



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

302 Main Street • Old Saybrook, Connecticut 06475-1741

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

**HMC MEETING MINUTES
November 21, 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/8I98aEQLxNE>

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 (remote); Robert Soden (remote), Lou Vinciguerra; Scott Mitchell, Harbor Master and Jennifer Donahue, Clerk. Richard and Susan Lacey attended as guests.

3. Citizens with Business before the Commission

Mr. and Mrs. Lacey appeared to answer any questions regarding their Rule 11 violation letter. After discussion, the Laceys left the meeting.

4. Approval of Minutes

The minutes of the regular meeting of October 17, 2022 were reviewed. Mr. Vinciguerra made a motion to approve the minutes as submitted. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

5. Clerk Report

Ms. Donahue gave a brief overview of her regular written reports. She reported that renewals were going well, although there was a problem with billing related to the slip holders who are tax-exempt commercial fishermen as the 10% rate increase did not translate in the database to those applications. After discussion, commissioners agreed that those slip holders should be asked to pay the difference between what they were billed and what they should have been billed.

The FY24 draft budget was again discussed with commissioners agreeing that the Grounds Maintenance line should be raised to \$7,500, the Repair Clothesline line should be raised to \$1,000, the Rental Harbor Master line should be raised to \$4,500 and the Other Purchased Services line should be raised to \$10,000 in the event the commission is asked to contribute to the expenses for the pumpout boat. These are in addition to the changes suggested by Ms. Donahue which included raising the Revenue line to \$82,000, raising the Portable Toilet line to \$1,300 and raising the Sales Tax line to \$4,900. Infrastructure will remain at \$100,000.

Mr. Murphy made a motion to increase the rental paid to the dock master for use of his boat from \$3,000 to \$4,500 annually. Mr. Connolly seconded the motion and it was so VOTED unanimously 5-0-0.

Mr. Murphy made a motion that the commission accept the proposed FY24 budget worksheet with the changes discussed. Mr. Cole seconded the motion and it was so VOTED unanimously 5-0-0.

Rule 11 violations and correspondence were reviewed. After discussion commissioners agreed that Mr. Beck, Mr. Milke and Mr. Pardi should receive letters alerting them that they must have boats meeting the requirements of Rule 11 for the 2023 season or risk losing mooring privileges in the future. Mr. Murphy will contact Mr. Ainson and ask him to produce a copy of his registration.

6. North Cove

Renewal update: 58 moorings Approved in Advance, 17 Renewal Under Review (need payment or registration), 67 Renewal Incomplete with 72 people currently on the wait list.

There was no report on mooring succession for spouses.

The 40-ft boat rules were briefly discussed and will be finalized at another meeting. Mr. Murphy noted that the North Cove Yacht Club (NCYC) launch drivers have been doing a very good job assisting transient boaters navigating the cove. He suggested a letter should be sent to the NCYC thanking the launch drivers for their assistance and telling the club that their cooperation is appreciated.

Mr. Murphy noted that he had put some suggested language into the North Cove flyer to make the rules regarding boat size in the cove more clear for transients. He asked commissioners to review it.

Mr. Murphy reported that he gave Mr. Soden a draft of the Sheffield Street Permit Close Out letter to review before final submission and he has provided comments.

There was no further report on the fishing nets.

7. Clothesline

Renewal Update: 15 moorings Approved in Advance, 1 Renewal Under Review (need payment), 16 Renewal Incomplete, 2 open for next season with 32 people on the wait list.

Commissioners reviewed the email from Mark Jackson regarding additional DEEP questions related to the launch ramp improvements and public accessibility. Mr. Murphy noted that the use of the launch ramp is controlled by town ordinance. Commissioners also discussed that parking at that site cannot accommodate more use than it currently has and that there are not offsite parking options. Mr. Murphy will draft an email back to Mr. Jackson.

Pole maintenance was discussed. General maintenance will be taken over by the commission with Mr. Mitchell continuing to secure poles as needed through Public Works and charging the commission for his hours as that work is out of the scope of his job description.

Vacancies will be monitored more closely in the 2023 season and mooring holders will be notified in advance that the 50% rule will be enforced.

8. Ferry Road

Renewal Update: 7 slips Approved in Advance, 4 Renewal Under Review (need payment), 14 Renewal Incomplete with 30 people on the wait list.

Mr. Soden reported that he had gone back through the historic permits and determined that the slip has historically been there and has never been abandoned but only fell into disuse when the area silted in. Under these circumstances the docks can be re-installed without a DEEP permit even though the most recent drawings do not show it. An 8x20 dock with a gangway was discussed; however, additional research about the size of the permitted docks and ramps needs to be done. A package with supporting documents will be prepared.

Mr. Murphy reported he will contact the surveyor to get an as-built for Ferry Road prepared.

9. Harbor Master/Dock Master Report

The issue of harbor master boat fees was discussed under the clerk's report related to budget.

10. Correspondence

Mr. Gayeski's correspondence was acknowledged. Mr. Murphy will follow up with him regarding upgrading his boat to 40+ feet. The information from Mr. Neilson regarding 91 Sheffield Street was acknowledged but is irrelevant at this time.

11. New Business

The LWRD License Application Pre-Submission Consultation Form for Nehantic Trail & Redbird Trail was reviewed and discussed. Mr. Murphy made a motion that the commission allow him to execute the form indicating that it is consistent with the Harbor Management Plan. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 5-0-0.

12. Old Business

The approval of the FY24 budget was handled during the clerk report; all other old business was tabled.

13. Payment of Bills

Mr. Connolly made a motion to approve the following bills: Online Mooring, \$30; Northworx, \$2,400; CT Sales & Use Tax, \$14; Regional Restrooms, \$107.80 x 2. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 5-0-0. The two plumbing bills were put on hold until Mr. Mitchell contacts the plumber to clarify them. He will also follow up on the bill for mooring renewal. If it comes in as matching the proposal and Mr. Murphy gives the ok, Ms. Donahue may pay it before the next meeting.

Mr. Mitchell will follow up with the NCYC regarding charges to store the floating docks for the season and obtain an invoice for the service.

14. Adjournment

Mr. Cole made a motion to adjourn at 9:25 p.m. seconded by Mr. Connolly which was so VOTED unanimously 5-0-0. The next regular meeting is scheduled for Monday, December 19, 2022 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC