



**TOWN OF OLD SAYBROOK  
Harbor Management Commission**

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**302 Main Street • Old Saybrook, Connecticut 06475-1741**

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

**HMC MEETING MINUTES  
January 21, 2020 7:00 P.M.  
EMPLOYEE LUNCH ROOM – BOTTOM FLOOR TOWN HALL**

**1. Call to Order**

Secretary Paul Connolly called the meeting to order at 7:00 p.m.

**2. Roll Call**

Present: Paul Connolly, Secretary; David Cole; Robert Soden; Lou Vinciguerra; Scott Mitchell, Harbor Master (arrived at 7:12); and Jennifer Donahue, Clerk. Mark Caldarella was present as an observer.

Absent: Robert Murphy, Chair

**3. Election of Chair and Secretary**

Mr. Cole made a motion to nominate Mr. Murphy as chair. Mr. Soden seconded the motion and it was so VOTED unanimously 4-0-0. Mr. Soden made a motion to nominate Mr. Connolly as secretary. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 4-0-0.

**4. Citizens with Business before the Commission**

There were no citizens present with business before the commission. The proposed agenda item related to Greylock Property Group's zoning request was withdrawn.

**5. Approval of Minutes**

The minutes of the regular meeting of December 9, 2019 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 4-0-0.

The minutes of the special meeting of January 6, 2020 were considered. A motion was made by Mr. Vinciguerra and seconded by Mr. Cole to accept the minutes as submitted. The motion was so VOTED unanimously 4-0-0.

**6. Clerk Report**

Ms. Donahue's written report was reviewed by commission members. Updates were provided on wait list and renewal numbers. The financial summary was also reviewed.

**7. North Cove**

The wait list currently has 19 people, 109 people have renewed and 12 have accepted moorings off the wait list, while 10 have declined to renew. Mr. Cole made a motion to add James Wakim and Morgan Hills of Old Saybrook and Leslie Lamontagne of West Hartford to the wait list. Mr. Soden seconded the motion and it was so VOTED unanimously 4-0-0. After consultation with the Harbor Master, commissioners asked that the remaining 8 people on the wait list who have not yet received invitations for North Cove moorings for the 2020 season as well as the 3 people added tonight be extended an invitation.

**8. Clothesline**

The wait list currently has 15 people. Thirty people have renewed and two have given up their spots. Commissioners asked that the first two people on the wait list be invited to have a spot for the 2020 season.

**9. Ferry Road**

The wait list currently has 18 people and all slips have been renewed.

## **10. Sheffield Street Project Planning, Bidding and Execution Discussion**

Mr. Vinciguerra gave an update on the land-based work. Concrete has been removed and concrete blocks have been delivered. He reviewed the plan related to the proposed tie-back system and made a motion to accept the proposal to include the tie-back system for \$12,000 as proposed in the January 17, 2020 letter from CT River Dock & Dredge. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0.

Commissioners discussed possible electrical needs at Sheffield Street related to the new projects. It was noted that CT River Dock & Dredge had acknowledged damaging a sign which they will pay to have replaced. Mr. Mitchell has removed another sign during construction to protect it.

Mr. Vinciguerra reviewed the newest plans from Meeco Sullivan for the dinghy dock and gangway. Commissioners were in agreement with the current plan. Mr. Vinciguerra will write up a list of additional comments and distribute amongst commissioners before sending the plans back.

Regarding plans for reconstruction of the dinghy/kayak racks, Mr. Vinciguerra would like to walk the property with Mr. Mitchell before sketching out a proposal for the next meeting.

Ms. Donahue will work with Mr. Connolly to draft an application for those wishing to use a kayak rack for the 2020 season. It was agreed that commissioners would like to begin taking names for a wait list for this by March.

Commissioners agreed that Mr. Murphy and Mr. Connolly should go before the Board of Finance to authorize \$25,000 in additional funds be freed up for the capital budget to cover any overages in the current projects at Sheffield Street.

Mr. Mitchell reported that the North Cove Yacht Club has agreed to accept \$300 in winter storage fees for the floating dock.

