

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*  
*Susan Malan*

**Unapproved**

**MINUTES**

**Regular Meeting**

**Thursday, September 27, 2018 at 7:30 P.M.**

**1. Call to Order**

The Essex Harbor Management Commission conducted their regularly scheduled meeting on Thursday, September 27, 2018 in Room A of the Essex Town Hall.

**2. Attendance**

**Attending Members**

Jeffery Going  
Joseph Zaraschi  
Terry Stewart  
Earl Fowler  
Susan Malan, Alternate seated for John Senning

**Absent Members**

John Senning  
Kit Schellens

**Ex Officio Member**

Paul Riggio, Harbor Master

**Others Present:**

Doug Domenie, Safe Harbor, Brewer Dauntless Shipyard & Marina

**Audience**

Keith Neilsen, PE, Docko Inc., Mystic, CT  
Richard Snarski, Soil Scientist

**3. Approval of August 23, 2018 Regular Meeting Minutes**

**MOTION** made by T Stewart to approve the August 23, 2018 Minutes as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, T Stewart, E Fowler, S Malan; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

No further Discussion.

#### **4. Public Comment**

There was no public comment.

#### **5. Financial Report**

T Stewart presented the Treasurer's report as of August 31, 2018 and reported on the Liberty Bank Account balances a/o 8/31/2018:

- Liberty Public Access Account Balance a/o 8/1/18, \$982.08.
- Liberty Checking Closing balance a/o 8/31/18, \$982.12.
- Liberty General Account Balance a/o 8/1/18, \$54,189.77.
- Total funds a/o 8/31/18, \$55,298.77.

**MOTION** made by J Zaraschi to approve the August 31, 2018 Treasurer's Report as presented; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, S Malan, E Fowler; **Opposed:** None; **Abstaining:** T Stewart; **Approved:** 3/0/1.

No further discussion.

#### **T Stewart presented following Invoices for approval:**

- Clerk's Invoices August and September in the amount of \$367.22.
- Dauntless Brewer Invoice in the amount of \$365.40 for work associated with repairing the dock on Mack Lane and to reset the pipes.

**MOTION** made by E Fowler to approve the Clerk's invoices in the amount of \$367.22 and Dauntless Brewer in the amount of \$365.40 as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, E Fowler, S Malan, T Stewart; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

No further discussion.

T Stewart presented an Invoice from Docko, Inc. in the amount of \$25,302.04 which represents work through September 2018. J Going noted that this expenditure will be applied toward the grant and will not come out of the HMC budget. T Stewart will forward the Invoice to the Treasurer's office.

**MOTION** made by E Fowler to approve Docko invoice in the amount of \$25,302.04, as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, E Fowler, S Malan, T Stewart; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

No further discussion.

**MOTION** made by E Fowler to approve Docko invoice in the amount of \$25,302.04, as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, E Fowler, S Malan T Stewart; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

T Stewart distributed a nonbinding, guideline draft budget for Commissioners to utilize as a reference point throughout the year. T Stewart noted that the draft budget is a projection for one year out,

however there are factors to be considered when considering 3-5 years out, and a strategic plan would be helpful.

P Riggio suggested that the draft reflects the normal operating expenses and income, and include a line item for capitol expenses.

T Stewart and S Malan will research the factors that will add to the long term budget projection and try to identify and quantify big ticket items that are on the Commission's radar to include accesspoint maintenance and a possible dredging project. T Stewart will have the updated draft budget available for member's consideration at the October 25, 2018 HMC meeting.

Changes have been made to the Harbor Plan and J Going reported that HMC members will be provided with a memory stick with the downloaded Harbor Plan information. J Going stated that he updated the original drawings to up to date graphics.

## **6. Harbor Master Report**

P Riggio reported on the following:

- P Riggio and Betsy McLaughlin have put together the e-blast for storm warnings.
- Renewals for mooring permit will go ut October 1<sup>st</sup>.
- P Riggio reported ongoing discussion with Online Mooring and request that they create a connection/button for "Sabbatical". It is currently referred to as "aplication on hold" and P Riggio stated that he is working with Online Morrings to change the language on that button.

Key Dates for the 2018-19 Season:

- October 1, 2018 to November 15, 2018; Mooring permit renewal priod and deadline for sabbatical requests.
- January 15, 2019 to February 15, 2019; Wait List renewal priod.
- February 1, 2019 to February 15, 2019; Commercial renewal period.
- March 1, 2019 – April 1, 2019; Bushnell Access small vessel renewal period.

P Riggio reported that there has been discussion related to an increase in fee for dock usage on Mack Lane which is made available to the Public.

**MOTION** made by S Malan to charge \$300 annually for a slip at the Mack Lane dock usage;  
**SECONDED** by E Fowler; **Voting In Favor:** E Fowler, S Malan; **Opposed:** J Zaraschi, T Stewart;  
**Abstaining:** None; **MOTION TIED:** 2/2/0.

