



**TOWN OF OLD SAYBROOK
Harbor Management Commission**

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**HMC MEETING MINUTES
February 12, 2018 7:00 P.M.
TOWN HALL EMPLOYEE CAFETERIA**

1. Call to Order

Chairman Robert Murphy called the meeting to order at 7:04 p.m.

2. Roll Call

Present: Robert Murphy, Chair; Paul Connolly, Secretary; David Cole; Robert Soden; Scott Mitchell, Harbormaster; and Jennifer Donahue, Interim Clerk. Guests present were Attorney Michael Cronin, Todd Hartt, and Travis Parker.

Absent: Dick Goduti

3. Executive Session to Discuss a Pending Claim/Litigation

Mr. Murphy made a motion to go into executive session to discuss a pending legal claim. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0. Mr. Mitchell, Mr. Hartt, and Mr. Parker were excused from the room.

Mr. Murphy made a motion to move out of executive session. Mr. Connolly seconded the motion and it was so VOTED unanimously 4-0-0.

4. Discussion and Possible Action on the Settlement of a Certain Pending Claim as Discussed in Executive Session (Old Colony Construction LLC)

Mr. Mitchell, Mr. Hartt and Mr. Parker were invited to return to the meeting.

Mr. Connolly made a motion to accept the terms of the settlement agreement with Old Colony Construction LLC and to approve \$11,000 as the commission's contribution to the settlement offer. Mr. Murphy seconded the motion and it was so VOTED unanimously 4-0-0.

Mr. Cronin left the meeting.

5. Citizens with Business Before the Commission

Mr. Hartt noted that he is in the process of purchasing a new boat but was unsure if he could have all of the final inspections and paperwork related to the sale done before the February 28 deadline for application for the mooring he has been offered in North Cove. He asked for an extension to ensure that his mooring was not jeopardized. The commission granted him an extension until April 1.

Mr. Parker of Parker Construction, a marine contractor, stated that he would like to have the opportunity to bid on the commission's upcoming projects as well as the opportunity to be considered for mooring removals. Mr. Murphy informed him that a bid opportunity will be happening soon and will be posted on the town web site.

Both guests left the meeting.

6. Approval of Minutes

Mr. Connolly made a motion to approve the minutes from the January 8 regular meeting and the January 17 special meeting as submitted. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0.

7, 8, 9, 10 a & b, & 14. Clerk Report, North Cove, Clothesline, Ferry Road, Correspondence

Ms. Donahue presented a report detailing the number of paid moorings and slips in North Cove, the Clothesline, and the Ferry Road dock. She also reviewed the wait lists and questions that needed resolution based on correspondence submitted over the last month.

Based on this report, the commission asked Ms. Donahue to offer spots on the Clothesline to the first two people on the waiting list.

Mr. Murphy made a motion to send out an invitation to the remaining people on the North Cove wait list who have a draft of 4 to 6 feet. Mr. Connolly seconded the motion. During discussion Mr. Mitchell noted that those with deeper draft boats should be notified that the cove will eventually fill in again and may not accommodate their boats in five or six years. The motion was so VOTED unanimously 4-0-0.

Mr. Murphy made a motion to add Willem J. Nieuwkerk of Doylestown, PA; Skip Haskins of Chester; and Mark Allen of Old Saybrook to the North Cove wait list as well as John Kelly of Old Saybrook to the Clothesline wait list and Peter Stebbins of Old Saybrook to the Ferry Dock wait list. Mr. Cole seconded the motion and it was so voted unanimously 4-0-0.

Duncan Downie's application for the Clothesline wait list was again discussed. Though he does not live in Old Saybrook he is a property owner, entitling him to apply for a spot on the Clothesline. Larry Ritzhaupt's request to use his mooring for his larger sail boat rather than his power boat was approved with the caveat that he understand that the depth of the cove is temporary because of the recent dredging and may not be able to accommodate the sailboat after 5 or 6 years as the cove fills in again over time. Michael Palladino's request for an extension until April to obtain a boat to use on the mooring he was offered in North Cove was granted.

10c. Ferry Road Project Planning, Bidding, Contracting and Execution Discussion

1. Approval of Project Plans

Commission members reviewed and extensively discussed the construction drawings provided by Docko and what the next steps should be in moving forward with the project.

2. Docko Fees

Other than procuring a correction to the DEEP letter granting a de minimis change for the authorization for the work at Ferry Road, Docko has been instructed to suspend any further work as their \$15,000 cap has been reached.

3. Docko Permitting Work

Docko has been instructed to stop further permitting work at this time.

4. Approval of RFP

Commission members discussed submitting an RFP with a March 9 deadline for bid submissions, a March 13-16 review period and selection of a bidder by March 31 with work to be completed by June 1. Mr. Soden will obtain final copies of the construction designs to be presented with the RFP and Mr. Murphy will get the RFP to Carl Fortuna, first selectman, by Thursday for posting on the web site by Friday. In the meantime, Mr. Mitchell will bring a marine contractor to the Ferry Road dock to investigate temporary bracing options. Commission members reviewed the draft RFP and proposed dates and approved it with possible minor adjustments. Mr. Murphy made a motion to approve the RFP as reflected in the above minutes. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0.

11. Sheffield Street Project Planning, Bidding and Execution Discussion

Mr. Soden and Mr. Goduti had met previously at the Sheffield Street dock to discuss possible solutions to the ramp issues there. Mr. Soden shared sketches that he had made with suggestions to rectify the slope problems with the ramp. Commission members discussed the options and asked Mr. Soden to have more refined solutions for the March meeting with a goal of selecting a final design so that pricing can be obtained over the summer and changes can be made for the 2019 season.

12. Budget Update

Mr. Murphy reported that he had made a presentation before a joint meeting of the board of finance and board of selectmen to articulate the commission's financial needs over the next year and to request a budgetary increase to perform the necessary dock projects. The request is expected to be approved this week.

13. Harbor Master/Dock Master Report

Mr. Mitchell had left earlier in the evening and was not available to give a report.

14. Correspondence

Correspondence was discussed under the Clerk's Report.

15. New Business

Discussion of kayak racks was tabled to another meeting for lack of time.

The flats and beaches application should be updated to reflect a due date of April 1. Those on the list should be notified by email that the application will now be posted online. Ms. Donahue asked for clarification on what other correspondence may need to go out in the near future. North Cove holders need to get a letter with a ribbon and parking sticker and instructions on deadlines for their mooring tackle; Clothesline users need parking stickers; and Ferry Road slip holders need parking stickers and signed leases. Ms. Donahue will find the information and prepare the mailings. Mr. Connolly agreed to help with the process.

Commission members discussed making 5 additional town moorings available for transient users if space allows and possibly leasing the moorings from Mr. Mitchell.

Commission members discussed ideas on how to get the word out about the dredging and increased access to North Cove. Mr. Connolly agreed to work on this.

Commission members considered a request for comment from the Zoning Commission related to a subdivision request on Saltaire Drive. Mr. Murphy made a motion that commission members allow him to write a letter in response to the request stating that while the commission may not have regulatory or administrative authority regarding the issue, the commission is opposed to the change for reasons of public access. Mr. Cole seconded the motion and it was so VOTED unanimously 4-0-0.

16. Old Business

The North Cove dredge has been continuing on schedule.

17. Payment of Bills

There were no pending bills to be paid.

18. Adjournment

Mr. Cole made a motion to adjourn at 10:10 p.m. seconded by Mr. Connolly which was so VOTED unanimously 4-0-0.

Respectfully submitted,

Jennifer Donahue
Interim Clerk, OSHMC