

Town of Guilford, CT  
Harbor Management Commission  
Town Hall, 31 Park Street Guilford, CT 06437

A meeting of the Town of Guilford's Harbor Management Commission was held at  
7:30 PM, Wednesday, November 28th, 2018

**Nathaniel B. Greene Community Center  
Menunkatuck Room, Second Floor  
32 Church Street, Guilford, CT**

**Members Present: Commission Chair John Thommen, Chris Tietjen, KJ Lee**

**Members Absent: Keith Harvey (excused)**

**Alternate Members Present: Bonnie Burns**

**Alternate Members Absent: Joe Anastasio (excused)**

**Others Present: CT State Appointed Guilford Harbormaster Fred Brisbois**

**Members of the Public Present: Tom Harrison, MaryAlice Lee**

**Via telephone: Kenneth E. Lee**

Commission Chair John Thommen called the meeting to order at 7:30PM.

## **DRAFT MINUTES**

- **Public Forum:** MaryAlice Lee, Sachem's Head Association, Tom Harrison, Attorney to KJ Lee's Family Trust.

MaryAlice Lee came to participate in the public forum regarding the SHA permit; sent letter to Commission. States all issues that were raised by Kenneth Lee were already addressed in the SHA ordinances and rules. The docks will go in and out from April-October, which is the only difference from Ken's request. Has respect of neighbors and Association in mind.

Tom Harrison- Dr. Lee and I are very pleased with the proceedings of this permit.

Establishes this is not a combative issue. No controversy, in full support with inclusion of MaryAlice and Ken's letters in the Application.

John Thommen reminded the Commission this issue was voluntarily tabled last meeting until the attorneys could meet and reach an agreement, however, the scope of this Commission is only for approval of the dock. It is the intention of the Commission under old business to vote on this matter of the SHA dock application.

Kenneth E. Lee, via telephone: John Thommen asked if there was anything he'd like to add to the conversation. Mr. Lee stated everything he wanted to say was in the letter he sent to the Commission.

Chris Tietjen asked if Kenneth's letter should be attached to the comments section of the DEEP letter? Tom Harrison mentioned that DEEP will be pleased to have the two supporting letters attached to the application. John Thommen will also put this to a vote as to whether or not to attach letter to approved application. Tom Harrison thanked the Commission for their time and excused himself from the meeting at 7:38PM. John informed MaryAlice Lee that the Commission would be contacting her after the meeting. She left the meeting at 7:40PM.

- **Approval of the 10/24/2018 meeting minutes:**

Several changes were noted on the first page regarding the public forum section. John Thommen read this section to the Commission, along with KJ Lee's suggested changes.

KJ made a motion to approve last month's minutes with changes, Bonnie Burns 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: 28 November 2018

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

### **STATE ACTIVITIES:**

- Contacted by ACOE regarding response required from Shellfish Commission to process a permit for a Ramp, Pier, and Dock at 384 Clapboard Hill Road. Forwarded request to Ed Lombard, Shellfish Commission Chairman.

### **INTERFACE WITH TOWN BOARDS /COMMISSIONS/OFFICES/ASSOCIATIONS:**

- Contacted Sue Robins, President of the Mulberry Point Association, regarding the status of a kayak that sunk last year in Indian Cove. The owners, who live in Brooklyn, NY, attempted removal with Bruce Beebe's assistance but were unsuccessful. Two white floats were attached to the kayak, but they are no longer attached. Sue provided contact information for the owners. I will contact them in the spring.

### **MOORINGS:**

- No current activity. 203 mooring permits approved for 2018

### **NOTEWORTHY EVENTS/OTHER ACTIVITIES:**

- Attended Online Mooring Training workshop in Falmouth, Maine. There is now an app available for Online Mooring.
- Received a call from Kathy Potter, Madison, who was looking for a 16 foot Hobie Cat that had broken free from their mooring. I informed her that I had no reports of anyone locating a Hobie Cat and I would call her if one turned up.

