

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, July 27, 2017 at 7:30 P.M.

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

Attending Members

Jeffery Going, Chair
Joseph Zaraschi, Vice Chair
Terry Stewart, Treasurer
Walter Wiegert
Earl Fowler seated for John Senning

Absent Members

Kit Schellens
John Senning

Ex Officio Member

Paul Riggio, Harbor Master
Buddy Hitchcock, Deputy Harbor Master

Staff: Stella Beaudoin, Recording Secretary

Others Present: N/A

Audience: There were seven audience members

3. Approval of June 22, 2017 Regular Meeting Minutes

MOTION made by T Stewart to approve the June 22, 2017 Minutes as presented: **SECONDED** by W Wiegert; **Voting In Favor:** J Zaraschi, T Stewart, W Wiegert, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

4. Public Comment

Jim Rawn, Hanna Lane referenced a mooring that the HMC was responsible for moving and thanked the Commission for placing in a safer location.

5. Financial Report

Terry Stewart presented the June 2017 Treasurer's report: As of June 30, 2017:

Income:

Commercial Mooring \$9,240; Interest Inc \$104.32; Mooring Permit \$8,830; Small Vessel Storage \$1,975; Wait List \$380. Total Income of \$20,529.32.

Expenses:

Access Point Maintenance \$675; Administration \$4,733.89; Mapping Services \$1,281.25. Total Administration \$6,015.14; Communications \$346.31; Harbor Maintenance \$5,361.25; Office Supplies \$906.88; Official Notices \$57.70. Total Expenses \$13,362.28.

Transfers:

From Liberty Checking \$16,200; From Liberty General Account \$8,450. Overall Total \$7,167.04

MOTION made by W Wiegert to approve the June 2017 Treasurer's report as presented;
SECONDED by E Fowler; **Voting in Favor:** J Zaraschi, E Fowler, W Wiegert; **Opposed:** None;
Abstaining: T Stewart; **Approved:** 3/0/1.

Invoices presented for approval:

- Invoice from the Town hours for Stella Beaudoin and Betsy McLaughlin ending June 24, 2017 304.18
- Invoice from the Town hours for Stella Beaudoin and Betsy McLaughlin June 24 2017, through July 2017 in the amount of \$292.12.
- Invoice from the Town hours for Betsy McLaughlin ending July 22, 2017 in the amount of 165.70
- Invoice for dock replacement from Brewer Dauntless Shipyard \$3,526.41 for the Town park float.

MOTION made by J Zaraschi to approve the Invoices as presented; **SECONDED** by W Wiegert;
Voting In Favor: J Zaraschi, E Fowler, W Wiegert, T Stewart; **Opposed:** None; **Abstaining:** None;
Approved: 4/0/0.

Discussion: There was no further discussion related to the Motion.

T Stewart shared the financial results for last fiscal year that ended on June 30, 2017 reflecting income vs expense for the fiscal year. T Stewart stated that a vast majority of the HMC budget goes toward harbor maintenance with Administration being the next significant expenditure.

7. Harbor Master Report

Harbor Master Paul Riggio reported on the following:

- Wait list applications include:
Elizabeth Terry Parkinson, Main, check date 7/12/2017
Robert Robinson, North Cove, check date 7/14/2017
Gary Sharpe, Main, check date 7/11/2017.

P Riggio reported that he and J Going investigated a large log afloat in the middle of the cove for which they coordinated an effort with the Town to bring it in and cut it up.

J Going stated that he observed a new, large dock at 22 Rackett Lane which comes out 75 feet from land and a section of the dock is also situated on land. J Going stated that he was not aware of an application being completed nor was a permit issued for said dock. J Going emailed Susan Jacobson at DEEP and inquired if a permit has been issued, however he has not yet heard back. J Going stated that he will pursue with the DEEP if he does not receive a response in a timely manner.

J Going moved Carlson Landing / Essex Boat Works proposal to the next agenda item.

10. Old Business

- **Carlson Landing/Essex Boat Works Proposal**

J Going stated that the Commission first heard this proposal at the May 25, 2017 HMC meeting. The DEEP had advised the Zoning Commission that it was necessary for this proposal to first be reviewed by the Harbor Management Commission and HMC approval was to be obtained prior to the Zoning Commission acting on the Carlson Landing proposal. J Going stated that the HMC reviewed the proposal, received testimony, and a conditional approval was granted for the construction of a facility on their Main Street property, pending clarification of the discharge through the bulkhead into the river.

J Going stated that a response had not been received by the June 22, 2017 meeting, and based on the lack of response the Commission rescinded their approval of this proposal until such time that the questions presented to the applicant were answered, and the issue resolved. J Going stated that over the next few weeks the content of the discharge was identified and the bulkhead outlet was sealed on the Main Street property. As a result, any issues or questions about the pre-existing situation were resolved.

MOTION made by T Stewart to approve without conditions the **Carlson Landing/Essex Boat Works** proposal as being in line with the Harbor Plan; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, T Stewart, Wiegert, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Discussion: There was no further discussion related to the Motion.

Chris Smith, Shipman and Goodwin stated that on June 22nd when approval was rescinded there was a memo read into the file. C Smith stated that there is no discharge going to the river and his clients who wish to comply have retained an environmental consultant to ensure they remain in compliance.

J Going stated that the memorandum was written and read into the record by Harbor Management Commissioner John Senning at the June 22, 2017 HMC meeting. J Going reiterated that there were questions related to the facility on their Main Street property for which clarification of the discharge through the bulkhead into the river was pending. The memorandum was in reaction to the fact that there was no response or communication as was requested for over one month. J Going stated that the meeting Agenda is published in advanced as are the Minutes and the Commission goes to lengths to show no favoritism in any way. J going stated that he is happy to send any emails related to this matter to Attorney Smith, however there are no emails that have been received by the Commission related to this proposal. J Going stated that the Commission has not made any statements of claim or blame. The goal and the responsibility of the Commission in the review of this proposal was to determine if the plan presented meets with the rules of the Harbor Management Commission related to potential pollution created by this proposal, which is within the purview of the HMC.

Dianna stated her objection to a statement made by P Riggio at the May 2017 Meeting that Mr. Carlson and Ms. Gregory misrepresented themselves.

J Going stated that the concern about a preexisting situation on the Carlson Landing, 1 Main Street property (and related to the Ferry Street location) has been resolved. The Harbor Management Commission has found the proposal to conform with the Harbor Plan. J Going noted that the Commission approved this proposal and the related issues have been resolved.

8. Harbor Management Business

Capital Projects - SHIPP Grant Proposal Update

No update on the SHIPP Grant Proposal.

Town Access Ways

No report.

- **Town Dock Maintenance/Replacement**

J Going stated that the Commission might wish to consider upgrading the Town dock.

8. Correspondence

J Going reported that the annual Town budget is available.

9. New Business

J Zaraschi reported that it has come to his attention that a letter or some form of correspondence was provided to Zoning Commission by the Harbor Management Commission related to the Carlson Landing proposal.

J Going stated that there was an email communication documenting the outcome of the meetings to the Zoning Enforcement Officer and to Susan Jacobson, DEEP.

MOTION made by J Zaraschi to recommend that moving forward, Harbor Management Commissioners are to be copied on all formal communication sent out by the Commission, to the Commission and on behalf of the Commission; **SECONDED** by T Stewart; **Voting In Favor:** J Zaraschi, T Stewart, W Wiegert, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Discussion: There was no further discussion related to the Motion.

- **Online Moorings Software Program**

MOTION made by J Zaraschi for the Harbor Management Commission to enter into contract and accept the terms and conditions as put forward by Online Moorings, LLC for services related to the management of mooring and wait list applications; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, T Stewart, W Wiegert, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Discussion: J Zaraschi stated that this is a one-year contract term with a 60-day notice of termination and Online Moorings will take care of the software maintenance. If the Commission encounters a technical glitch, Online Moorings will provide up to 3 hours of IT consultation. J Zaraschi reported that Town Counsel, Attorney David Royston has reviewed the contract and revised some of the language within the contract.

T Stewart thanked J Zaraschi for his time and the research of this software program.

P Riggio stated that the anticipated annual fee will be around \$2400.

W Wiegert questioned how the fees associated with the Online Moorings service compare with the current annual cost for management incurred by the Commission.

J Going stated that the HMC will save money with this program and the mooring fees will not increase. J Going noted that on October 1, an annual mailing is generated to over 200 or so people and the cost associated with that mailing to include administrative fees to process said mailing, postage, etc. will be eliminated and now handled by Online Moorings.

- **Harbor Management Plan Update**

J Going stated that he has distributed the HMC plan update and he noted that he is currently working on the Financial Impact Questionnaire and is in-process of obtaining data on the financial impact of harbor and marine on the Town.

11. Adjournment

MOTION made by T Stewart to adjourn the meeting at 8:36 pm until the next regularly scheduled meeting which will be conducted on August 24, 2017 at 7:30pm, Essex Town Hall, Conference Room A, 29 West Avenue, Essex, CT; **SECONDED** by J Zaraschi; **Voting In**

Favor: J Zaraschi, T Stewart,
None; **Approved:** 4/0/0.

W Wiegert, E Fowler; **Opposed:** None; **Abstaining:**

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary