



**TOWN OF OLD SAYBROOK  
Harbor Management Commission**

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**HMC MEETING MINUTES  
March 15, 2021 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/DwsCgpgsVC4>

**1. Call to Order**

Chair Robert Murphy called the meeting to order at 7:01 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 with business before the commission.

**4. Approval of Minutes**

The minutes of the regular meeting of February 16, 2021 were considered. A motion was made by Mr. Cole and seconded by Mr. Soden 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. Wait list renewals will now be sent automatically by the new system on April 1 giving applicants until June 1 to renew. Spring mailings including parking stickers have gone out to all North Cove, Clothesline and Ferry Dock holders. New procedures need to be established for the Flats & Beaches now that paper applications are not being filled out. Ms. Donahue suggested that Mr. Mitchell mark the pre-approved applicants' inspection tab as approved once he inspects their gear. That will signal in the database that they are ready to receive a letter with their parking stickers and confirming their mooring for the season. A report on estimated dinghies to be kept at the Town Dock was also reviewed. It was discussed that if there are more than 70 total spots for dinghies, the commission should award the 18 kayak spots that were awarded last year. Whether or not to give second dinghy spaces out for the season will be reviewed at the next meeting.

**6. North Cove**

There are currently 147 spots confirmed in the cove while 38 people are on the wait list.

**7. Clothesline**

The Clothesline is full for the season. There are 17 people on the wait list. Mr. Vinciguerra reported on the stair repair plans noting that he liked the design and felt it would stand up to the elements. He has a few notes he will make regarding the use of heavier duty clips and confirmation of marine-grade lumber. Indigo needs to update the site plan which can then be submitted to Chris Costa. A building permit and coastal zone form will also need to be completed. The project can be sent to bid once the town approvals are complete. Timing of the project was discussed. It was generally agreed that during the season could work if the contract included a clause that two staircases must remain operational at all times. Fall was also suggested with the idea that lumber prices might be less at that time and it would not disrupt the season. Final timing will be assessed at the next meeting. Mr. Murphy volunteered to work with Mr. Vinciguerra to begin drafting an RFP so that the commission would be ready to go as soon as Mr. Vinciguerra receives the required drawings and permits.

Mr. Soden reported on the North Cove launch ramp noting that Coastal Consulting had answered all of his questions. He noted since the ramp and the greater Clothesline facility are not abutting properties and because each would be under a different permitting procedure that they should be permitted separately as to do it together could hold up one over the other. Mr. Soden volunteered to draft an RFP to get a price for permitting the existing structures at the

Clothesline facility so that a good clean regulatory record will be in place. He also reported that Coastal Consulting had quoted a flat fee of \$9,125 for permitting for the ramp. Mr. Murphy made a motion to recommend that Mr. Fortuna execute a purchase order for Coastline Consulting for permit work in the amount of \$9,125. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0. Mr. Murphy made a motion to authorize Mr. Soden to spend an additional \$3,000 to compete any additional work and funding to secure permits without coming back to the commission first. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 5-0-0.

## **8. Ferry Road**

Mr. Soden reported that he had not been successful in speaking with Mr. Nielson at Docko yet regarding a *di minimus* change to substitute floating docks for a fixed dock on the T extension.

Mr. Murphy reported that he had reached out to Meeco Sullivan regarding timing for ordering docks hoping for a December delivery. He volunteered to begin preparing the RFP for the docks and ramps, though it will not be put out for bid until the *di minimus* change is approved.

## **9. Harbor Master/Dock Master Report**

Mr. Mitchell reported that he had contacted Gilman regarding new shafts for the navigation buoys; a copy of the estimate was in the packet. Discussion followed. Mr. Murphy made a motion to authorize repair of the four navigation buoys for \$1,874 each by Gilman Corp. provided this does not exceed the authority of the bid process per the town's requirements. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0.

Mr. Mitchell reported that he would pull the floating dock over in the next two days. Within the next two weeks he expects that Mr. Bonin will set the gangway. One or more of the bollards near the foot of the gangway may need to be cut to accommodate this process. Perhaps that can be avoided by temporarily moving the dinghy racks.

He noted that the 2x2s have been ordered from Beard Lumber for the channel stakes and the paint has been purchased for the targets so everything is on schedule for spring placements. He asked that the mooring spec sheet be updated to make the pennant length clearer for mooring holders. Mr. Vinciguerra will revise the sheet.

## **10. Correspondence**

Rule 11 requests were acknowledged from Stefan Golicz and Ian Olesen. Correspondence by Ian Marchaj was also reviewed. Ms. Donahue noted that it is now easy to keep track of and review Rule 11 information in the new database directly from the dashboard.

## **11. New Business**

There was no new business.

## **12. Old Business**

An estimate and proof for the signage for the Town Dock was reviewed. Commissioners agreed that the order should move forward and that Ms. Donahue should contact the vendor to see if the 50% deposit could be waived and full payment could be made at time of receipt.

Mr. Murphy reported that he had met with the leadership of the North Cove Yacht Club to discuss an agreement about assisting in the direction of transients to available moorings. The packet contained a draft set of guidelines for transients and the yacht club laying out some suggested information and procedures. He will meet with them again in the coming week.

A Google Earth rendering in Online Mooring of the mooring placements in North Cove was reviewed. Commissioners made suggestions as to additional points they would like to see delineated on the map. Online Mooring went live on the website for applications and wait list viewing.

Mr. Murphy noted that he was unsuccessful in contacting the previous consultant who worked on the Harbor Management Plan. He is willing to review and update parts of the plan in the fall, giving time to find a new consultant to finish any required technical updates after that.

The new policy on rafting/bunking will be reviewed at the next meeting.

There was no update regarding the surveillance cameras.

It was agreed that some updates to the website will be performed in conjunction with the addition of Online Mooring.

Further discussion on mooring succession for spouses was tabled.

#### **14. Payment of Bills**

Mr. Connolly made a motion to pay Saybrook Hardware \$16.32 for repair materials for the Town Dock at Sheffield Street; \$1,250 to GNCB for structural designs for the Clothesline stair replacement; \$500 to North Cove Yacht Club for winter storage of floating docks; \$356 to Lighthouse Printing for parking stickers and \$120 for sales and use tax payment from February income. Mr. Cole seconded the motion and it was so VOTED 4-0-0 with Mr. Vinciguerra abstaining because he is a commodore with the yacht club.

#### **15. Adjournment**

Mr. Cole made a motion to adjourn at 9:01 p.m. seconded by Mr. Vinciguerra which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, April 19, 2021 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue  
Clerk, OSHMC