

Town of Waterford Shellfish Commission Special Meeting Minutes

Wednesday, July 8, 2026 – 6:00 p.m. – Louise Applebee Meeting Room – Town Hall

1. Establish a Quorum and Call the Meeting to Order

Chairman Porter called the meeting to order at 6:00 p.m. after establishing a quorum.

Present were Commissioners Porter, Calkins, Darling and VanderPutten. Absent were Commissioners Jamroga and Keatley.

2. Pledge of Allegiance

3. Meeting Minutes

a. Approval of the June 2, 2026, Regular Meeting Minutes.

Motion made by Commissioner Calkins, seconded by Commissioner Darling to approve the June 2, 2026, meeting minutes as filed. All in favor, motion carried.

b. Approval of the June 16, 2026, Special Meeting Minutes.

Motion made by Commissioner Calkins, seconded by Commissioner Darling to approve the June 16, 2026, meeting minutes as filed. All in favor, motion carried.

4. Correspondence

5. Treasurer's Report

a. Review of the Monthly Treasurer's Report Generated from the Finance Department to include expenditures and revenue generated.

Treasurer Darling reviewed the revenue and expenditures through June 2026 with the Commission members with data received from the Town Finance Department.

Motion made by Commissioner Calkins, seconded by Commissioner VanderPutten to approve the Treasurer's Report as reviewed and discussed. All in favor, motion carried.

6. Monthly Monitoring and Sampling Report

The recreational shell fishing areas are currently closed due to heavy rainfall and will re-open when satisfactory samples are returned.

7. New Business

a. Discussion regarding Riverside Grocery permit sales collection.

Chairman Porter stated that going forward he will be doing the collections of permits and revenue generated at Riverside Grocery. The plan is to collect twice during season, around the end of July and at the end of the season. He spoke with Finance who agreed to this plan. The Commission is working on online permit sales but until that time Riverside Grocery and the Town Clerk are the only outlets for permit sales and Riverside Grocery is the only outlet available for permit sales on the weekends and the Commission appreciates her help.

8. Old Business

a. Discussion regarding online recreational permit sales.

Chairman Porter has been in contact with the Finance Director, the Town Clerk and Allyssa at the Department of Aquaculture for guidance with implementing a website and to determine the appropriate software for online recreational shell fishing permits. Once he hears back from them, he will let the Commission know of his findings so that the Commission can move forward. Commissioner VanderPutten offered to help with the website for the permit sales once the details have been worked out.

b. Discussion regarding public outreach initiatives through Waterford Recreation and Parks, the Senior Citizen Commission and the internet.

Once the online permit process is secured the Commission will reach out to other agencies to establish advertising outlets for recreational shellfish permit sales.

c. Update regarding the commercial shell fishing lease/license renewals.

Chairman Porter has not heard from Attorney Kepple regarding the leases/licenses and will reach out to him for an update.

9. Public Comment Regarding Items Relating to Waterford Shellfish Business.

10. Adjournment

There being nothing further to discuss the meeting adjourned at 6:30 p.m.

Respectfully submitted by

Audrey Ulmer, Recording Secretary for the Town of Waterford Shellfish Commission