



TOWN OF ESSEX
Harbor Management Commission



29 West Avenue • Essex, Connecticut 06426
Essex Harbor Master (860) 767-0032

Executive Board
Jeffrey Going, Chairman
Joseph Zaraschi, Vice Chair
Terry Stewart, Treasurer

Regular Members

John Senning
Earl Fowler

Alternate Members

Kit Schellens

MINUTES - Regular Meeting
Thursday, January 25, 2018 at 7:30 P.M.

1. Call to Order

J Going, Chair called to order the January 25, 2018 Essex Harbor Management Commission regularly scheduled meeting which was conducted in Room A, Essex Town Hall, 29 West Avenue, Essex, CT.

2. Attendance

Attending Members

Jeffery Going, Chair
Terry Stewart
John Senning
Earl Fowler joined the meeting at 8:15 p.m.
Kit Schellens seated for J Zaraschi

Absent Members

Joseph Zaraschi, Vice Chair

Ex Officio Member: Paul Riggio, Harbor Master

Staff: Stella Beaudoin, Recording Secretary

Others Present: Susan Malan, proposed new member

Audience: There were two audience members

3. Approval of December 21, 2017 Regular Meeting Minutes

MOTION made by T Stewart to approve the December 21, 2017 meeting Minutes as presented;
SECONDED by K Schellens; **Voting In Favor:** K Schellens, T Stewart, J Senning; **Opposed:** None;
Abstaining: None; **Approved:** 3/0/0.

Discussion: A Commission member requested further embellishment on the exact location of the Essex Town Dock improvements.

4. Public Comment

Tom and Pam Carroll, 39 Main Street, Essex, CT introduced themselves to the Commission and expressed an interest in learning more about the Harbor Management Commission.

5. Financial Report

T Stewart presented the Treasurer's report as of January 25, 2018:

Withdrawals:

- Application fee to Docko \$187.50.
- Wait List Refund \$10 (Jack Lima)
- Wait List Refund \$10 (Joanne Ryan)
- Clerk Services, Invoice #14, \$965.51

Deposits:

- Mooring Renewals / Online Mooring December \$1,908.85
- Mooring Renewals / Paper Checks \$250.

Liberty Bank closing balance as of 12/31/17 - \$1,759.66

Liberty Public Access Account Balance as of 12/31/2017 - \$981.80

Liberty General Account Balance as of 12/31/2017 - \$53,615.55, with the Total funds, \$56,358.01

MOTION made by J Senning to approve the January 25, 2018 Treasurer's report as presented;
SECONDED by K Schellens; **Voting In Favor:** J Senning, K Schellens; **Opposed:** None; **Abstaining:** T Stewart; **Approved:** 2/0/1.

J Senning provided details on the Online Mooring LLC service with whom the Commission recently contracted, for the benefit of the audience.

T Stewart distributed the Online Mooring Financial Summary December 2017.

Income:

- Mooring Renewals \$2,200.
- Wait List \$70.

Expense:

- Online Mooring Transaction Fee \$270.
- Convenience Fee \$91.15

Net income vs. expense \$1,908.85

T Stewart presented the following invoices:

- Brewer Dauntless Shipyard in the amount of 1723.47 to pull harbor marks, etc.

- Docko in the amount of \$2002.77 for professional services related to the completion and submission of drawings and the DEEP COP application for the Essex Town dock.

J. Going noted that at the September 28, 2017 meeting the Commission approved the expenditure of up to \$5,000 to cover the initial phase of the project on the upgrade of the Town dock.

MOTION made by T Stewart to approve the expenditures to Brewer Dauntless Shipyard in the amount of \$1,723.47 and to Docko in the amount of \$2,002.77, as presented; **SECONDED** by J Senning; **Voting In Favor:** J Senning, K Schellens, T Stewart; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

T Stewart reported that the Commission is half-way thru the fiscal year and distributed a summary of the year-to-date financial report which reflected income to expense broken down by the month. T Stewart reported that a vast majority of the expenditure is generated toward harbor maintenance/Town dock maintenance.

T Stewart presented an Invoice from the Town for clerk's services, Stella Beaudoin and Betsy McLaughlin.

MOTION made by T Stewart to approve invoice #14 as presented by the Town for administrative clerk's services; **SECONDED** by J Senning; **Voting In Favor:** T Stewart, J Senning, E Fowler, K Schellens; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

No Discussion.

6. Harbor Master Report

Harbor Master Paul Riggio reported on one new applicant, Amy Jenkins, 42 foot sail boat.

Cy Libby, who is the Manager of Brewer Marina and who sets the moorings on the waterfront received a request for entry into the harbor and for a mooring to facilitate a sizeable catamaran.

A discussion ensued related to what is allowed for maximum length and width.

J Going stated C. Libby will ensure the appropriate precautions are taken as to the location of the mooring and the moorings around it.

P Riggio reported on an email from the First Selectman, Norman Needleman related to the Town Dock and proposed signage. There is a concern about liability regarding the ice in the river and N Needleman has ordered signage which will be installed as a liability precaution.

P Riggio suggested the availability of a throwable to be situated on the dock as a safety precaution.

John Senning stated that there should be a throwing ring safety floating device on the dock at all times and there are ways to secure the safety device.

J Going reported that there is a plan to install a sign during icing conditions which states that the dock is unsafe and closed, and he suggested that consideration be given to closing off the outer portion of the dock that has no railing during icing conditions.

P Riggio stated that the Essex Police is looking to upgrade and purchase a new boat and the First Selectman has authorized the police to actively investigate boat purchases. Mr. Needleman hopes to have a new boat on the water by Memorial Day weekend.

P Riggio provided an update on coast guard activity on CT River: U. S. Coast Guard who were working the river with 3 boats based at Brewer Dauntless Marina and running through the East Haddam bridge on Wednesday, however they could not make it to Salmon River which is thick with ice.

P Riggio reported on a discussion from the November 2017 HMC meeting related to commercial mooring fee and Pettipaug paying \$50 on a club mooring for 25 feet or less.

MOTION made by J Going that commercial moorings for boats up to 25 feet will be charged \$50; **SECONDED** by K Schellens; **Voting In Favor:** K Schellens, T Stewart, J Senning, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

P Riggio reported that it is difficult to locate the Online Moorings link on the Harbor Management Commission website. Betsy McLaughlin will work with P Riggio to create an accessible link.

P Riggio reported on the issue of sabbatical process noting that that a sabbatical is a one-time opportunity to hold a mooring status until the following year, although it will not guarantee the availability of a mooring in the next year and he questioned this process as related to commercial moorings.

J Going stated that commercial moorings are handled differently and need to be kept for consideration on a case by case basis.

A brief discussion ensued.

P Riggio reported that there are to date, 6 sabbatical's and 26 on the main wait list.

P Riggio reported that based in a discussion with J Zaraschi it was agreed that a letter will be sent out offering leniency with the new Online Mooring system, however next year there must be compliance with the deadlines and the cut-off dates.

J Going stated that moving forward the mooring renewals must be resolved by December 31st of the calendar year.

P Riggio and J Senning will meet to help define the commercial letter.

Mr. Carrol questioned who it is that decides on the no wake zone in the southern area. P Riggio noted that it is the DEEP who makes that decision.

Mr. Carrol commented on a budgetary line item related to the marine patrol budget for which \$30,000 has been allotted, and of that, \$17,000 has been approved for the expenditure.

J Going stated that the Harbor Management Commission does not control the marine patrol budget. He noted that the Town constables have a union that has placed certain requirements on the scheduling for manning the Harbor Patrol.

7. Harbor Management Business

Capital Projects - SHIPP Grant Proposal Update

J Going reported that the revised scope of grant money allotted for surveys was approved by the Port Authority. The grant allocation of \$42,500 which is under the heading of Update to the Harbor Management Plan will provide a baseline through updated surveys to include the north cove navigational channel, the survey of middle cove and access 100 feet off of Thatchbed Island. In addition, a land survey of what is left remaining of Thatchbed Island will be provided.

J Going stated that the Essex Land Trust (ELT) will participate with a contribution toward the survey and he noted that the HMC is seeking financial support from Middle Cove Marina. A ground vegetation survey for Thatchbed and for the lower portion of the meadows will be completed to be followed by a vegetation survey which will identify vegetation and subaquatic habitat in the Meadows and the Thatchbed.

A wave and tide analysis would be useful particularly as related to the effects in the main anchorage area and a sub-aquatic vegetation survey of middle, south, harbor area would also be helpful.

J Going stated that he is moving toward the Request for Proposal (RFP) submission in the next few weeks and completion of the surveys by spring 2018.

Town Accessways

No update on town accessways.

Town Dock Maintenance/Upgrade

J Going reported that a COP was submitted to the DEEP on January 3, 2018, and as of Monday, January 21, 2018 the COP had not been reviewed by the DEEP. J Going stated that he hopes to have an answer by the end of February 2018 and at that point, the RFP on the Town dock will be submitted. J Going stated that 7 pilings were (2017) replaced and noted that the structure on the dock is good. There will be modifications changing the deck. Included in the COP is a railing on the north side of the landing area by the steamboat dock, without plans on installation. J Going stated that it will be "permitted uninstalled" and he stated that rather than seeking permission at a later date, the Commission will look to have that approval in place.

8. Correspondence:

Previously reported - from Docko on the COP.

Update on the Harbor Plan

J Going distributed a draft of the Harbor Plan and a brief discussion ensued.

9. New Business

J Going commented on the B mark on the Brewer Marina dock which was hit by a power boat and damaged and he noted that a new mark needs to be purchased along with some new ground tackle.

10. Adjournment

MOTION made by J Senning to adjourn the meeting at 8:50 pm until the next regularly scheduled meeting which will be conducted on February 22, 2018 at 7:30pm, Essex Town Hall, Conference Room A, 29 West Avenue, Essex, CT; **SECONDED** by E Fowler; **Voting In Favor:** J Senning T Stewart, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary