



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC MEETING MINUTES
December 9, 2019 7:00 P.M.
EMPLOYEE LUNCH ROOM – BOTTOM FLOOR TOWN HALL**

1. Call to Order

Chair Robert Murphy called the meeting to order at 6:59 p.m.

2. Roll Call

Present: Robert Murphy, Chair; Paul Connolly, Secretary; David Cole; Robert Soden; Lou Vinciguerra; Scott Mitchell, Harbor Master; and Jennifer Donahue, Clerk. Mr. Murphy welcomed Mr. Vinciguerra to his first meeting as a commission member.

3. Citizens with Business before the Commission

There were no citizens present with business before the commission.

4. Approval of Minutes

The minutes of the regular meeting of November 12, 2019 were considered. A motion was made by Mr. Connolly and seconded by Mr. Cole to accept the minutes as submitted. The motion was so VOTED unanimously 4-0-0 with Mr. Vinciguerra abstaining because he was not a commission member at the November meeting.

5. Clerk Report

Ms. Donahue's written report was reviewed by commission members. Updates were provided on wait list and renewal numbers. She also asked again for clarification on the duration that commission members wanted portable toilets at Sheffield Street and Ferry Road. It was agreed that May 1st through October 31st was desirable. Ms. Donahue will put the information in writing this year for Olsen's Sanitation as they again failed to remove the toilets at the end of October despite clarification last year to them. The financial summary was also reviewed.

6. North Cove

The wait list currently has 25 people, 94 people have renewed and five have accepted moorings off the wait list. Mr. Murphy made a motion to add Brian Chiappa of Niantic to the wait list. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0. Commissioners asked that the next 10 people on the wait list receive invitations for North Cove moorings.

7. Clothesline

The wait list currently has 15 people. Twenty-five people have renewed. Mr. Murphy made a motion to add Richard Peters to the wait list. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

8. Ferry Road

The wait list currently has 18 people and 13 people have renewed.

9. Sheffield Street Project Planning, Bidding and Execution Discussion

Mr. Murphy reported that he had been on the agenda for the Board of Finance meeting earlier this month to finalize the contract with Connecticut River Dock & Dredge for the land-based work at Sheffield Street. Unfortunately, the meeting was cancelled. He has been rescheduled for the December 17 BOF meeting.

The drawings received from Meeco Sullivan need some adjustments. Mr. Murphy received an email from Meeco Sullivan referencing a design issue with the freeboard of the floats which will need consideration of the commission.

Mr. Vinciguerra also suggested that the commission request non-marking, gray rubber bumpers and that the marine contractor provide the angle for the gangway connection to the land-based contractor. Mr. Murphy asked if Mr. Vinciguerra would coordinate the Sheffield Street project and he agreed. Mr. Murphy then made a motion to appoint Mr. Vinciguerra as clerk of the works and construction manager for the Sheffield Street project including the float fabrication and the land-based work. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0. Mr. Murphy made a motion to authorize Mr. Vinciguerra to authorize changes to the float contract or land-based contract in the aggregate of \$7,500 before having to return to the commission for further spending permission in a special or regular meeting. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0.

Mr. Mitchell reminded commission members that a barrier to keep cars from going in the water needs to be included in the plans for the project.

Some discussion occurred regarding the spring installation and fall extrication of the new floating docks and gangway. The commission may hire a crane, but it was agreed that a lifting pile should be installed to allow for alternate removal options.

Mr. Soden reported that the Army Corps has updated the permit. He also noted that the de minimus change from DEEP should arrive soon.

Mr. Mitchell reported that the current dock from Sheffield Street is at the North Cove Yacht Club for winter storage, though no agreement has been finalized for the seasonal storage. Mr. Murphy asked Mr. Mitchell to finalize the agreement.

11. Harbor Master/Dock Master Report

Mr. Mitchell reported that a few moorings still remain at North Cove and the ladders still need to come in.

12. Correspondence

There was no correspondence or Rule 11 requests to review.

13. New Business

Commissioners discussed Online Moorings. All commissioners and the harbor master were in favor of the software based on the November presentation. Mr. Murphy asked Ms. Donahue to conduct reference checks with three current customers of Online Moorings and to report back on the results at the January meeting. Commissioners also authorized her to address any questions that might arise by contacting Online Moorings directly.

A discussion of the costs that can be associated with abandoned boats in the cove took place. Commissioners agreed that this may warrant a new line item in the budget to allow for the problem to be addressed if it arises.

Mr. Murphy and Mr. Mitchell gave an update on the potential abandoned boat that was left in North Cove. The issue was resolved with much time but without expense this season. Mr. Murphy noted that Mr. Mitchell put in an immense effort and used a lot of resourcefulness to track down the involved parties and resolve the situation. A fine against the individuals responsible for leaving the boat in the Cove will not be pursued.

The rafting/bunking discussion was tabled.

Mr. Connolly brought his \$60 video surveillance camera to show to commission members as a possible solution to monitoring and identifying vandals and other rule breakers at the Sheffield Street and Ferry Road docks. Commissioners agreed this should be considered after discussion with Attorney Cronin regarding the legality of the surveillance and any necessary signage that might be required.

Mr. Mitchell left the meeting at 8:43 p.m.

Commissioners reviewed and acknowledged the Certificate of Permission for replacement of an existing dock at 44 Ingham Hill Road. No action was required.

Commissioners discussed the draft proposed budget provided by Ms. Donahue. New potential projects were discussed including possible dredging at Ferry Road or in front of Town Dock. Mr. Murphy made a motion to approve the draft budget with the following changes: 1) "Services Mooring Removal" should be changed to "Services Mooring, Docks & Gangway Removal" and the amount should be increased to \$8,000; 2) "Services Mooring Install" should be changed to "Services Mooring, Docks & Gangway Install" and the amount should be increased to \$3,000; 3) a line for Abandoned Boats should be added and funded at \$3,500; 4) a line for Online Moorings Fee should be added and funded at \$1,500; 5) the proposed Infrastructure amount should be reduced from \$100,000 to \$50,000. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0. Ms. Donahue will revise the budget and forward it to Mr. Murphy for review before it is submitted to the Town's finance director.

14. Old Business

Further discussion on the website was tabled.

Discussion of the update on the Harbor Management Plan was tabled.

Mr. Murphy gave a recap of the grounds maintenance issues that had arisen in the fall near the guardrail at the Clothesline and were discussed at the September meeting. The discussion included the neighbor complaint about the lack of maintenance under the guardrail and the resolution of weed whacking under the guardrail to resolve the complaint. Mr. Murphy made a motion to authorize the groundskeeper to continue to weed whack under the guardrail at the Clothesline as part of the regular maintenance of the landscaping at that facility. Mr. Soden seconded the motion and it was so VOTED unanimously 5-0-0.

The discussion on mooring succession for spouses was tabled.

14. Payment of Bills

Mr. Connolly made a motion to pay \$1,400 to Docko; \$6,500 to Parker Construction; \$166 to Olsen's Sanitation; \$1,807 to the State of Connecticut; and \$150 to Robert Becker. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

15. Adjournment

Mr. Cole made a motion to adjourn at 9:13 p.m. seconded by Mr. Vinciguerra which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for January 21, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC