 Mooring Status" report and took the HMC through the report. There was a general discussion concerning the derivation of several numbers in the counts. Chairman Angiolillo noted that the Harbor Master had yet to honor his promise at the June 15 meeting to provide the HMC with his mooring records.

The Harbormaster then left the meeting.

Frank Mazza and Mike Van Oss separately commented on the Harbormaster's lack of cooperation. Bill Ingraham reported that he was aware of two situations where the Harbormaster assigned moorings to individuals who had not filed applications or paid a mooring fee to the Town.

Bernie Armstrong reported that he has provided applications and information to the Harbormaster for his review and action, but the Harbormaster has failed to respond. Mr. Armstrong stated he can no longer work with the Harbormaster.

Steve Kinner reported on his research concerning the qualifications for mooring vendors. He handed out copies of draft forms that could be used for this purpose. Bill Ingraham suggested that a meeting be organized to give mooring vendors an opportunity to share their views and provide input. Chairman Angiolillo suggested that the HMC also consult with the Town's Law Department at the appropriate time concerning this matter.

8. Harbormaster Report

Harbormaster was not present and no report was provided to the Commission.

9. Unfinished Business

Discussion of renewal of contract with Geoff Steadman.

Chairman Angiolillo reported that he had discussed proposed terms of an extension of Geoff Steadman's engagement. He has proposed a fixed fee of \$8,000 (including expenses) for advisory services through the final approval and adoption of the Harbor Management Plan. Should the HMC retain his help on other harbor management initiatives, he has proposed that he be compensated on an hourly basis at the rate of \$75.00/hour for up to 50 hours of professional time. Mr. Angiolillo stated that he believed that the proposed terms were reasonable and recommended that the Commission approve this extension and forward it to the Purchasing Department.

Motion to approve the extension of Geoff Steadman's consulting contract on the foregoing terms made by Peter Quigley, seconded by Lile Gibbons. Motion carried (Unanimous).

10. New Business

None.

11. Public Comment

None.

12. Adjournment

Motion to adjourn made by Peter Quigley, seconded by Lile Gibbons. Motion carried (Unanimous).

Meeting adjourned at 8:35 P.M.

Bruce Angiolillo
Chairman

Mike Van Oss
Secretary

Penny Monahan assisted the
Secretary in the preparation of these
Minutes

2016 Mooring Status			
as of 9/23/16 (B F Armstrong)			
	Count	Revenue	
Total Moorings in our harbors	805	\$60,357	
Club Moorings	350	\$26,250	all paid for
Unpaid clubs	0		
Total Non Club Moorings	455	\$34,125	
Total	805		
Identified Mooring spaces and users	390		Per Macmillan-PPMPs assigned
Unidentified mooring users	65	\$5,700	Good work by Ian and Werner
Category II Moorings	110		managed by ACOE
			commercial and owned YC boats
Initial Town Mailing 3/1/16	219	\$16,425	
Received as of 9/23/16	237	\$17,775	
New apps-need assignment	18		
Discos	-1	-\$75	
Not yet responded	0	\$0	
Status of apps rec'd	237		
Permitted thru 9/23/16	-192		PPMPs assigned by HM
Incompletes	82		paid but insufficient data
Recommended Actions			
enter the 237 applications in a test system of our choice asap			
mail renewal letters on Dec 31st			
Revise application form to improve legibility and compliance-BFA to do			
Issues and problems in 2016			
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 name provided			
no chain length	waived		
no lat/long	must have		
no insurance certificate	must have		
2016 Estimated Revenue			
Collected from individuals		\$60,357	
From clubs		\$17,775	
Unbilled shortfall		\$26,250	
Open receivables		\$16,332	lost revenue
Due from Clubs		\$0	
Due from those not billed		\$16,332	shortfall
		\$0	

Greenwich Harbor Management Commission Mooring Contractor Application

About this Application: The Greenwich Harbor Management Commission (GHMC) is accepting applications from interested parties to be considered for inclusion on a *List of GHMC Approved Mooring Contractors*. This application is for mooring professionals interested in conducting mooring installation, inspection or maintenance in Greenwich Harbor consistent with the GHMC Mooring Requirements (MR).

Mooring Contractor Approval Process:

The MR require that all mooring installation, inspection and maintenance be conducted by GHMC Approved Mooring Contractors; in order to be included on the list an individual or business must:

- 1. Complete and submit this Application to GHMC;**
- 2. Demonstrate a familiarity with the GHMC Harbor Management Plan and abide by all Mooring Requirements, Policies and Criteria;**
- 3. Provide evidence of commercial marine liability insurance¹, and;**
- 4. Demonstrate past experience conducting mooring work in conditions similar to those in Greenwich Harbor and working with the types of mooring tackle required under the MR Policies and Rules.**

If all the above criteria are met satisfactorily then mooring contractors will be approved by GHMC staff for inclusion on the list of approved mooring contractors provided on the Town of Greenwich HMC website. In addition to business name and contact information of approved contractors, all information that you provide on this application will be available for review by mooring owners and mooring applicants.

Criteria for removal from Approved Mooring Contractor List:

Mooring contractors will be removed from the list of GHMC Approved Mooring Contractors and prohibited from conducting any mooring work in Greenwich Harbor for the following reasons:

- 1. Lying or falsifying any information provided on this application including credentials, mooring experience or previous work completed;**
- 2. Conducting any mooring work (including installation, inspection or maintenance) in Greenwich Harbor that does not meet the conditions of the GHMC *Mooring Requirements* (attached).**

Application Instructions: Fill out the application on page 2 and submit it to GHMC staff at the email address or mailing address provided at the end of the document. *Please note that if this application is approved then all information provided below will be publically available on the GHMC website.

¹ Approved Mooring Contractors will be required to submit proof of commercial marine liability insurance annually.

Greenwich Harbor Management Commission Mooring Contractor Application

Applicant's Name: _____

Business Name and Address: _____

Phone number: _____ email: _____

1. Extent of Professional Mooring Services Provided (check all that apply and indicate number of years experience for each):

Mooring Installation -- Years of experience: ____ Mooring Inspection -- Years of experience: ____
Mooring Maintenance -- Years of experience: ____

2. Statement of Qualifications: Provide a brief narrative of your qualifications and background installing, maintaining, or inspecting moorings, including credentials. Provide a description of applicable past experience working with moorings in Greenwich Harbor (or in conditions that are similar) and with the types of mooring tackle specified in the GHMC *Mooring Requirements*. Include the following:

- a. A description of available equipment;
- b. Work vessels; and
- c. Personnel for conducting mooring work in Greenwich Harbor.

3. Insurance Information: Provide your certificate(s) for commercial marine liability insurance, (including name(s) of, account number(s) and description of coverage provided as applicable).

I, _____ hereby certify under penalty of perjury the foregoing is true and correct to the best of my knowledge: 1) all information provided is accurate; 2) I have read and will abide by the *Town of Greenwich Harbor Management Commission Plan*; 3) I have read and will abide by the GHMC mooring regulations; and 4) I have read and agree to the information on page 1 of this application.

Applicant Signature _____

GHMC Contact Information:

(WE NEED AN ADDRESS HERE)

Email: _____

Date _____

(Kinner iPad notes)

Greenwich Harbor Management Commission Mooring Contractor Application

About this Application: The Greenwich Harbor Management Commission (GHMC) is accepting applications from interested parties to be considered for inclusion on a *List of GHMC Approved Mooring Contractors*. This application is for mooring professionals interested in conducting mooring installation, inspection or maintenance in Greenwich Harbor consistent with the GHMC Mooring Requirements (MR).

Mooring Contractor Approval Process:

The MR require that all mooring installation, inspection and maintenance be conducted by GHMC Approved Mooring Contractors; in order to be included on the list an individual or business must:

- 1. Complete and submit this Application to GHMC;**
- 2. Demonstrate a familiarity with the GHMC Harbor Management Plan and abide by all Mooring Requirements, Policies and Criteria;**
- 3. Provide evidence of commercial marine liability insurance¹, and;**
- 4. Demonstrate past experience conducting mooring work in conditions similar to those in Greenwich Harbor and working with the types of mooring tackle required under the MR Policies and Rules.**

If all the above criteria are met satisfactorily then mooring contractors will be approved by GHMC staff for inclusion on the list of approved mooring contractors provided on the Town of Greenwich HMC website. In addition to business name and contact information of approved contractors, all information that you provide on this application will be available for review by mooring owners and mooring applicants.

Criteria for removal from Approved Mooring Contractor List:

Mooring contractors will be removed from the list of GHMC Approved Mooring Contractors and prohibited from conducting any mooring work in Greenwich Harbor for the following reasons:

- 1. Lying or falsifying any information provided on this application including credentials, mooring experience or previous work completed;**
- 2. Conducting any mooring work (including installation, inspection or maintenance) in Greenwich Harbor that does not meet the conditions of the GHMC *Mooring Requirements* (attached).**

Application Instructions: Fill out the application on page 2 and submit it to GHMC staff at the email address or mailing address provided at the end of the document. *Please note that if this application is approved then all information provided below will be publically available on the GHMC website.

¹ Approved Mooring Contractors will be required to submit proof of commercial marine liability insurance annually.

Greenwich Harbor Management Commission Mooring Contractor Application

Applicant's Name: _____

Business Name and Address: _____

Phone number: _____ email: _____

1. Extent of Professional Mooring Services Provided (check all that apply and indicate number of years experience for each):

Mooring Installation -- Years of experience: ____ Mooring Inspection -- Years of experience: ____
Mooring Maintenance -- Years of experience: ____

2. Statement of Qualifications: Provide a brief narrative of your qualifications and background installing, maintaining, or inspecting moorings, including credentials. Provide a description of applicable past experience working with moorings in Greenwich Harbor (or in conditions that are similar) and with the types of mooring tackle specified in the GHMC *Mooring Requirements*. Include the following:

- a. A description of available equipment;
- b. Work vessels; and
- c. Personnel for conducting mooring work in Greenwich Harbor.

3. Insurance Information: Provide your certificate(s) for commercial marine liability insurance, (including name(s) of, account number(s) and description of coverage provided as applicable).

I, _____ hereby certify under penalty of perjury the foregoing is true and correct to the best of my knowledge: 1) all information provided is accurate; 2) I have read and will abide by the *Town of Greenwich Harbor Management Commission Plan*; 3) I have read and will abide by the GHMC mooring regulations; and 4) I have read and agree to the information on page 1 of this application.

Applicant Signature _____

GHMC Contact Information:

(WE NEED AN ADDRESS HERE)

Email: _____

Date _____

(Kinner iPad notes)

GREENWICH HARBOR MANAGEMENT COMMISSION PRE-INSTALLATION MOORING PROPOSAL

Note: The Greenwich Harbor Management Commission Mooring Regulations require a GHMC Approved Mooring Contractor conduct all mooring installation, inspection and maintenance. For more information on the GHMC Mooring Regulations and for a list of approved contractors visit:

<http://www.gwhmc.com/gwhmc.html>

1. Approved Mooring Contractor Business Name and Names of Individuals Conducting Installation

2. Mooring Applicant Name _____
3. Mooring Applicant Address _____
4. Proposed location of mooring anchor in decimals (ex: Latitude 41.0262 Longitude 73.6282):
Latitude: 41. _____ N
Longitude: 073. _____ W
5. Description of the equipment that would be used to determine location (e.g. proposed GPS equipment):

6. Proposed swing radius of mooring (including length of vessel): _____ feet
7. The mooring anchor will be located:
 Within Mooring Zones

 Outside of mooring zones
8. Is this mooring being installed for a littoral (waterfront) property owner?
 Yes, this mooring is associated with parcel # _____

 No, this mooring is not associated with a littoral property.
9. Vessel Name _____
10. Vessel State and Registration Number _____
11. Description of the type(s) of vessel and maximum vessel size/weight suitable for this mooring design:

Greenwich Harbor Management Commission Mooring Contractor Application

About this Application: The Greenwich Harbor Management Commission (GHMC) is accepting applications from interested parties to be considered for inclusion on a *List of GHMC Approved Mooring Contractors*. This application is for mooring professionals interested in conducting mooring installation, inspection or maintenance in Greenwich Harbor consistent with the GHMC Mooring Requirements (MR).

Mooring Contractor Approval Process:

The MR require that all mooring installation, inspection and maintenance be conducted by GHMC Approved Mooring Contractors; in order to be included on the list an individual or business must:

- 1. Complete and submit this Application to GHMC;**
- 2. Demonstrate a familiarity with the GHMC Harbor Management Plan and abide by all Mooring Requirements, Policies and Criteria;**
- 3. Provide evidence of commercial marine liability insurance¹, and;**
- 4. Demonstrate past experience conducting mooring work in conditions similar to those in Greenwich Harbor and working with the types of mooring tackle required under the MR Policies and Rules.**

If all the above criteria are met satisfactorily then mooring contractors will be approved by GHMC staff for inclusion on the list of approved mooring contractors provided on the Town of Greenwich HMC website. In addition to business name and contact information of approved contractors, all information that you provide on this application will be available for review by mooring owners and mooring applicants.

Criteria for removal from Approved Mooring Contractor List:

Mooring contractors will be removed from the list of GHMC Approved Mooring Contractors and prohibited from conducting any mooring work in Greenwich Harbor for the following reasons:

- 1. Lying or falsifying any information provided on this application including credentials, mooring experience or previous work completed;**
- 2. Conducting any mooring work (including installation, inspection or maintenance) in Greenwich Harbor that does not meet the conditions of the GHMC *Mooring Requirements* (attached).**

Application Instructions: Fill out the application on page 2 and submit it to GHMC staff at the email address or mailing address provided at the end of the document. *Please note that if this application is approved then all information provided below will be publically available on the GHMC website.

¹ Approved Mooring Contractors will be required to submit proof of commercial marine liability insurance annually.

Greenwich Harbor Management Commission Mooring Contractor Application

Applicant's Name: _____

Business Name and Address: _____

Phone number: _____ email: _____

1. Extent of Professional Mooring Services Provided (check all that apply and indicate number of years experience for each):

Mooring Installation -- Years of experience: ____ Mooring Inspection -- Years of experience: ____
Mooring Maintenance -- Years of experience: ____

2. Statement of Qualifications: Provide a brief narrative of your qualifications and background installing, maintaining, or inspecting moorings, including credentials. Provide a description of applicable past experience working with moorings in Greenwich Harbor (or in conditions that are similar) and with the types of mooring tackle specified in the GHMC *Mooring Requirements*. Include the following:

- a. A description of available equipment;
- b. Work vessels; and
- c. Personnel for conducting mooring work in Greenwich Harbor.

3. Insurance Information: Provide your certificate(s) for commercial marine liability insurance, (including name(s) of, account number(s) and description of coverage provided as applicable).

I, _____ hereby certify under penalty of perjury the foregoing is true and correct to the best of my knowledge: 1) all information provided is accurate; 2) I have read and will abide by the *Town of Greenwich Harbor Management Commission Plan*; 3) I have read and will abide by the GHMC mooring regulations; and 4) I have read and agree to the information on page 1 of this application.

Applicant Signature _____

GHMC Contact Information:

(WE NEED AN ADDRESS HERE)

Email: townsailor@greenwichct.org

Date _____

(Kinner iPad notes)