

HARBOR MANAGEMENT COMMISSION MEETING MINUTES

Tuesday, March 12, 2019

City Hall, Room 335, 6:00 PM

Special Meeting

MEMBERS PRESENT: Chair Tucker Braddock, City Manager John Salomone, Peter Barber, Michael Gualtieri, Jerry Martin & Zechariah Stover

MEMBERS ABSENT: Alderman Joseph DeLucia, Alderwoman Joanne Philbrick & Mark Sicuso

OTHERS PRESENT: Geoff Steadman & Recording Secretary Melinda Wilson

CITIZENS PRESENT: None

1. Call to Order: Chair Tucker Braddock called the meeting to order at 6:00 PM.
2. Determination of Quorum: It was determined a quorum was present.
3. Approval of Minutes: On a motion by Jerry Martin, seconded by Peter Barber, the January 22, 2019 meeting minutes of the Harbor Management Commission (HMC) were approved as presented.
4. Community Policing Report: Officer Michael Lax of the Norwich Police Department was not present.
5. Correspondence:
 - a) Financial Reports: Mike Gualtieri reviewed the financial report's year-to-date disbursements and revenues. On a motion by Jerry Martin, seconded by Zechariah Stover, the February financial report was unanimously accepted as presented.
6. Harbor Master Report: Harbor Master Rich Thayer was not present.
7. New Business: None
8. Old business:
 - a) CT Port Authority Grant Opportunity:
 - a. Howard T Brown Park Docks

Harbor Management Consultant Geoff Steadman updated the HMC on the Small Harbor Improvement Program (SHIP) grants through the Connecticut Port Authority (CPA). The project under consideration is the repair of the docks at Howard T. Brown Park on the Norwich Harbor. Geoff reported on a meeting he held with Joe Salvatore, Project Manager with the CT Port Authority. According to Joe, the dock repair project falls into the scope of the grant priorities. In order to apply for the grant, the HMC needs two items: an engineered estimate of the cost of the repair and all necessary permits to have the work completed.

Chair Braddock reported on reaching out to Docko, Inc. of Mystic. Keith Neilson, P.E. prepared an estimate of costs associated with budget preparation for the grant proposal. Copies of this estimate were handed out. Gathering the necessary data for the permits and preparing an estimate for the work to be performed in repairing the docks is estimated to cost approximately \$1,500. The docks will be fully evaluated by Docko, Inc.

Geoff reported that the grant opportunity will be announced on the CPA website soon and then be open for a

period of 45-60 days. The funding for the SHIP grants was provided through state bonding funds that have been previously approved by the state's Bond Commission. The grant requires a 20% match. The city would be asked to supply matching funds totaling 20% of the cost of the dock repair, using the previously discussed proposed estimate to be provided by Docko, Inc. Discussion ensued with City Manager Salomone regarding the development of the city's capital budget for FY20. The City Council must approve a final budget by June 1, 2019. Capital requests can be made and/or clarified prior to the final budget, preferably as soon as possible.

Pete Barber made a motion to approve expenditure of funds from the HMC budget to be paid to Docko, Inc. for the preparation of documents to support the grant proposal. Zechariah Stover seconded the motion. The motion was unanimous approved.

The HMC decided that \$1,500 be made available as soon as possible and paid to Docko, Inc.

b) Payment to Consultant

a. Allocation of Payment

Mike Gualtieri reviewed an invoice received from Consultant Geoff Steadman. Copies were provided for HMC members. The invoice covers time spent in general consulting services to the HMC and time spent on the update to the Harbor Management Plan. The HMC budget has line items for both. On a motion by Jerry Martin, seconded by Zechariah Stover, the HMC unanimously approved payment of Geoff Steadman's invoice of \$4,951.00 from the HMC budget.

9. Citizen Comment: None

10. Other: None

11. Adjournment: On a motion to adjourn by John Salomone, seconded by Mike Gualtieri, the Harbor Management Commission meeting adjourned at 6:19 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*