Respectfully submitted,



Fred Brisbois

Connecticut Harbor Master

Town of Guilford

Discussion: Fred Brisbois reported ONLINE mooring now has an app. Another item of interest is that Fred is able to search vessel registration numbers from NY, CT, RI in system name and address. John Thommen asked Fred about any exchange between other Harbormasters. Fred said not really. Many Harbormasters were from ME, and encounter different issues. Traffic. John T asked if there was discussion about any increase in fees. Fred reported no increase; would still be \$6.00. Fred is continually impressed with the ONLINE mooring system. Works really well for Guilford. Program is very responsive. Fred noted one application in process. Renewal notices for 2019 will be sent in April by email, with the exception of 6 people who don't have email. Those people will receive reminders via letter.

Letter and 2 calls re: permit for dock Cascio.

Followed up with kayak. Tried to recover with Bruce Beebe, but was unsuccessful. Chris Tietjen noted discussion with local paddle boarders who felt it was a hazard. If not addressed by Spring, it may need to be cut up and removed.. Fred was not able to locate a Hobie Cat originally lost in Madison.

KJ Lee made a motion to approve Harbormaster's report, Pete Beauvais seconded, all approved.

- **Treasurers Report:**

Chris Tietjen distributed October's Financial Statement to the Commissioners. Current total fund balance is \$27,936.93.

KJ Lee made a motion to accept the Treasure's Report as submitted, John Thommen seconded, all approved.

- **Approval of Bills and Vouchers:**

Fred Brisbois submitted three separate invoices totaling \$540.70. These included \$78.67 under office supplies for printer ink, \$52.87 for mileage under field work, and \$409.16 for educational/training expenses incurred at ONLINE mooring conference.

Fred asked Chris if he needed to submit original receipts. Chris informed him what he submitted already was sufficient.

John Thommen made a motion to approve these bills, KJ Lee seconded, all approved.

Joan Dudley- \$51.75 for Secretarial Services. John Thommen made a motion to approve this bill, Pete Beauvais seconded, all approved.

- **Old Business:**

Decision on DEEP application for Sachem's Head Association dock

John Thommen reminded the Commission a decision on this issue had been shelved at last month's meeting to allow attorneys to meet first. John would like to open this up to any additional comments. Pete Beauvais was not present at last month's meeting, and asked if the issues raised had since been resolved. KJ Lee replied they had been resolved with the inclusion of the two letters.

John Thommen again reminded the Commission is only to advise on the approval of the dock.

A vote brought by John Thommen to the rest of the Commissioners to approve the DEEP permit for the SHA dock was met with unanimous approval, with KJ Lee recusing himself from voting.

John Thommen will sign the consultation form and return to John Lust.

Should the Commission also include copies of the letters from MaryAlice Lee and Kenneth Lee with the signed application?

Vote to include letters? Pete Beauvais made a motion to include, Chris Tietjen seconded, all approved, with KJ Lee recusing himself from voting.

Per John Thommen's request, Joan Dudley will include both letters and return to John Lust.

66 High Street DEEP Consultation Form: John Thommen reported the Consultation Form was sent back to DEEP with comments from our Commission regarding inconsistency. John invited the applicant engineering firm to meeting, but has not yet heard back.

**New Business:**

The subject of moving to a new building for meeting was discussed.

The Commission is aware it must be an ADA compliant building, but does it have to be a municipal building. Joan Dudley will call the Selectman's Office regarding this issue. KJ Lee asked if conference calls/meeting by phone meeting was acceptable. John Thommen said yes, Commissioners can meet via phone for meetings, as well as vote. KJ suggested his office space at 669 Boston Post Road in Guilford. Pete Beauvais suggested the possible use of a meeting room at the firehouse. There is ample parking, and it is also an ADA compliant building.

John Thommen will notify SHA and John Lust that the GHMC approved and signed Consultation Form with attached letters will be coming towards the end of this week or early next week. Joan Dudley to mail to John Lust.

Chris Tietjen made a motion to cancel December's meeting, KJ seconded, all approved. The next meeting will be held on January 23<sup>rd</sup>, 2018.

- **Adjourn:**

KJ Lee made a motion to adjourn the meeting at 8:17PM, Chris Tietjen seconded, all approved.