



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC SPECIAL MEETING MINUTES
November 2, 2017 7:00 P.M.**

1. Call to Order

The meeting was called to order by the chair, Mr. Murphy, at 7:07 p.m.

2. Roll Call

Present: Robert Murphy, chair; Paul Connolly, secretary; and David Cole.

Absent: Dick Goduti; Scott Mitchell, Harbormaster

Guests: Keith Neilson form Docko Inc and Fred Pardi

3. Status and Path Forward on Sheffield Street and Ferry Road Projects

Mr. Murphy outlined some of the events that have arisen with getting the Ferry Road project to bid. He began with a historical outline including:

1. At the August or September meeting the commission agreed to scope of the project was to rebuild the dock within the existing footprint of the existing dock at Ferry Road. Mr. Neilson attended and was asked to prepare specifications.
2. Preceding the next meeting (September or October), Mr. Neilson provided what he considered to be 80% specifications which were forwarded to commission.
3. It was suggested that commission members go to look at floating docks manufactured by Bellingham and Mr. Goduti and Mr. Murphy did this. The purpose was to consider Bellingham as an additional supplier for the floating docks.
4. Mr. Goduti generated what he described as a rough RFP which would be sent to bid with just the DEEP permit drawings so that the bidders would have to provide the specifics of how they would accomplish the project in their bids.
5. Mr. Murphy revised the RFP with more specific information as he would prefer to give the potential bidders the details of exactly what the commission wants and expects and get a price. This revised RFP was sent to commission members and Docko for review.

Mr. Connolly distributed a handout regarding best practices for administering a quality bid process for commission members to consider and some discussion ensued about the pros and cons to the two approaches being discussed.

Mr. Neilson had been asked by Mr. Murphy to pare down his specs to the absolute necessities and Mr. Neilson had sent revised specs. Mr. Neilson took the initiative to attend the special meeting (and was not specifically requested to attend this meeting by any Commission member) to answer any questions commission members might have about the documents we prepared. Mr. Murphy expressed concern, which was echoed by others present, that time is running out and soon this project will not be viable for this year because the floating docks may not be able to be procured in time to support installation by April 1st.

Mr. Neilson noted that Bellingham has stated that if they have an awarded contract by mid-December they can deliver floats by an April 1 opening. A discussion of the difference in products being offered by Bellingham and Sullivan ensued. Mr. Neilson noted that Sullivan has 10x20 ft. sections that are lighter but with prices that he has

seen coming in higher per square foot on other projects. Bellingham offers 10x30 ft. sections which are longer and heavier and require less connections, which makes for better stability.

Mr. Murphy noted that there are a number of details still to be worked out so the commission can be sure to get what it wants. He will have a package for everyone to review at the November 13 meeting for a vote on whether to proceed to go out to bid or to postpone. Mr. Neilson explained the documents the commission would be reviewing. He noted that the supplemental conditions section is the place where the commission describes its needs.

Mr. Cole inquired as to the feasibility of using a land-based crane to set pilings for the project. Mr. Neilson stated that he had ruled that out as a possibility because of the reach that would be required. A water-based crane is the only option. Mr. Neilson also emphasized that the dock is intended for boats only – it is a recreational area intended for commercial and fishing boats only, not for public access as it is not designed with the safeguards required for a public access area. Some discussion then ensued regarding the most desired material to use for pilings. Greenheart versus southern yellow pine were discussed with green heart being noted as the superior product but at double the price. Mr. Neilson left the meeting at this point.

4. Discussion of Various Administrative issues

a. New Clerk Orientation

Mr. Murphy gave a brief report on the orientation of the commission's interim clerk, Jennifer Donahue.

b. Clerk Laptop

The interim clerk has access to the HMC laptop and the files on the town system. The Town's IT director is working on remote access to the town system which has the possibility to be extended to commission members.

c. Potential Audit

The chairman has been advised that the town's auditors have expressed an interest in meeting with the appropriate individuals to review the commission's processes. This meeting will most likely occur in December.

d. HMC Files

Mr. Murphy asked Ms. Donahue to speak with the town clerk to find out what she has for commission records other than the box given to her recently

e. Mooring Applications

It was noted that approximately 140 North Cove mooring applications had been sent out (to existing and new mooring holders) and that next the clothesline and Ferry Dock applications would be sent out.

f. Updating of Lists

Mr. Murphy asked Mr. Connolly to work with Ms. Donahue to begin the process of updating the Excel spreadsheets which keep track of the mooring and wait list holders. Payment information should also be added to the spreadsheets.

6. Adjournment

A motion to adjourn was made at 8:18 pm. by Mr. Cole, seconded by Mr. Connolly and the motion was so VOTED unanimously 3-0-0.

Respectfully submitted,

**Jennifer Donahue
Interim Clerk
Old Saybrook Harbor Management Commission**