

**Five Mile River Commission  
October 19, 2017 Meeting Minutes  
The Community Room, Rowayton Community Center  
33 Highland Ave., Rowayton, CT 06853**

*Commission members in attendance:*

Matthew Marion - Chairman

Dirk Leasure

Wim Jessup

David Snyder, Harbor Superintendent

Steve Bartush, Assistant Harbor Superintendent

*Absent:* John de Regt

*Guests:* None

The Five Mile River Commission meeting started at 7:37 p.m. with a unanimous vote to ratify the Commission's prior approval of its September 14, 2017 meeting minutes, which were reviewed, approved, and filed electronically with Darien and Norwalk within the statutory period shortly after the September meeting.

**Harbor Use Fee – Collections & Procedures**

Chairman Marion opened the meeting with a discussion about improving the process of collecting annual harbor use fees from dock renters and private dock owners on the Five Mile River. Starting in 2018, the Commission will require commercial dock lessors to provide the Commission and Harbor Superintendent with their current dock customer lists twice seasonally, first on May 15<sup>th</sup> and then on August 15<sup>th</sup>. The Commission will notify the commercial marina operators and dock owners of this requirement by letter and will remind them about it next spring. In addition, the Commission intends to circulate a letter to all private dock owners regarding their annual use fee obligations. The Commission tabled further discussion of the use fee until its December meeting.

**Mooring String Consolidations**

Next, the Commission discussed the results of the mooring audit. Harbor Superintendent Snyder, using a map of the mooring strings, recommended changes to the northern section of the river, including points in the mooring strings that should be consolidated and proposed locations (in the southern section of the river) for transient moorings in 2018. Commissioner Marion noted the utility of providing the marinas and mooring customers with written guidelines covering the installation and daily use of moorings. Harbor Superintendent Snyder agreed to research and compile best mooring practices and a revised map of all moorings in the field that should be removed.

### **Ground tackle inspections**

Next, discussion turned to the 2018 Ground Tackle Inspection requirements, which were established in 2016. In November, the Harbor Superintendent will issue a reminder about the requirements to all mooring permit holders, and will notify all authorized marine service providers about the process after reviewing their insurance documentation.

### **Harbor Superintendent Report**

The Harbor Superintendent provided year-to-date expense/income reports and financials. The Commission then discussed the slight decline in 2017 revenues due to the reduced number of boats berthed/moored in the river. The Harbor Superintendent noted that he will continue his efforts to collect late payments through the remainder of the season.

Next, the Harbor Superintendent discussed the use of an on-line mooring reservation system known as Dockwa to facilitate access to transient moorings in the river. The Commission unanimously agreed Dockwa was a useful way to implement the transient mooring program and to advertise the availability of such moorings at no cost to the Commission. After discussion, the Commission agreed to designate 2-3 transient moorings and to link them to the Dockwa reservations system for 2018.

The Harbor Superintendent briefed the Commission about an unauthorized moored vessel, "Mt. Kisco", who was mistakenly allowed use of a mooring in the River by a mooring permittee. The vessel eventually departed the river, but only after the Harbor Superintendent contacted the Norwalk Marine police and after he had confirmed the violation with the mooring permit holder.

The Harbor Superintendent then discussed the eNewsletter in progress with an intended late Fall/early Winter release.

The meeting was adjourned at 9:00 pm. The next meeting is scheduled for December 7, 2017 at 7:30 pm in the Board Room, Rowayton Community Center, 33 Highland Avenue, Rowayton, Connecticut

Respectively submitted,  
David Snyder, Harbor Superintendent.