



**TOWN OF OLD SAYBROOK  
Harbor Management Commission**

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**HMC MEETING MINUTES  
February 18, 2020 7:00 P.M.  
SECOND-FLOOR CONFERENCE ROOM, TOWN HALL**

**1. Call to Order**

Chair Robert Murphy called the meeting to order at 7:00 p.m.

**2. Roll Call**

Present: Robert Murphy, Chair; Paul Connolly, Secretary; David Cole; Robert Soden (arrived at 7:20); Lou Vinciguerra; Scott Mitchell, Harbor Master (arrived at 7:10); 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 January 21, 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 3-0-0 with Mr. Murphy abstaining because he had not been present at the meeting.

The minutes of the special meeting of February 3, 2020 were considered. A motion was made by Mr. Murphy and seconded by Mr. Cole to accept the minutes as submitted. During discussion it was pointed out that there was a mistake in the last sentence of section 3 which should have listed the unanimous vote as "4-0-0" instead of "4-0-4." Mr. Murphy amended his motion to correct the error. Mr. Cole seconded the motion and it was so VOTED unanimously 3-0-0 with Mr. Connolly abstaining because he was not present at the meeting.

**5. 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.

**6. North Cove**

The wait list currently has 15 people, all of whom have been given an opportunity to accept a mooring for the 2020 season. Mr. Murphy made a motion to add Julius Gutman of Short Hills, NJ and Charles Milton of Gales Ferry to the wait list. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0.

There are 145 paid moorings for the 2020 season (including the Harbor Master's mooring and the three Town guest moorings). One additional person from the wait list has indicated he will accept and one person has been given an extension to 2/28. Christopher VanDerStad has informed the commission that he will not need a mooring for the season but will put it in anyway if it is too late to withdraw. Commissioners will allow a refund. Commissioners also authorized Ms. Donahue to offer spots as available to eligible wait list holders up to a maximum of 150 moorings. They also asked that she send reminders to the nine people who need to give copies of their registrations to complete their applications.

**7. Clothesline**

The wait list currently has 13 people. The first two people on the wait list who were invited to have a spot for the 2020 season have both accepted and all spots are now full for 2020.

**8. Ferry Road**

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

Mr. Murphy discussed the draft letters related to the DEEP permit extensions. The commission will ask for an extension of the permit related to the Ferry Road dock, while the permit related to the Sheffield Street dock will be allowed to lapse as it was superseded by a revised permit.

Mr. Mitchell reported that he has been playing phone tag with Cal Caldarella but that he has indicated that he is willing to share their sampling results. Mr. Murphy stated that he would also try to give him a call. Commissioners discussed possible costs involved in dredging and how close the dredging might be able to get to the bulkhead. Mr. Murphy and Mr. Cole will make an estimate of the yardage that it might be necessary to take out of the area and report back at the next meeting.

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

Mr. Murphy thanked Mr. Vinciguerra for his work on the Sheffield Street project and made a motion to approve the layout and sketch submitted by Mr. Vinciguerra for the remainder of the work. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0.

Mr. Murphy reported that the floating docks will be delivered March 9 to Connecticut River Dock and Dredge. The gangway is behind schedule. Mr. Murphy will investigate further to find out when the gangway can be expected.

A sketch and materials related to the reconstruction of the dinghy and kayak racks was discussed. It was decided that the racks should be made of aluminum as the higher cost will be offset by the durability and lower maintenance required. How to secure them to prevent theft of parts was also discussed. Potential signage was also discussed to notify people that the racks are for mooring holders only. Someone is still needed to do the assembly and the installation. Several commissioners noted that they would look into possible people to do the work and report back at the next meeting.

The kayak rack permit draft application was reviewed. Some minor changes and additions were discussed. Mr. Connolly volunteered to make the changes. Commissioners would like to advertise the 12 spots by next month. A wait list should then be started. Wait list fees would be eligible to be deducted from the fee for the first year.

The capital budget increase of \$35,000 was approved by the Board of Finance.

A bill for the winter storage of the floating docks was received from North Cove Yacht Club.

The DEEP permit extension was discussed previously under the Ferry Road DEEP permit extension discussion.

Several trees that need to be removed at Sheffield Street have been identified. It appears that they are town trees. Mr. Murphy will talk with the first selectman about options for having them removed and the responsibility for the cost. An estimate for removal of two trees was received from B & C Enterprises.

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

Mr. Mitchell had nothing additional to report but timing of the spring mailing and when mooring tackle should be to the Town Dock was discussed. Ms. Donahue was asked to prepare the letters and order the parking stickers. Stickers for the kayaks was also discussed. Mr. Mitchell will get stickers from the DEEP for the next meeting. Mr. Connolly will coordinate with Ms. Donahue to sign the contracts. Ms. Donahue also discussed the need for a document for new mooring holders which would explain all of the seasonal processes for them. Commissioners asked her to draft something for their review.

## **11. Correspondence**

There was no correspondence or Rule 11 requests to review.

## **12. New Business**

The rafting/bunking discussion was tabled.

Mr. Mitchell left the meeting.

## **13. Old Business**

The contract for Online Mooring was discussed. Mr. Murphy will work with Ms. Donahue and the first selectman to finalize a contract to bring to the next meeting for commissioners to review.

Mr. Murphy reported that he spoke with Chief Spera regarding surveillance needs at Ferry Road and Sheffield Street. Chief Spera suggested the commission look into cameras that would tie into the police department's existing system and would allow for recorded surveillance at the police station and also real-time live surveillance by the police department when necessary. Mr. Murphy will discuss this with the first selectman when he discusses the tree issue.

Further discussion on the website was tabled.

Further discussion on mooring succession for spouses was tabled.

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

Mr. Murphy made a motion to pay \$45.80 and \$127.35 to Connecticut Water and \$129 to the State of Connecticut for sales and use taxes as well as \$20,880 to Connecticut River Dock & Dredge for \$23,000 worth of work minus the 10% contractual retainage fee and \$300 to North Cove Yacht Club for winter storage. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

#### **15. Adjournment**

Mr. Cole made a motion to adjourn at 9:28 p.m. seconded by Mr. Soden which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, March 16, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue  
Clerk, OSHMC