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

Mr. Mitchell reported that he is waiting for a call back from Mike Pendleton at Between the Bridges regarding the missing pilings from Ferry Road. It is believed they have taken four more pilings (in addition to the two they have already paid for). Commissioners asked Ms. Donahue to bill them for the additional four pilings.

Mr. Mitchell reported that there are two trees at Sheffield Street that he is concerned with, one of which is leaning on an electrical box. He contacted Eversource who declined to do anything. He will contact the town tree warden to see if anything can be done.

## **9. c. Ferry Road – Dredging Options**

Discussion moved to potential dredging options at Ferry Road as it had been inadvertently overlooked on agenda item number nine. Mr. Cole noted that Between the Bridges will be doing dredging in that area and that it might be fiscally advantageous to piggyback a project with them. Mr. Soden noted that the HMC would need its own permit which would require core samples and other information costing in the range of \$10,000. Those results would give an idea of potential disposal costs. Mr. Mitchell agreed to talk with Cal Caldarella of Between the Bridges to see if he would be willing to share the sampling results they got to give the commission an idea of the conditions in the area in order to help determine potential expenses and whether or not to go forward with a permit.

## **14. a. Decision on Online Moorings Vendor**

This agenda item was moved up in order to allow Mr. Mitchell to participate before he had to leave the meeting.

Commissioners discussed Ms. Donahue's report based on the feedback of current Online Moorings customers. All commissioners and the Harbor Master felt favorably about moving to the new service. Mr. Connolly made a motion to approve acceptance of Online Moorings as a vendor to provide database and payment automation for the HMC. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Mitchell and Mr. Caldarella left the meeting at 8:20 p.m.

## **12. Correspondence**

Two letters from the DEEP regarding COPs that will be expiring soon were reviewed. Mr. Soden will research the permit numbers and come back at the next meeting with further information.

Mr. Connolly signed a letter from the CT DRS regarding a refund due to the commission from a sales and use tax overpayment from 2004 in the amount of \$47.81. Ms. Donahue will return the form to obtain the refund.

The de minimus change letter from the DEEP for the Sheffield Street work was acknowledged.

Commissioners reviewed a letter from Thomas Klin regarding the 2020 season. Commissioners agreed he must pay to reserve a spot for the 2020 season even if he may require a Rule 11 request.

Mr. & Mrs. Curtiss' letter requesting a mooring renewal deadline extension due to extenuating circumstances was reviewed. Commissioners agreed that payment must be received for their mooring by February 28 otherwise the mooring will be forfeited.

### **13. New Business**

Commissioners reviewed and acknowledged a petition to amend the Old Saybrook Zoning Regulations to delete Section 65 Excavation & Grading and add a new special standard to Section 53 Material Removal, Filling & Excavation. No action was required.

Commissioners reviewed and acknowledged a petition to amend the Old Saybrook Zoning Regulations Section 68.1.5B3 to remove prohibition of illuminated playing fields and add a new special standard to Section 53. No action was required.

The rafting/bunking discussion was tabled.

### **14. Old Business**

Further discussion of surveillance was tabled as Mr. Connolly still needs to check with Attorney Cronin regarding the signage. Possible collaboration on surveillance with Between the Bridges at the Ferry Road Dock was suggested.

Further discussion on the website was tabled.

Commissioners discussed the issue of mooring succession for spouses per the request of a mooring holder. Mr. Connolly agreed to put together a draft policy as a result of the discussion; however, all commissioners agreed more discussion was necessary.

### **15. Payment of Bills**

Mr. Connolly made a motion to pay \$45.80 and \$125.47 to Connecticut Water and \$1,719 to the State of Connecticut for sales and use taxes. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0. Mr. Connolly asked that Mr. Mitchell check on the status of any bills from Patterson Plumbing. Ms. Donahue will relay the message to him.

### **16. Adjournment**

Mr. Cole made a motion to adjourn at 8:54 p.m. seconded by Mr. Soden which was so VOTED unanimously 4-0-0. The next regular meeting is scheduled for February 18, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue  
Clerk, OSHMC