### **Discussion:**

P Riggio stated that over the years, the dock usage on Mack Lane has been minimal.  
A brief discussion ensued on the annual cost of maintenance for the dock.

J Zaraschi stated that an annual charge of \$300 for a slip on Mack Lane is exorbitant.

J Going suggested a charge of \$200 per year for a slip at Mack Lane.

**MOTION** made by T Stewart to charge \$200 annually for a slip at the Mack Lane dock usage;  
**SECONDED** by S Malan; **Voting In Favor:** J Zaraschi, E Fowler, S Malan, T Stewart; **Opposed:** None;  
**Abstaining:** None; **APPROVED:** 4/0/0.

## **7. Harbor Management Business**

### **Capital Projects - SHIPP Grant Proposal Update**

Keith Neilsen, Docko, Inc. who presented commented on the environmental resources existing on Thatchbed Island. K Neilsen noted that based on the elevation of the island, it is close to being submerged at high tide and he noted that the coastal jurisdiction line presents a small portion of the island. There are few patterns to the vegetation and there is potential for new vegetation in the future that will be correlated with rock sills and deposited dredge materials.

A question arose related to the Harbor Management Commission's purview over Thatchbed island under the current ownership, which is fragmented and unknown. A brief discussion ensued.

Rich Snarski, Soil Scientist who presented distributed a map of the island depicting some of the native plants and vegetation along with the botanical survey of the occurrence of flora present on Thatchbed Island.

P Riggio questioned if the HMC has decided what they wish for Thatchbed to be.

J Going stated that the next step will be to provide the DEEP with the information presented by Docko and ask for recommendation on how to move forward with improvement to Thatchbed Island. It was suggested to create an area that could accept dredging material which is something the DEEP would consider backing as they are looking for places to deposit dredge material.

P Riggio noted that there are logistical issues with dredging.

K Neilsen stated that if stone or armor facing is installed it will help to diminish the rate of erosion. The stone can be kept in place and even load distribution achieved with placement of the stone on a jute mesh mat. The jute mesh will provide a growing habitat for roots which will also serve as a stabilization and erosion impediment.

T Stewart asked what happens to Thatchbed if no action is taken and questioned the eventual effect/impact on South Cove. A brief discussion ensued.

### **Town Accessways**

No report.

## **Town Dock Maintenance/Upgrade**

J Going reported that the Commission will have access to monies in the Sinking Fund for town dock improvements and upgrade as needed. J Going stated that the Commission is awaiting communication from Travis Parker, Parker Construction as to when he will start the project. T Parker provided the HMC with a projected start date is October 1, 2018.

## **Law Suit for Dredging Materials**

J Going reported on a recommendation for a CAD cell. K Neilsen stated that the New York DOS has crippled Connecticut's ability to dredge. Everything that is dredged goes off New Haven or off Norwalk and the travel time and expense has gone from \$20-\$30 yard ten years ago to the current rate of \$80-\$100 per yard.

K Neilsen suggested the inception of a river disposal area, noting that there is currently a disposal area situated on Gildersleeve island in Portland, CT. K Neilsen suggested that a new river disposal area be designated between Essex and Deep River and suggested that the CT Port Authority lead the charge on that. K Neilsen stated that another option is the use of a CAD cell and he noted that the CT River is not a good location for a CAD cell because the water is moving fast and bottom material is granular in nature. The Thames River however is much more suitable to a CAD cell due to the cohesive nature of the soil and the Thames River geological fault and it is deep. K Neilsen recommends a cad cell in New London and a marine disposal area situated in a nearby location within the CT River.

## **Fall Service RFP**

J Going reported that the response date for fall service RFP is September 27, 2018 and two bids have been received. One from Safe Harbor in the amount of \$3,565 and one from HS Platt Environmental, Old Lyme, CT in the amount of \$3,200.

P Riggio stated that all moorings in the main anchorage are set by the Brewer organization which ties into keeping the harbor safe, and suggested to keep the process in one place for ease of operation.

**MOTION** made by T Stewart to accept the Safe Harbor proposal in the amount of \$3,565;  
**SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, E Fowler, S Malan, T Stewart; **Opposed:** None;  
**Abstaining:** None; **Approved:** 4/0/0.

**Discussion:** J Zaraschi stated that he agrees insofar as ease of operation and given how smoothly it currently runs, and will continue to run by having Safe Harbor handle all of the operations. J Zaraschi noted that there is not a significant difference in dollars between the two proposals.

## **8. Correspondence**

No Correspondence.

## **9. New Business**

There was no new business.

**10. Adjournment**

**MOTION** made by J Zaraschi to adjourn the meeting at 9:30 pm until the next regularly scheduled meeting which will be conducted on October 25, 2018, Essex Town Hall, Conference Room A, 29 West Avenue, Essex, CT; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, T Stewart, S Malan, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,

Stella C. Beaudoin  
Recording Clerk