



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC MEETING MINUTES
April 18, 2022 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/hQKIAzSd0DE>

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 (remote – arrived 7:14), Secretary; David Cole (remote); Robert Soden; Lou Vinciguerra (remote); and Jennifer Donahue, Clerk. Rich Hanratty attended as a guest.

Absent: Scott Mitchell, Harbor Master

3. Citizens with Business before the Commission

Mr. Hanratty, who lives in the North Cove neighborhood, reported to the committee that a dumpster had been placed at the Clothesline Marina for the annual clean up of the area by neighborhood volunteers. He noted that there are some very big logs that have washed up that are too large for volunteers to handle. He wondered if the commission could help remove them or at least cut them to a more manageable size. He also asked if an email could be sent to Clothesline holders alerting them to the dumpster's presence and asking if they would be willing to contribute to the clean up efforts. Commissioners agreed to help with the logs and to alert Clothesline holders of the clean up efforts. Mr. Hanratty left the meeting.

4. Approval of Minutes

The minutes of the regular meeting of March 21 were reviewed. Mr. Cole made a motion to approve the minutes as submitted. Mr. Soden seconded the motion and it was so VOTED 3-0-1 with Mr. Vinciguerra abstaining since he was not present at the meeting.

The minutes of the special meeting of March 28 were reviewed. Mr. Cole made a motion to approve the minutes as submitted. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 4-0-0.

5. Clerk Report

Ms. Donahue gave a brief overview of her regular written reports noting that North Cove is now one short due to a mooring holder who has withdrawn. She will coordinate with Mr. Mitchell as to whether that spot can be filled at this late date. Refund of the fees as requested by the mooring holder who withdrew will be considered pending being able to sell that spot. Wait list renewal will be held until efforts to fill the cove are closed. Renewals for the Ferry Dock wait list will also remain on hold until efforts to fill the new dock space are complete. Mr. Cole will reach out to the first people on the wait list to discuss the options with them.

Ms. Donahue also reported that the commission has a surplus of \$2,417.53 that has been held by the Connecticut Department of Revenue Services for 10 years as a result of an overpayment at that time. Commissioners agreed that she should request a check for the funds. In addition, she gave an update on Online Mooring regarding the changes to their billing policy for support services as well as their ideas regarding showing vacant moorings to transients. Commissioners agreed that Ms. Donahue could work with OM on the map as time allowed once the cove was set.

6. North Cove

The wait list and renewal updates were covered under the clerk's report.

Discussion of the dock crane and further discussion on an upgrade policy and space availability were tabled pending decisions on a winter stick program in the future.

Mr. Murphy reported that he still needs to complete the as-built submission.

There was no additional report on the Coastline Consulting study of North Cove.

The floating dock, gangway and bollard covers have all been installed for the season.

7. Clothesline

The Clothesline is full for the season and the wait list renewals are nearly complete with only 8 left to renew.

Mr. Murphy reported that he had followed up on the ADA complaint with the building official who noted that ADA does not apply in this situation because the Clothesline area is not a marina.

Coastline is ready to submit the COP for the ramp as all necessary documentation has now been acquired. Mr. Vinciguerra will consult with them to do a survey of the wall.

Mr. Vinciguerra will also reach out to Mr. Rutan to check out the retention wall that needs to be removed. Perhaps this can be done while the dumpster is present to remove additional disposal costs.

Further discussion on pole maintenance and responsibility was tabled other than Mr. Mitchell replacing the one broken pole for the season.

8. Ferry Road

The wait list and renewals were discussed under the clerk's report.

Mr. Murphy reported that the docks and gangways, though well-constructed, have some punch list items that need to be resolved. Mr. Caulfield has been cooperative in paying the installation contractor directly for these things. He has submitted his final bill and Mr. Murphy suggested holding \$2,000 back until all items are resolved and the contractor has been paid for them. The repairs should be finished this week.

Commissioners reviewed the draft of the Ferry Road sign replacement and the estimate for its cost. Mr. Murphy made a motion to purchase a new sign for Ferry Road at \$425.14. Mr. Soden seconded the motion and it was so VOTED unanimously 5-0-0. Ms. Donahue will order the sign.

Mr. Murphy reported that he had spoken to Chief Spera regarding the Ferry Dock ordinance which is scheduled to be repealed to make sure it did not conflict with any expectations for emergency access to the docks. Mr. Spera saw no emergency access issues but suggested that to avoid future potential issues that the commission consider adding a provision to the rules allowing the town each season to have right of first refusal for the outside dock spaces should current arrangements for the police and/or fire boat no longer be available. Commissioners agreed to work on this amendment to the rules. Mr. Murphy also suggested revisiting the multiple boat policy and potentially allowing boat swapping only for commercial fishermen. Ms. Donahue noted that she would like to have the Ferry Dock wait list application changed to make clear that a tax exemption permit is needed to get preference on the list and that document must be uploaded at time of application.

9. Harbor Master/Dock Master Report

Mr. Mitchell was not present to provide a report. Mr. Murphy reported that Mr. Mitchell was working on moorings and that kids had again been horsing around on the Town Dock.

10. Correspondence

A Rule 11 request from Walter Moore was acknowledged.

Correspondence from Bob Becker turning over his landscaping business to SLC Landscaping was acknowledged. Mr. Connolly will reach out to him on Mr. Mitchell's behalf.

11. New Business

Mr. Murphy reported that in his discussion with Chief Spera that the chief had suggested collaborating more with the marine division. Mr. Murphy will invite them to the next meeting.

The LWRD License application pre-submission for the Kennedy dock was reviewed and found not to be inconsistent with the Harbor Management Plan. Mr. Murphy will sign the form and get it out.

The Petition to Amend the Old Saybrook Zoning Regulation re: drive through windows was reviewed with no comment.

The LWRD License application for the Thiessen dock was acknowledged with no action needed.

The Petition to Amend the Old Saybrook Zoning Regulations to prohibit cannabis was reviewed with no comment.

Mr. Murphy made a motion to add item 11(f), Petition to Amend the Old Saybrook Zoning Regulations for Animal Care Services as a Special Exception. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0 and acknowledged with no comments from the commission.

12. Old Business

Mr. Murphy reported that the Kayak Subcommittee chair from Parks & Rec has been given Mr. Mitchell's name as a participant on the subcommittee.

There was no further report of the file cabinet.

Mooring succession for spouses was tabled. Mr. Murphy asked that it be moved under the agenda items for North Cove for the May meeting.

Video surveillance at Town Dock and Ferry Dock was briefly discussed. Mr. Murphy has contacted Chief Spera about the issue.

Update on the Harbor Management Plan was tabled.

13. Payment of Bills

Mr. Connolly made a motion to approve the following bills: CT Water for \$38.39 and \$60.06; State of CT for sales and use tax, \$71; Caulfield Associates, \$3,222.10; Connecticut River Dock & Dredge \$50,450; and Saybrook Hardware for \$69.11 and \$29.10 for North Cove supplies. Mr. Vinciguerra seconded the motion. Discussion followed and Mr. Murphy noted that he would contact Mr. Caulfield regarding the reduction of his bill. He also added that he had reviewed Connecticut River Dock & Dredge's invoice and verified quantities and that everything in the contract had been fulfilled. The motion was so VOTED unanimously 5-0-0.

14. Adjournment

Mr. Cole made a motion to adjourn at 8:48 p.m. seconded by Mr. Soden which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, May 16, 2022 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC