



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC MEETING MINUTES
March 16, 2020 7:00 P.M.
FIRST-FLOOR CONFERENCE ROOM, TOWN HALL**

1. Call to Order

Chair Robert Murphy called the meeting to order at 7:06 p.m.

2. Roll Call

Present: Robert Murphy, Chair; Paul Connolly, Secretary; and Lou Vinciguerra. Robert Soden and Jennifer, Donahue, Clerk, were present by phone.

Absent: David Cole and Scott Mitchell, Harbor Master.

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 February 18, 2020 were considered. A motion was made by Mr. Connolly and seconded by Mr. Vinciguerra to accept the minutes as submitted. The motion was so VOTED unanimously 4-0-0. Mr. Murphy then noted that, although the minutes were accurate as submitted, in item #14, Payment of Bills, Mr. Vinciguerra had voted on a number of bills in the aggregate, one of which pertained to the North Cove Yacht Club for winter storage services for a floating dock. Since Mr. Vinciguerra is a commodore for the yacht club Mr. Murphy felt that in an abundance of caution so as not to create any ethical violations, that Mr. Vinciguerra should have been asked to abstain from approving that particular payment. He had instructed Ms. Donahue not to pay that bill until it could be subject to a new vote. He then made a motion to pay \$300 to the North Cove Yacht Club for floating dock storage. Mr. Connolly seconded the motion and it was so VOTED unanimously 3-0-0 with Mr. Vinciguerra abstaining.

5. Clerk Report

Ms. Donahue's written report was reviewed by commission members. Updates were provided on wait list and renewal numbers. All mooring and slip holders with the exception of those whose applications are incomplete have been mailed their parking stickers and signed contracts. Those who had flats & beaches moorings last season have received renewal notices as well. The financial summary was also reviewed.

6. North Cove

The wait list currently has 13 people, all of whom have been given an opportunity to accept a mooring for the 2020 season. Mr. Murphy made a motion to add Gerald Heller of Guilford, Daniel O'Malley of East Haddam, and Gregory Ward of Clinton to the wait list. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

There are 147 paid moorings for the 2020 season (including the Harbor Master's mooring and the three Town guest moorings). Mr. Mitchell, the Harbor Master, has asked that no further moorings be offered for the season.

7. Clothesline

The wait list currently has 13 people. All spaces are full.

8. Ferry Road

The wait list currently has 18 people and all slips have been renewed. Mr. Murphy made a motion to add John Matarazzo of Old Lyme to the Ferry Road wait list. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Murphy noted that the request to extend the DEEP approval at Ferry Road was approved; commissioners acknowledged the approval letter.

The dredging discussion was tabled until Mr. Cole could be present to participate.

9. Sheffield Street Project Planning, Bidding and Execution Discussion

The third and fourth change orders and concept drawings for the land-based work were reviewed and discussed. Mr. Murphy made a motion to approve the change orders in the amount of \$9,908 and -\$2,275. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Murphy reported that the floating dock and gangway will be delivered by the last week in March. A contractor is still needed to fabricate and install the new dinghy racks. Mr. Murphy noted that CRDD has offered to have their employees do it on the weekends. After discussion of the budget, Mr. Murphy made a motion to approve CRDD to perform the work with the cost of the work not to exceed \$4,000. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Murphy made a motion to authorize Mr. Vinciguerra to manage the dinghy rack project and purchase the necessary materials for construction up to \$11,000. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

The new kayak rack program was discussed. It was agreed that the availability of the 12 slots available this year should be advertised through a press release on the homepage of the town website. The wait list application will be put online.

There was an immediate need to remove the town tree located on Sheffield Street. Whether the town will reimburse the commission for all or part of the cost will be negotiated.

10. Harbor Master/Dock Master Report

Mr. Mitchell was not present and did not present a report.

11. Correspondence

Commissioners acknowledged receipt of a copy of a COP application for dredging at Saybrook Point. No additional action was required.

There were no Rule 11 requests to review.

12. New Business

The rafting/bunking discussion was tabled.

13. Old Business

Mr. Murphy reported that he had sent the Online Mooring contract to the first selectman to review late last week. The first selectman had not had a chance to review it as of the meeting.

Mr. Murphy reported that he had emailed the police chief regarding a possible vendor for the cameras but had not heard back from him at the time of the meeting.

Further discussion on the website was tabled.

Further discussion on mooring succession for spouses was tabled.

14. Payment of Bills

Mr. Connolly made a motion to pay \$54.65 to Connecticut Water, \$289 to the State of Connecticut for sales and use taxes, \$325 to Lighthouse Printing, \$17,040 to Connecticut River Dock & Dredge, \$10,432.50 to Meeco Sullivan, \$5.58 to Saybrook Hardware, and \$2,400 to Robert Becker for tree removal. Mr. Vinciguerra seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Connolly made a motion to refund Christopher VanDerStad \$345.64. Mr. Murphy seconded the motion and it was so VOTED 4-0-0.

15. Adjournment

Mr. Connolly made a motion to adjourn at 7:49 p.m. seconded by Mr. Murphy which was so VOTED unanimously 4-0-0. The next regular meeting is scheduled for Monday, April 20, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC