



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC SPECIALMEETING MINUTES
September 20, 2021 7:00 P.M.
SECOND-FLOOR CONFERENCE ROOM, TOWN HALL - HYBRID**

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

<https://youtu.be/yH968bxlpRo>

1. Call to Order

Chair Robert Murphy called the meeting to order at 7:02 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.

**Note: Due to a technical issue at the beginning of the meeting, Mr. Cole was on the telephone and able to hear the proceedings but could not be heard or vote. This was rectified during the meeting.*

3. Citizens with Business before the Commission

There were no citizens with business before the commission.

4. Approval of Minutes

The minutes of the special meeting of August 23, 2021 were considered. A motion was made by Mr. Connolly and seconded by Mr. Soden to accept the minutes as submitted. The motion was so VOTED unanimously 4-0-0.

The minutes of the special meeting of August 30, 2021 were considered. A motion was made by Mr. Soden and seconded by Mr. Connolly to approve the minutes as submitted. Mr. Connolly then noted that there was one error in section 3, paragraph 5 in the last sentence where it should read "low" tide instead of "high" tide. Mr. Murphy amended the motion to accept the minutes as submitted with the suggested change. Mr. Connolly seconded the amended motion and it was so VOTED unanimously 4-0-0.

5. Clerk Report

Ms. Donahue's written report was reviewed by commission members. Updates were provided on wait lists as well as the flats & beaches. The monthly financial summary report was also reviewed. It was noted that Rule 11 violation letters had been sent and Clothesline Marina mooring holders had been notified of the upcoming work on the stairs.

6. North Cove

There are 64 people on the wait list. Twelve people have requested Rule 11 exemptions and one has relinquished his mooring, which is now available for transient use.

Mr. Murphy spoke with Mr. Rutan regarding the dock crane, which he will focus on at a later date.

Mr. Murphy contacted the surveyor to perform the Sheffield Street as-builts. He reported that he forwarded the COP and de minimus change information to the surveyor and he will have a price for the next meeting regarding the as builts.

Mr. Murphy reported that thirteen Rule 11 violations were sent out in North Cove and one at the Ferry Dock. Two people gave up their moorings as a result. The others fell into one or more of several categories: multi-year violators, first-year violators, non-responders. After extensive discussion, five of the violators were allowed to keep their mooring privileges for next season (LeSieur, Colvin, Pasco, F. Pardi, Pascoe and Ainson), three at North Cove (S. Pardi, Guile, and Fitzpatrick) and one at the Ferry Dock (F. Pardi) had their renewal privileges revoked, and three were identified for further information because of non-response (Navarro, Nieuwkerk and Kaplan). Ms. Donahue will follow up with the last three by phone.

The upgrade policy and space availability for the 2022 season was discussed along with the potential winter stick implementation. Mr. Murphy put together a list of boat sizes in the cove for consideration for a potential grid to be used identifying how many spaces are available for different size boats, which would support the implementation of a winter stick program for fall of 2022. A potential winter stick policy was reviewed and discussed and will be revised for the next meeting. Mr. Murphy asked commissioners to do some informal polling among other North Cove boaters about the program, which could save hassle and cost for all concerned.

7. Clothesline

There are 24 people on the wait list and one person has requested Rule 11 exemption.

The contract with Connecticut River Dock & Dredge (CRDD) for the stair replacement has been signed by all parties and the surveyor has been arranged. CRDD will do much of the fabrication in their shop for installation on site which will begin in late September.

Mr. Vinciguerra reported that he has reviewed the permit drawings for the North Cove ramp and has a comment about the placement of the filter fabric but that otherwise they look pretty good. Mr. Soden concurred. Commissioners agreed that when Mr. Vinciguerra and Mr. Soden are satisfied, they can approve the drawings and move forward to get Mr. Murphy's signature. Mr. Soden noted that the timeframe for the work should be considered. November of 2022 was agreed upon.

The discussion on pole maintenance will be continued at a later date when Mr. Rutan can also be consulted. The commission may wish to take over the landward poles and the bearings, while mooring holders would be responsible for the ropes. All policies and specifications should be clearly added to the rules for the facility when agreed upon.

8. Ferry Road

Ferry Road has 23 people on the wait list with one person requesting a Rule 11 exemption.

The COP for the floating docks has been received. Mr. Murphy and Mr. Vinciguerra will put together an RFP for the floating docks for the October meeting in preparation for the bid invitation. Mr. Cole indicated that he would like to talk over some of the drawing specifications with Mr. Vinciguerra and Mr. Murphy.

No decisions were made on the water usage but it was agreed that part of the system needs to be altered to make it more robust to avoid frequent repairs. Mr. Mitchell and Mr. Cole were asked to prepare some ideas for the next meeting before sending the work out to bid.

9. Harbor Master/Dock Master Report

Mr. Mitchell reported that he had found a contractor to pull the moorings and the floating docks in North Cove at the end of the season. Two people were interested in the job; one submitted a proposal while the other was deemed to not have equipment that could handle the job. Commissioners supported Mr. Mitchell's choice to hire Southeastern Construction, Inc. to do the job.

Mr. Mitchell reported that some gravel is needed to fill in by the North Cove launch ramp for safety until it is redone. Mr. Vinciguerra also recommended putting some filter fabric down as well to help with the longevity of the fix.

10. Correspondence

Rule 11 violation responses were reviewed earlier in the meeting. The Ferrandino upgrade request was acknowledged but not approved at this time.

11. New Business

The COP for repair of and existing bulkhead in the Oyster River Landing Condominium complex was acknowledged.

The LWRD license application for retention of a dock that was not permitted at 17 3rd Avenue was acknowledged.

Mr. Connolly presented his research on fees from other towns. It was agreed that fees would not be changed in North Cove for the upcoming season but might be considered next year if a winter stick program is implemented. Fee changes at the Ferry Dock may be considered after the water usage/repair issue is resolved.

12. Old Business

Ms. Donahue reported that Online Mooring had removed the information about a second dinghy from the North Cove mooring application. In addition, renewals and wait list acceptances will be streamlined so that boaters can pick from multiple options for acceptance, cancellation or deferral. Ms. Donahue also recommended that boaters be

encouraged to submit changes of vessel through the database because it provides a very clear way of reviewing and approving the requests while automatically updating the boater's information in the system.

Discussion on a policy for mooring succession for spouses was tabled.

Mr. Connolly reported on a \$180 camera with a sim card and a \$25/month fee and solar charger that might be a good option for security surveillance. He will forward the link to the product to commissioners for their review.

Discussion of the draft version of the rules for the Flats & Beaches was tabled. Mr. Murphy asked commissioners to read the information before the next meeting.

13. Payment of Bills

Mr. Connolly made a motion to pay Saybrook Hardware \$10.08, B & C Enterprises two bills one each for \$125 and \$25, Olsen's Sanitation \$196, Online Mooring \$30, Scott Mitchell \$3,000 for the use of his boat for the season and CT Water \$60. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

14. Adjournment

Mr. Cole made a motion to adjourn at 9:18 p.m. seconded by Mr. Soden which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, October 18, 2021 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC