



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

302 Main Street • Old Saybrook, Connecticut 06475-1741

Telephone: 860-395-3123 Facsimile: 860-395-3125

**HMC MEETING MINUTES
November 16, 2020 7:00 P.M.
SECOND-FLOOR CONFERENCE ROOM, TOWN HALL - TELECONFERENCE**

To access the audio from this meeting, please use the following link:

https://youtu.be/vZ6k2H_KXhM

1. Call to Order

Secretary Paul Connolly called the meeting to order at 7:03 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.

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 October 19, 2020 were considered. A motion was made by Mr. Cole and seconded by Mr. Vinciguerra to accept the minutes as submitted. The motion was so VOTED unanimously 5-0-0.

5. Clerk Report

Ms. Donahue's written report was reviewed by commission members. Updates were provided on wait list and renewal numbers. The monthly financial summary report was also reviewed. Ms. Donahue reported that all North Cove and Clothesline members had received renewals and that each group had about a 50% return rate after about 2 weeks. There have been some minor issues but the process has gone smoothly for the most part. A number of people are still opting to pay by check. Mr. Murphy asked Ms. Donahue to confirm the payment process for transfers of money from Online Mooring.

6. North Cove

The wait list currently has 40 people. Mr. Murphy made a motion to add Roger Bigger of Norwalk, John Noonan of Deep River, Rod Cross of Guilford and David Hall of Litchfield to the wait list. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

7. Clothesline

The wait list currently has 16 people. Mr. Murphy made a motion to add Michael Thiessen and Jeff Worman to the wait list. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

Mr. Soden reported that he had reached out to DEEP for the historic permits for the Clothesline area but had not gotten a response yet. He suggested waiting another week before moving forward because having the information might change the commission's approach to the permitting process.

Mr. Vinciguerra met with the town building official to review the building code for stairs. Stair D is the hardest to configure but it can be done to code and remain above the CJL. A landing can be used but is not required. A landing would add a couple of more steps. Staying above the CJL would avoid having to clean the debris that washes up off of the stairs and would also limit erosion from the salt water. The stringers would be made with marine-grade timbers while ipe would be used for the stair treads. A permit would not be needed if the stairs remained above the CJL. Mr. Vinciguerra proposed hiring a landscape architect to put together a final plan for a contractor to execute. Mr. Murphy made a motion to authorize Mr. Vinciguerra to solicit proposals for designs for stairs at the Clothesline Marina from three to five qualified businesses. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0. Mr. Murphy asked anyone who had suggestions on firms to solicit for proposals to please pass those names on to Mr. Vinciguerra.

8. Ferry Road

The wait list currently has 17 people.

Mr. Murphy asked that the renewals for Ferry Road be sent. Ms. Donahue noted that commissioners needed to finalize the revised Ferry Road rules first. Commissioners determined slip rentals for the year will extend from April 1 – December 30, which will become rule 9. Mr. Murphy made a motion to approve changes to rules 9 (slip rental schedule), 10 (insurance requirement) and 11 (slip usage). Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0. Mr. Murphy asked Ms. Donahue to send the revised rules to him and Mr. Cole for review before forwarding to Online Mooring.

Mr. Mitchell reported that he had shut off the water at Ferry Road for the season but a problem remained. He will contact Patterson Plumbing to see if a solution can be found for winterization.

Mr. Murphy reported that the surveyor is just awaiting final approval from the commission of the as-built.

There was no update on the installation of the boarding ladders. Mr. Murphy will contact Mr. Rutan.

Discussion ensued regarding whether to ask for a permit extension to allow for time to consider and possibly install two floating docks that would restore the dockage that used to be available in the t-dock configuration before the fixed dock was rebuilt. Some additional piles and some dolphins would have to be driven to hold the docks in place, but could be done under the existing permit. Two to three additional slips could potentially be created and additional dockage would be available for emergency vessels. Mr. Murphy made a motion that the commission authorize him and Mr. Soden to write a letter asking for an extension from DEEP for the Ferry Road project. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

9. Sheffield Street Project

Mr. Murphy reported that the moorings and gangway are out. Parker Construction noted that it had taken two hours to remove the pin to get the gangway out. Mr. Murphy suggested contacting Meeco Sullivan to get a smaller circumference pin that might slide out more easily. Mr. Mitchell and Mr. Murphy will work on this and Mr. Vinciguerra said he would take a look.

Mr. Murphy will confirm with Mr. Bonin that the jib has been ordered. Mr. Mitchell noted that the floating docks and gangway will have to be installed before the moorings in the spring. He suggested coordinating a schedule with Mr. Bonin now so that there is a plan in place for the spring.

10. Harbor Master/Dock Master Report

Mr. Mitchell had nothing further to report.

11. Correspondence

No correspondence was presented.

There were no Rule 11 requests.

12. New Business

Ms. Donahue prepared a draft budgeting worksheet for commissioners to begin considering in anticipation of approving a budget for the 21-22 fiscal year at the December meeting.

The proposed meeting schedule for 2021 was reviewed. Mr. Vinciguerra made a motion to accept the schedule. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

Ms. Donahue asked commissioners to consider the kayak fees for the 2021 season and whether they would like to publicize the availability of the program. It was agreed that further publicity should not be pursued at this time. Ms. Donahue was asked to send a small, general survey to those who participated in the pilot program to get their feedback before further decisions were made for the 2021 season. Mr. Connolly offered to review the correspondence before it goes out.

13. Old Business

General feedback on Online Mooring was discussed. Ms. Donahue encouraged anyone with comments or suggestions to send them to her so that they can be addressed with Online Mooring in order to give mooring and slip holders the best experience with the system.

The rules updates have been completed.

There was no update on the Harbor Management Plan.

There was no further discussion on capital projects.

There was no further discussion on rafting/bunking.

There was no update regarding the surveillance cameras.

Further discussion on the website was tabled.

Further discussion on mooring succession for spouses was tabled.

14. Payment of Bills

Mr. Connolly made a motion to pay \$7,350 to Parker Construction for mooring and gangway removal, \$36 to Online Mooring for application fees, and \$164.17 to Beard Lumber. Mr. Murphy seconded the motion and it was so VOTED unanimously 5-0-0.

15. Adjournment

Mr. Cole made a motion to adjourn at 8:25 p.m. seconded by Mr. Vinciguerra which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, December 21, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC