

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  
Walter Wiegert*

**Alternate Members**

*Earl Fowler  
Kit Schellens*

**MINUTES**

**Regular Meeting**

**Thursday, April 27, 2017 at 7:30 P.M.**

The Essex Harbor Management Commission conducted their regularly scheduled meeting on Thursday, April 27, 2017 in Room A of the Essex Town Hall.

**Attending Members**

Jeffery Going, Chair  
Joseph Zaraschi  
Terry Stewart  
Kit Schellens, Alternate Seated for J. Senning

**Absent Members**

John Senning  
Walter Wiegert  
Earl Fowler

**Ex Officio Member**

Paul Riggio, Harbor Master  
Buddy Hitchcock, Deputy Harbor Master

**Staff:** Stella Beaudoin, Recording Secretary  
Elizabeth McLaughlin, Administrative Clerk

**Others Present:**

Doug Domenie, Brewer Dauntless Shipyard & Marina

**Guest**

Brad Hurley, CEO, Online Mooring, LLC

**1. Approval of March 23, 2017 Regular Meeting Minutes**

**MOTION** made by T Stewart to approve the March 23, 2017 Minutes with the following amendments: 1) Page 4, under Town Dock Maintenance to read, "*Strick Hyde*"; **SECONDED** by

K Schellens; **Voting In Favor:** J Zarachi, T Stewart, K Schellens; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

## **2. Public Comment**

D Domenie reported that in setting the moorings this year he alerted Cy Libby as to how he set the western row off of Essex Island. D Domenie stated that he set the moorings referencing the Harbor Management regulations for stand-off on island dock and the 100-foot channel and stand-off in mooring field.

## **3. Financial Report**

Terry Stewart presented the April 27, 2017 Treasurer's report. As of March 1, 2017: Revenue; Commercial Moorings were in the amount of \$1,430; Waiting List \$130; Liberty Public Access Account balance \$981. Liberty General Account Balance \$68,324.10 with a total end balance for all accounts \$70,431.38; T Stewart stated that he transferred \$1,000 to the Savings Account and \$50 was returned to Mr. Lombardi for the Access Fee which was paid in cash.

**MOTION** made by J Zarachi to approve the April 27, 2017 Treasurer's report as presented;  
**SECONDED** by K Schellens; **Voting In Favor:** J Zaraschi, K Schellens; **Opposed:** None;  
**Abstaining:** T Stewart; **Approved:** 2/1/0.

Invoices presented for approval:

- Essex Land Use Department \$35 for printing;
- Betsy McLaughlin, Clerk – Pay period through April 29, 2017, 10.25 hours;
- Stella Beaudoin, Clerk – for February/March Clerk Services, 9 hours;

**MOTION** made by T Stewart to 1) approve the \$35 printing fee to the Essex Land Use Department; 2) To move forward with payment to Betsy McLaughlin, Clerk and Stella Beaudoin, Clerk upon clarification from the Town Treasurer, and 3) To pay the bill from Appgeo;  
**SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, T Stewart, K Schellens; **Opposed:** None;  
**Abstaining:** None; **Approved:** 3/0/0.

## **4. Harbor Master Report** **Online Moorings**

Paul Riggio reported on the following:

- One Mooring List application was issued for Jonathan Tobin, Chester. P Riggio stated that he was having difficulty accessing the initial application form on the Town's website.
- P Riggio reported that he spoke with the First Selectman related to the number of calls he receives regarding Bushnell Park.
- The Essex Yacht Club is doing a Flare Demonstration on the upcoming weekend. P Riggio advised the EYC to copy him on an email notifying the details of this activity to, J

Going, the Essex Fire Chief, the Essex Fire Marshal, the CT DEEP, the Coast Guard, the Resident Trooper.

- P Riggio reported that he and Buddy Hitchcock have covered all the mooring inspections in the main harbor and the two at Pettipaug.
- Active Shooter Preparedness Workshop Saturday April 29, 2017, 11am to 2:00p.m. at the Essex Town Hall being offered to EMS Personnel, Police Personnel, Region 4 Personnel, Emergency Management personnel, Town Employees, Boating Community, Recreation and Event Personnel.
- Modification to the Harbor Management regulations: P Riggio reported that J Senning has not had an opportunity to reviewed the language.

Proposed SARS demonstration, sponsored by Essex Yacht Club on June 18, 2017. Robert Osborne will conduct a mock helicopter rescue off of the dock at the CT River Museum. Concern was expressed related to the close proximity of the proposed rescue to the dock and the safety of those who are on land and in the water.

### **Online Moorings Software Program Presentation**

J Zarachi introduced Brad Hurley, Chief Operating Officer of Online Moorings, LLC. J Zaraschi stated that Online Moorings software program is a service for the purpose of automating online permit renewals. Online Moorings adapt the permit/renewal forms to their website and they will track the permits, the waitlist, etc. This online service will also allow permittees to go online to check their status and allows for electronic response.

Brad Hurley stated that this computer based system will provide the Commission with the necessary tools to improve harbor management through computer technology and solve issues with the receipt and processing of applications, transients, wait lists, inspections, stickers, communications, charts, finances and they will provide space optimization and activity tracking. Online Mooring offers web and mobile harbor management solutions for wait list process, mooring inspections, etc. This service will assist in the reduction of the cost and effort to allocate scarce harbor resources, increase harbor revenues, improve the safety of boaters and boats, and make it easier for harbor stakeholders to collaborate with each other.

B Hurley stated that the Commission can control who can access rights to boaters, on-water staff, harbormaster, enforcement staff, etc. The benefit associated with this service is to provide a single source of current information about the harbor, i.e, who is in the water, are they paid up-to-date and is the mooring tackle up-to-date in terms of inspections. This process reduces the current effort to manage the paper application process and Online Mooring tracks all the application changes. B Hurley stated that Online Moorings LLC works with municipalities and private and public agencies, marinas, yacht clubs and they have expanded operations to the west coast, Canada and Australia.

Online Moorings will provide the HMC with a dedicated web server. B Hurley displayed through a power point presentation the layout of the Town's webpage through Online Moorings and he stated that in the long run makes it easier for the Commission to manage electronically the process through the Online Moorings database.

B Hurley stated that the Town will incur two fees that are associated with contracting with Online Mooring: There is a 3.5% upcharge on credit cards which is charged to the boater and for every application processed, Online Moorings charges the HMC \$6.00. B Hurley stated that the first year and initially, Online Mooring will do all the configuration and they will download the Town's data, a process which can be accomplished in a few weeks.

B Hurley stated that the company has been in existence for 11 years and staffs 5 full and part-time employees which is comprised of a full-time developer, an infrastructure person, a sales person and a part time administrative staff. Online Mooring currently services 30 or so Towns.

## **5. Harbor Management Business**

- **Capital Projects**

There are no Capital Projects pending.

- **SHIPP Grant Proposal**

J Going reported that the Town submitted a \$300,000 SHIPP grant request/proposal prior to the SHIPP Grant submission deadline of April 17, 2017 deadline. The Town pledged \$29,000 from the sinking fund out of the Harbor Management Commission Improvement Projects. The grant was applied for under the premise of a three-step program. J Going stated that task one is data collection, task two rewriting the harbor management plan and task three is future development in conservation.

- **Town Access Ways**

J Zarachi stated that he will provide a full report at the May 25, 2017 HMC meeting.

- **Town Dock Maintenance / Replacement**

J Going stated that he obtained a quote from CT River Dock and Dredge for the replacement of the damaged pilings situated on the north side at a cost of \$1450 per piling, plus an additional few hundred dollars for bolts and nuts. Strick Hyde suggested the repair/replacement of a total of 7 or so pilings and he recommended that the face and batter be replaced now so as to make the dock strong again. J Going stated that is in-process of obtaining additional quotes and he has left several messages with other perspective vendors. J Going spoke with Burrows at Coastal Marine Contracting, Branford, CT who will also provide a quote for this job. J Going will continue to look at alternatives.

## **6. Correspondence**

- There was no correspondence

## 7. New Business

- There was no new business.

## 8. Old Business

- **Harbor Management Plan Update**

J Going stated that members were sent the revised version of the Harbor Management Plan with updates and/or suggestions indicated in bold print. Members will further review against the current plan and provide their comments to J Going for inclusion into the draft.

Members briefly discussed the Online Mooring, LLC presentation.

J Going reported that Appgeo handles all of the mapping for the Town of Essex and he put forward a brief mapping presentation for the Commission's consideration.

## 9. Adjournment

**MOTION** made by T Stewart to adjourn the meeting at 9:45 pm until the next regularly scheduled meeting which will be conducted on May 25, 2017 at 7:30pm, Essex Town Hall, Conference Room B, 29 West Avenue, Essex, CT; **SECONDED** by K Schellens ; **Voting In Favor:** J Zaraschi; T Stewart, K Schellens; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Respectfully submitted,

Stella C. Beaudoin,  
Recording Secretary