

TOWN OF ESSEX  
**Harbor Management Commission**



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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, September 28, 2017 at 7:30 P.M.**

The Essex Harbor Management Commission conducted their regularly scheduled meeting on Thursday, September 28, 2017 in Room A of the Essex Town Hall.

**Attending Members**

Jeffery Going, Chair  
Joseph Zaraschi, Vice Chair  
John Senning  
Kit Schellens, seated for T Stewart  
Earl Fowler seated for seated for W Wiegert

**Absent Members**

Walter Wiegert  
Terry Stewart

**Ex Officio Member**

Paul Riggio, Harbor Master

**Staff:** Stella Beaudoin, Recording Secretary

**Others Present:**

Cy Libby, Brewer Dauntless Shipyard & Marina

**Audience:** There was no one in the audience.

**1. Approval of August 24, 2017 Regular Meeting Minutes**

**MOTION** made by J Zaraschi to approve the August 24, 2017 Minutes with the following amendments; 1) Page 1 under **Audience:** to read “there was no *one* in the audience”; 2) Page 3 under **Town Dock Maintenance**, fourth sentence to read, “the face and batter *pilings*”, **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

**2. Public Comment**

There was no public comment.

### 3. Financial Report

J Going presented the Treasurer's report as prepared by Terry Stewart. As of September 28, 2017:

- Liberty Checking Account Balance as of 8/1/2017; \$1,420.00
- Liberty Public Access Account Balance as of 8/1/2017; \$981.64
- Liberty General Account Balance as of 8/31/2017; \$61,680.28 with the Total funds, \$64,071.92

**MOTION** made by E Fowler to approve the September 28, 2017 Treasurer's report as presented; **SECONDED** by J Senning; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

#### Income/Expenses

- Krista Karsch, Wait List, check in the amount of \$10.
- Statement from Brewer Dauntless Shipyard that the payment submitted for Marker "I" Repositioning was short \$167.48.
- CT River Dock and Dredge for work on the Town dock \$10,534.
- Essex Printing for 450 copies of the Online Mooring Services notice, \$136.44 total
- Bill from Olsen Sanitation for the September 2017 portable toilet rental for Bushnell Landing; J Going will forward this Invoice to the Town for payment.

**MOTION** made by E Fowler to pay the bills as presented; **SECONDED** by J Senning; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

**Discussion:** Brief discussion on the CT River Dock and Dredge work and it was noted that the work on the Town Dock was completed within the parameters of the estimate.

**MOTION** made by J Senning to pay Stella Beaudoin and Betsy McLaughlin for administrative services, as presented; **SECONDED** by J Senning; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

### 4. Harbor Master Report

Harbor Master Paul Riggio reported on the following:

- Main anchorage wait list - Krista Karsch check in the amount of \$10
- Bob Robertson was sent application for a mooring at North Cove, however there has been no response to date.
- P Riggio reported that there were two boats that broke loose in the harbor. Cy Libby stated that there is a manufacturer's flaw in the pennants. P Riggio suggested that a notice be sent to independent mooring owners advising them to change the pennant next year. It was suggested that the notice be sent to private moorings to include Boatworks, Pettipaug and Essex Yacht Club, so that they are aware of the defect with the manufactured thimble.

- Essex Yacht Club is considering making a change at the eastern end of their dinghy dock and P Riggio questioned if they could reconfigure the docks utilizing the same foot print and align them on a 45 degree angle so they are not 18 feet out.

## **5. Harbor Management Business**

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

J Going stated that there is no update on the SHIPP Grant Proposal. The State of CT Budget must be passed before the bonding can be set. Once budget is set, a determination will be rendered.

### **Town Access Ways**

J Zaraschi reported that he spoke with Augie Pampel, Tree Warden who will remove two trees along Bushnell on the property line between Dauntless and replace with a different type of Maple. The third tree will be trimmed back and a tree at the top of the street which is dead will be taken down.

- **Town Dock Maintenance/Replacement**

J Going reported that he placed a few calls to Angus McDonald related to a proposal for a new dock, however his calls have not been returned.

J Going spoke with Keith Nelson, Docko and then reviewed possible dock upgrades. K Nelson presented basic upgrades to include new decking, better hand rails, possible fillet section for more decking, better seating, but not enlarging. Per Susan Jacobson, DEEP, the work could be done under COP. K Nelson submitted a proposal for obtaining surveys, engineer drawing and paperwork for obtaining the COP and the total estimate came in around \$4500. J Going suggested that the Commission allocate \$5,000 to cover the expenses for this project.

J Going reported that he also met with Dan Ruttan, CT River Dock and Dredge on the upgrade of the Town dock prior to their performing the piling replacement and maintenance, which is completed. J Going discussed with D Ruttan the possible upgrades to the structure and he estimated a cost of \$20,000 or less for re-decking.

First Selectman, Norman Needleman joined the meeting at 8:20p.m.

J Senning informed Mr. Needleman that the Commission is discussing the installation of a stable floating dock for boaters to tie up. A 10' x 10' dock positioned on the south or north side would offer stability and would render that area more amenable for visiting boaters to come in and tie up. J Senning stated that the Commission is budgeting for refurbishment of the dock and in-process, looking to improving the 10' x 10' dock. J Senning suggested closing off the northern dock and installing a longer dock along the southern side.

N Needleman stated that there are many people launching and hauling boats out of that location and there are potential problems if you get something too big impinging on that dock. N. Needleman

commented on the dockage at the CT River Museum and stated that he would like to see more collaboration with the Museum related to the water side of their property.

A lengthy discussion ensued related to the installation of a new float for the north side of the dock which would require a permit and an arrangement with the CT River Museum.

J Senning suggested seeking consent from the Museum to waive any riparian rights to four-feet and to create three, 20' x 10' municipal docks (for dinghy's) on the property between the Museum and the Town dock, north side. Members will visit the site individually and report their findings at the October 26, 2017 HMC meeting.

**MOTION** made by J Zaraschi to approve the expenditure of \$5,000 to cover the initial phase of the project on the upgrade of the Town dock; **SECONDED** by J Senning; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

## 6. Correspondence

J Going reported that a COP was issued for Charles Atwood, 30 Main Street, and a COP was issued for 61 River Road for the dock retention project. J Going reported that one quote was received from Brewer Dauntless Shipyard for annual service of the harbor marks and floats and reinstallation, in the amount of \$3,396.

**MOTION** made by J Senning to approve the expenditure of \$3,396 presented by Brewer Dauntless Shipyard for annual service; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, J Senning, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

## 7. New Business

There was no new business.

## 8. Old Business

### • **Online Moorings Software Program**

J Going apprised N Needleman of the Online Moorings Software Program which is a web based system that the HMC has contracted with. Online Moorings is an online service that is utilized for the purpose of renewal and management of non-commercial mooring permits, Bushnell storage permits and waitlist, noncommercial. J Going reported than an e-blast for application renewal will go out on the upcoming Monday, October 2<sup>nd</sup> to all who have a mooring permit. Participants will be presented with the information that is currently on file which they are to confirm or edit, and the system will then check their registration for documentation of their boat. Participants can send a downloaded certificate of insurance and no paper exchanges hands. The fees may be paid via credit card/Paypal and there is a 3% is upcharge for the credit card transaction, and \$6 per permit fee. The HMC receives between \$50 and \$110 per permit. The Online Moorings Software Program has been advertised in

Essex Events, the Valley Courier and Valley News. J Going stated that he has distributed announcements to Essex Yacht Club, Corinthian and Essex Boatworks.

N Needleman reported that term expiration is upcoming for Kit Schellens and Walter Wiegert in December 2017 and N Needleman asked that they notify his office and advise if they wished to remain on the Commission. The annual Town meeting will be conducted on November 20, 2017 at which time a vote will be taken to confirm the new terms.

J Senning left the meeting at 8:54 p.m.

N Needleman left the meeting at 8:55 p.m.

P Riggio stated that he has created an added a sheet for renewals that goes along with the announcement.

J Going announced that the new email address for the Commission is ehmc@essexct.gov.

- **Harbor Management Plan Update**

No report.

## **9. Adjournment**

**MOTION** made by J Zaraschi to adjourn the meeting at 9:07 pm until the next regularly scheduled meeting which will be conducted on October 26, 2017 at 7:30pm, Essex Town Hall, Conference Room A, 29 West Avenue, Essex, CT; **SECONDED** by E Fowler; **Voting In Favor:** J Zaraschi, K Schellens, E Fowler; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Respectfully submitted,

Stella C. Beaudoin  
Recording Secretary