



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC MEETING MINUTES
May 13, 2019 7:00 P.M.
TOWN HALL EMPLOYEE CAFETERIA**

1. Call to Order

Chair Robert Murphy called the meeting to order at 7:01 p.m.

2. Roll Call

Present: Robert Murphy, Chair; Paul Connolly, Secretary; David Cole; Robert Soden; Scott Mitchell, Harbormaster, arrived at 7:10; Dick Goduti arrived at 7:27; and Jennifer Donahue, Clerk.

James Mitchell was present as a guest.

3. Citizens with Business before the Commission

There were no citizens with business before the commission.

4. Approval of Minutes

The minutes of the regular meeting of April 8, 2019 were considered. A motion was made by Mr. Cole and seconded by Mr. Connolly to accept the minutes as submitted. The motion 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 list numbers, those awaiting spots on the wait list, and number of applications received for the Flats & Beaches areas. Ms. Donahue also noted that she had met with the town's economic development director and IT manager and some changes related to the commission's ideas had been made to the website such as adding tide and weather information as well as a map showing restaurants near North Cove. Work will continue on this project. The monthly financial report was also reviewed.

Mr. Murphy also reported that he had spoken with someone from Essex's harbor commission at a recent event and they are also down in wait list numbers. They have moved to an online mooring reservation system provided by an outside vendor, which the commission may also want to consider.

6. North Cove

Mr. Murphy made a motion to add Jeffrey Palazzo of Old Saybrook to the North Cove and Clothesline wait lists and Christopher Colamussi to the Clothesline wait list. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

7. Clothesline

See above.

8. Ferry Road

Between the Bridges North Yard needed some emergency piles and Mr. Mitchell spoke with them about the leftover piles the commission had from the Ferry Road project. Mr. Murphy reported that they want at least four of the 12 available and may be interested in all 12. The commission paid \$500 each for the piles. Mr. Murphy made a motion to ask the commission to authorize him to sell up to 12 of the 50' piles to Between the Bridges North Yard for \$501 each if acceptable payment terms can be reached. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Cole and Mr. Mitchell reported that it looks like some water piping may have been vandalized or damaged at Ferry Road. Mr. Mitchell said he could get it in working order by the weekend. Mr. Murphy asked him to update him if

he found he needed additional expertise to solve the problem or if he did not have time to do the work himself considering his busy schedule this time of year.

Mr. Cole also reported that there are pot holes under the ramp leading to the fixed dock. Mr. Cole spoke to Larry Bonin and he indicated that he can take care of the problem on 5/14.

Commissioners and Mr. Mitchell also questioned why the dumpsters were not at Ferry Road and Sheffield Street yet. They asked Ms. Donahue to check on the dumpsters and to get them on a regular schedule of May 1 to October 31. Ms. Donahue noted that there is a garbage contract that is negotiated by the town and that she will speak with Georgiann Neri at Town Hall to see what can be done.

10. Harbor Master/Dock Master Report

The Harbor Master's report was taken out of order to allow more time for Mr. Goduti to get to the meeting for the discussion on Sheffield Street.

Mr. Mitchell reported that all of the moorings, dinghy docks and ramps are in at North Cove, although one mooring holder has not provided his mooring despite being contacted by both Mr. Mitchell and Mr. Murphy. He also reported that some sinkholes need to be filled near the North Cove launch ramp. He will talk with Larry Bonin about getting some fill in them. He also reported that the navigation buoys are back in their proper positions after the dredging.

9. Sheffield Street Project Planning, Bidding and Execution Discussion

Discussion began with the dinghy and kayak racks. Mr. Murphy asked Mr. Goduti to discuss his objections to kayak racks as he relayed in a previous email to commission members. Mr. Goduti noted that though the five-year capital plan for the HMC does discuss kayak racks, it did not anticipate putting them at Sheffield Street. He is not against kayak racks in locations other than Sheffield Street, in accordance with the capital plan, however, he noted that locating kayak racks at Sheffield Street poses several problems: 1) the size of Sheffield Street is very limited; 2) the entire plan at Sheffield Street was put together with the idea of putting the dinghy docks back on the dock because it was thought that the DEEP would not allow that area to be filled; 3) the capacity of the dinghy rack on the left side is 66, with the top row arguably being unusable – there need to be dinghies on the right side as well for a total of about 90; 4) Park & Rec is offering a viable spot for kayaks which does not have the parking and space issues that Sheffield Street has.

Commissioners agreed that the capacity of 90 +/- dinghy locations should not be reduced at Sheffield Street to provide for kayak spots. Some also advocated for continued monitoring of the area for usage to better understand how the area is being utilized. Mr. Cole made a motion to table the discussion on kayak racks to a future meeting. Mr. Soden seconded the motion. Mr. Goduti objected to putting off the decision. Discussion followed which resulted in Mr. Murphy making a motion to put two sets of kayak racks four high along the rails of the existing dock. Mr. Connolly seconded the motion and discussion followed with suggestions to find a more suitable site, including the suggestion of the plot of Town-owned land next to Sheffield Street. After further discussion, Mr. Murphy withdrew his motion. A vote was called on Mr. Cole's motion to table and it was so VOTED 4-0-0 with Mr. Goduti voting "present."

Both Mr. Mitchells left the meeting at 8:20 p.m.

Discussion began regarding the two submissions received in response to the RFP. Mr. Soden reported that his research into DH&MF showed that they had experience with aluminum docks and had worked with his firm on a project in 2011. Mr. Mitchell had shown the vendor the site and at that time they ran into Mr. Goduti who provided the vendor with the regulations for handicapped access and a copy of the DEEP permit. Commissioners questioned whether the questions posed to Mr. Goduti by the vendor that resulted in him passing on information should have been put in writing by the question deadline so that any information could be shared with all potential vendors. Mr. Goduti noted that the information that he passed on was in the public domain. Mr. Murphy noted that the second vendor, Meeko Sullivan, had contacted him to ask two questions of a non-technical nature: 1) where to send the RFP (the vendor was referred to the proper section of the RFP) and 2) could the application be submitted by email (the response was the proposal may be rejected if submitted by email). Commissioners discussed whether a legal opinion was needed to see if the passing of the technical information effected the proposal.

Discussion of the RFP submissions continued. Mr. Soden noted that he had calculated each proposal on a square footage basis and the Sullivan bid comes out cheaper based on that method of calculation. Mr. Murphy stated that first he will discuss with the First Selectman and, depending on that discussion, move forward with a meeting with Meeko Sullivan. Mr. Soden will email commissioners with his square footage calculations and Mr. Murphy will call Carl Fortuna, first selectman, on 5/14.

11. Correspondence

A copy of the thank you letter sent by Mr. Murphy to Island Cove Marina for donation of a 400 lb. mushroom was acknowledged.

Commissioners acknowledged receipt of a COP submitted for construction of a new boat lift at 91 North Cove Road.

12. New Business

The commission went into executive session at 8:50 p.m. to discuss personnel and salary issues related to the clerk's position. Ms. Donahue excused herself for this part of the meeting. At 9:40 p.m. Ms. Donahue returned to the meeting after the conclusion of the executive session.

Mr. Murphy made a motion to approve a new pay rate for the clerk of \$24.09/hr., which represents the going rate of a Town Hall administrative assistant and more closely aligns with her assigned duties. Mr. Connolly seconded the motion and it was so VOTED 4-0-0 with Mr. Goduti voting "present."

13. Old Business

Mr. Murphy gave a recap of the issues relating to the authority of the commission. He noted that the issue has been placed on the agenda for the Board of Selectmen meeting on 5/14 at 3:30 p.m. Mr. Murphy invited other interested commissioners to attend if they are able. Discussion focused on ensuring that the authority of the commission aligns with what its duties and responsibilities have historically entailed. Mr. Goduti noted that the commission either has control by ordinance or it doesn't but that it had the right to seek an ordinance change if it was warranted. He also noted that at some point, perhaps about four years ago, Chief Spera and the Police Commission had made a ruling stating that the HMC controlled six parking spaces at Sheffield Street. Mr. Murphy noted that the commission was in agreement except for the blue areas on the proposed maps he had drafted and emphasized that it was important to go before the BOS with an agreement by the commission.

Mr. Murphy made a motion that the responsibilities of the HMC to be submitted to and discussed at the BOS meeting on 5/14 would only include the red areas on the draft maps prepared, not the blue areas. Mr. Cole seconded the motion and further discussion followed. The motion was so VOTED 4-0-0 with Mr. Goduti voting "present."

14. Payment of Bills

Mr. Connolly made a motion to pay Beard Lumber \$87.83, \$22.47 and \$82.28; Saybrook Hardware \$14.97; Connecticut Water \$38.22; and Olsen's Sanitation \$166.00. Mr. Murphy seconded the motion and it was so VOTED unanimously 4-0-0 with Mr. Goduti voting "present."

Payments to those who worked for Mr. Mitchell putting in moorings will be approved at the June meeting.

Ms. Donahue was asked to research payments that have been made previously to Burke Turf for landscaping services.

15. Adjournment

Mr. Cole made a motion to adjourn at 10:17 p.m. seconded by Mr. Soden which was so VOTED unanimously 5-0-0.

Respectfully submitted,

Jennifer Donahue
Clerk, OSHMC