

**Town of Guilford, CT
Harbor Management Commission
Town Hall, Park Street Guilford, CT 06437**

A meeting of the Town of Guilford's Harbor Management Commission was held at
7:30 PM, Wednesday, **November 16, 2016** in the Nathanael B. Greene Community Center • 32 Church St
Downstairs in the Leete Room

APPROVED MINUTES

Members Present: Alison Varian, Keith Harvey, Chris Tietjen
Also Present: State Appointed Guilford Harbormaster Fred Brisbois
Members Absent: John Thommen, KJ Lee, Theresa Hedleston

Alison Varian called the meeting to order at 7:27 PM; Chris Tietjen seconded; all approved.

- **Public Forum:**
No members of the public present.
- **Approval of the 10/26/2016 meeting minutes:**
Chris made a motion to approve the minutes with no changes. Keith Harvey seconded; all approved.
- **State Harbormasters Report:**



THE OLD STONE HOUSE

**STATE HARBOR MASTER
TOWN OF GUILFORD, CT**



To: Harbor Management Commission
Re: Monthly Report
Dt: Nov 16, 2016

Summary of Harbor Master activities since the last Harbor Management Commission meeting:

State Activities:

- None

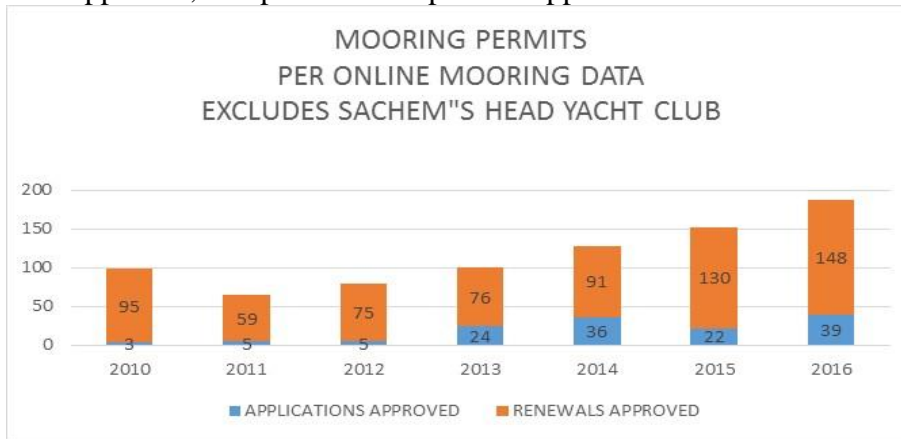
Interface with Town Boards / Commissions /Offices/Associations:

- None

Moorings

2016 FINAL METRICS

- 187 permits approved, compared to 152 permits approved in 2015



	2015	2016
New Permits Approved	22	39
Renewals Approved	130	148
TOTAL PERMITS APPROVED	152	187
Permits not renewed from previous	16	9
Permit Coordination Emails in addition to ONLINE Mooring	80	129
Violation Notices Issued	21	8
Notices resolved satisfactorily	21 (100%)	8 (100%)

Significant Events/ Other Activities:

- None.

Respectfully submitted,

Fred W. Brisbois

Fred Brisbois
Connecticut Harbor Master
Town of Guilford

Discussion: Moorings and poles. Chris asked if the online mooring system shows vacancy on moorings?

Fred responded to 129 emails this past month.

The Commission feels that Fred is still doing an exemplary job as Harbormaster.

- **Treasurers Report:**

Chris passed out a Statement of Operations to members of the Commission.

- **Approval of Bills and Vouchers:**

Joan Dudley- Secretary Minutes: \$25.50

ONLINE Mooring: 14 Online Mooring applications: \$70.00 (\$5.00 fee per mooring)

Chris asked Alison and Fred for verification if this is an invoice or not. Fred will call Brian to verify.

Alison said every time an online mooring application is received, they get \$5.00. If a check is received, \$5.00 is owed to online mooring. Keith asked how funds are moved from online mooring to Harbor Management account. Alison unsure if online mooring money is being transferred to the HMC account automatically, or if Finance department is depositing into the account. Alison said we should make sure funds are going into the account. Chris questioned \$100.00 monthly revenue.

- **New Business:** The Commissioners discussed looking into the Selectman's office room in the Town Hall for monthly meetings or keeping them in the Leete Room in the Community Center. Joan Dudley to look into reserving one or the other. Town Hall is the first choice because of parking ease.
- **Meeting Schedule for 2017:** Meetings will continue to be held on the 4th Wednesday of the month; move up to 3rd Wednesday ahead of a holiday week (Thanksgiving, Christmas).
- **Old Business:** DOCKO- Mara Weissman Chris to go over letter received for Docko requesting generic permit for this address. If drilled piles 40' new designs with offset keep off property line. Chris doesn't see legs on float. Chris will keep for a week to look over. Keith asked if a digital copy is available. Alison to contact Keith from Docko to obtain one.
- **Annual Harbor Management Report:**
Chris noted small typographical errors in 2014 Report; FAEM should be corrected to FEMA. Correct spelling of Edmonds to Edmands. Pages should be Page. Changes in font size.

In the 2015 Report, correct spelling of Edmonds to Edmands. Changes in font size. Flip the words laminated and paper to read "laminated paper warning tickets".

- **Abandoned Moorings:** Fred intends to use the wintertime to write a plan for Bruce Beebe. He is considering starting at \$100.00/mooring.
Keith asked about an underwater metal detector for abandoned mooring location? Alison stated magnets are currently used to locate abandoned moorings.
- **Adjourn:**
Chris made a motion to adjourn the meeting at 7:57PM. Keith seconded. All approved.