

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, December 20, 2018 at 7:30 P.M.

1. Call to Order

The Essex Harbor Management Commission conducted their regularly scheduled meeting on Thursday, December 20, 2018 in Room A of the Essex Town Hall.

2. Attendance

Attending Members

Jeffery Going
Joseph Zaraschi
Terry Stewart
John Senning arrived at 7:37pm
Susan Malan seated for E Fowler

Absent Members

Kit Schellens
Earl Fowler

Ex Officio Member

Paul Riggio, Harbor Master

Others Present:

Cy Libby, Safe Harbor, Brewer Dauntless Shipyard & Marina

Audience

Tom Rutherford, Essex Land Trust member
Keith Neilson, DOCKO
Travis Parker, Parker Construction

3. Approval of October 25, 2018 Regular Meeting Minutes and the November 29, 2018 Special Meeting Minutes

MOTION made by T Stewart to approve the October 25, 2018 Minutes as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, T Stewart, S Malan; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0. No further Discussion.

MOTION made by T Stewart to approve the November 29, 2018 Special Meeting Minutes as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, T Stewart, S Malan; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0. No further Discussion.

4. Approval of 2019 HMC Meeting Calendar

MOTION made by T Stewart to approve the 2019 Meeting Calendar as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, T Stewart, S Malan; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0. No further discussion.

5. Public Comment

There was no public comment.

6. Financial Report

T Stewart stated that there has been significant revenue from Online Moorings for a total of \$5,190 minus a few miscellaneous fees.

T Stewart distributed the Financial statements and noted that the October 2018 totals are reflected in the November 2018 overview.

T Stewart presented the Treasurer's report as of December 20, 2018 and reported on the Liberty Bank Account balances a/o November 30, 2018:

- Liberty Checking Closing balance a/o 11/30/18, \$1,136.93
- Liberty General Account Balance a/o 11/30/18, \$56,716.74
- Total funds a/o 11/30/18, \$58,835.91

MOTION made by S Malan to approve the October 31, 2018 Treasurer's Report as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, S Malan; **Opposed:** None; **Abstaining:** T Stewart; **Approved:** 2/0/1. No further discussion.

T Stewart presented clerk invoices #24 in the amount of \$642.63 and Invoice #25 in the amount of \$699.12.

MOTION made by S Malan to approve the Clerk invoices as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** T Stewart, J Zaraschi, S Malan, J Senning; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Discussion: T Stewart stated that the Commission continues to experience high bills related to clerk services surrounding the Online Mooring system. P Riggio stated that there have been a few bumps in the road in the set up and use of this service, and at this time the details are still being worked through.

J Going pointed out that by utilizing the Online Mooring Permit service, the Commission is not utilizing costly stationary, not expending funds on postage or purchasing envelopes, which a large savings.

T Stewart commented on the dock construction update from Parker Construction related to their invoice which was \$33,350, an amount that reflects 50% down pay from the Harbor Management sinking fund.

T Stewart presented the following invoices for approval:

- Safe Harbor invoice for pulling harbor marks in the amount \$1,782.50.
- DOCKO invoice in the amount of \$7,027.65 covering the period of 9/26/2018 - 10/31/2018. This expenditure is deducted from the SHIPP Grant money.
- Parker Construction invoice in the amount of \$1,800 to furnish and install 3 new clamps at the fixed pier and to furnish and install clamps supporting the mid area of the fixed pier.

MOTION made by S Malan to approve the invoices from Safe Harbor, Docko and Parker Construction, as presented; **SECONDED** by J Zaraschi; **Voting In Favor:** J Zaraschi, S Malan, T Stewart, J Senning; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

T Stewart commented on the long-range plan which is a non-binding plan for major financial obligations and anticipated major expenditures to include Harbor Dredging, Town Dock Repair, Replacing Harbor Mark Ground Tackle, Winter Spars on Inner Harbor Marks, Bench Replacement at Collins and Mack Lanes, and Improving permanent pilings for the floating docks at Main Street park and Mack Lane. A brief discussion ensued.

J Going stated that the Commission is planning on setting aside \$5,000 annually and is asking the Town Finance Board to increase the annual contribution to our sinking fund from \$5,000 to \$10,000. \$10,000.

7. Harbor Master Report

P Riggio reported that there are 2 spots available in the Meadows with 9 on the wait list; 15 spots available at main anchorage and 2 spots available in North Cove.

J Zaraschi recommended a blast email through the Online Mooring Service to address application and availability related to moorings.

P Riggio stated that Buddy Hitchcock submitted his resignation as Assistant Harbor Master in the last month. P Riggio will research possible candidates and present to the HMC in the future with recommendations.

J Going stated that the recommendation of potential candidate for Assistant Harbor Master position is made by the Harbor Management Commission to the State of Connecticut DEEP.

8. Harbor Management Business

Capital Projects - SHIPP Grant Proposal Update

Keith Neilsen, Docko, Inc. distributed a drawing that was produced from a photograph which depicts location of where state listed species were found on Thatchbed Island. This capture has been translated into a formal exhibit and listed in the draft report.

K Nielsen stated that the Commission was provided with a semi final draft several months ago and he questioned the understandability, accessibility and display and asked if the Commission wished to see anything done differently.

There was a brief discussion related to the installation of channel markers in the North Cove.

K Nielsen stated that he was able to come up with precise points from the data collected.

J Zaraschi questioned if the Thatchbed locations of boundary markers are precise and K Nielsen stated that there are precise geographical coordinates related to the markers.

J Zaraschi stated that he found 2 DEEP maps from 2011 and 2014 DEEP online which reflect conflicting ownership of portions of Thatchbed island.

J Going stated that he attended the November 2018 meeting of the Essex Land Trust and brought them up-to-date related to the Thatchbed study. Tom Rutherford, Essex Land Trust (ELT) member was in attendance at this evening's HMC meeting. J Going stated that the HMC is seeking to develop an inter relationship and would like to keep the ELT informed as the surveys are updated.

K Neilson stated that he obtained a report of State listed species, and has made that list a part of an exhibit in the Plan. R Snarski, soil scientist was not available to present at this evening's meeting however he informed K Neilson that at this time it would be impossible to draw conclusion about tidal wetland vegetation onsite related to the patchwork of growth areas. R Snarski commented on characteristics and in the draft report there was a recommendation to capture those trees that are afloat along the CT River and strapping them off, align along the east coast of Thatchbed to serve as a wave break. K Neilson stated that this process will attenuate wave activity and that the CT DEEP has approved this process for at least three other projects.

Tom Rutherford, ELT member stated that the ELT has previously utilized steel chord to band trees in place for positioning on the bank.

K Neilson stated that he will change the Plan to highlight the markers. K Neilson stated that his findings are a culmination of deed research and on-site survey and he noted that the DEEP would look favorably at an application for a test plot.

T Rutherford stated that the ELT would be amenable facilitating a test spot.

K Neilson reported that there are cat tails are growing in the area where there were formerly phragmites and he noted that there are native species are coming back in the areas of where the

phragmite has been eradicated. K Neilson stated that wave attenuation will promote spike grass growth and there will be a diminishment in erosion.

J Going commented on the possibility of the HMC installing plants and K Neilson stated that planting will be allowed, however the DEEP remains undecided on the dredge materials.

A brief discussion on what joint partnership with the ELT would involve. It was noted that there has been a tremendous loss of real estate that has been lost to the onslaught of phragmite and that the ELT has been working diligently for the past seven years to get the phragmite under control. The ELT had one serious treatment for phragmite that was successful and the ELT is currently fighting the same battle on Great Meadow which is a large shoreline piece of real estate. There is a tough root system associated with the phragmite and the cat tails' root system holds fairly well. The ELT maintains a passive role on what will be done with the island and they have not pursued an active clean-up for at least the past 5 years. The terrain is extremely mucky. The ELT would like to work together to with the HMC.

J Zaraschi commented on the USDA office which is situated in Norwich and referenced soil maps which he distributed noting that the maps which will be updated and incorporated in the Harbor Plan. J Zaraschi presented a 2011 map that shows protected open space in Essex and more particularly reflects the western end of Thatchbed as being owned by the State and the remainder owned by the ELT. In 2014 there is a second map showing two sections belonging to the DEEP which conflicts with the 2011 map. There is a portion comprised of 3.5 acres (of 7.5) which is insured, titled property belonging to the ELT.

J Senning suggested receipt of a written statement questioning what the State's position is on accretion, etc.

K Neilson stated that he provided the Commission with a preview this evening and next month he will provide recommendation. J Going will provide the information presented by Docko to DEEP representatives and seek recommendations on how to move forward with improvement to Thatchbed Island.

It was suggested that the Commission publish an update with the Essex Events related to what the Commission is working on.

J Zaraschi recommended a blast email through the Online Mooring Service to address application and availability related to moorings.

Town Accessways

J Zaraschi stated that he was out with Town Crew employee, Ryan Gotham in response to a letter received from Mark McDonald, Mack Lane resident who took issue with the removal of the benches on Mack Lane. J Zaraschi emphasized the importance of maintaining a focus on keeping the public accessways open and continued efforts on being a good neighbor. J Zaraschi crafted and send a detailed response in which he explained the condition of the benches, the HMC response to replacement of the benches and photographs.

J Zaraschi stated that R Gotham will install a directional Public Access signage. J Zaraschi provided a report on signage and plantings on Novelty Lane and Bushnell, noting that the 2 x 6 observation deck railing is rotted and will be replaced. The Commission will consider replacement of two benches on Collins and on Mack Lane were removed and will be replaced with a commercial grade bench which range in price from \$800 to \$1,000 each.

Town Dock Maintenance/Upgrade

Travis Parker, Parker Construction distributed a project scope overview and proposal.

J Going reported that on October 1, 2018 a new building code went into effect and it is questionable where the area of the hand rails fall under the building code. J Going noted that preexisting may remain or may be maintained. J Going stated that if a hand railing is installed must be in compliance with the new building code.

Discussion ensued on different options for railings, materials, design and cost.

J Senning suggested that the Commission table and Travis come back with a more specific plan.

MOTION made by S Malan to approve an additional \$3,850 in funds to Parker Construction for installation of handrail with modification as required by code using a stainless cable, and authorize the HMC Chair to execute the change order; **SECONDED** by J Senning; **Voting In Favor:** J Zaraschi, S Malan, T Stewart, J Senning; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0. **Discussion:** T Stewart confirmed that this amount will be applied against the sinking fund.

Law Suit for Dredging Materials

No update.

9. Correspondence

- Letter from first selectman.
- Correspondence from Safe Harbor on inspection condition on harbor police and maintenance of what's needed. J Going suggested discussion on the maintenance at the January 24, 2019 HMC meeting.
- J Zaraschi distributed a letter related to Commission members insurance coverage under a Town policy.

T Stewart noted that Apple offers a discount for municipal employees who serve on Boards and Commissions.

10. New Business

There was no new business.

11. Adjournment

MOTION made by J Senning to adjourn the meeting at 9:35 pm to the special meeting which will be conducted on January 24, 2019, Essex Town Hall, Conference Room A, 29 West Avenue, Essex, CT; **SECONDED** by S Malan; **Voting In Favor:** J Zaraschi, T Stewart, J Senning, S Malan; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,
Stella C. Beaudoin, Recording Clerk