

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, July 26th, 2017

**Town Hall  
Upstairs in Selectman's Wing**

Members Present: Chairman John Thommen, Keith Harvey, Chris Tietjen,  
Theresa Hedleston, KJ Lee

Others present: CT State Appointed Harbormaster Fred Brisbois  
Members of the public present: Pete Beauvais

**APPROVED MINUTES**

Commissioner John Thommen made a motion to begin the meeting at 7:30PM.

• **Public Forum:**

Pete Beauvais was introduced by John Thommen as a guest and potential new Harbor Management Commissioner. He is currently a firefighter for the Town of Guilford. John explained the purpose of the Commission to Pete- that the Harbor Management Commission works closely with the Marina and Shellfish Commissions, discussed meeting schedule and timing. Upon further discussion, Pete has agreed to have his name put forth as a candidate for the Harbor Management Commission. John to submit to first Selectman's Office.

• **Approval of the June 28<sup>th</sup>, 2017 meeting minutes:**

KJ Lee made a motion to accept the meeting 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: 25 Jul 2017

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

## **STATE ACTIVITIES:**

- Received DEEP COP for Dean Takahashi and Wendy Sharp, 71 Andrews Road and forwarded to the HMC
- Received DEEP COP for Michael Dewar & Kimberly Howland, 137 West Lane and forwarded to the HMC.

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

- Provided the Shellfish Commission Chairman with a download of online mooring database, minus names and personal info. He is attempting to overlay the moorings onto the shellfish map.
- At their July meeting, the Shellfish Commission agreed to continue allowing me to use their boat under the same conditions as agreed to last year:
  - I coordinate with them prior to using the vessel to verify no conflict with their planned use.
  - I enter my use in the vessel's log book.
  - I (i.e. the HMC) am responsible for any damage I may cause.

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## **MOORINGS:**

### • **2017 Permit Status**

Approved: 180 (165 renewals, 15 new)

Under review: 7 (3 renewals, 2 new)

- July 10: Issued 3<sup>rd</sup> email renewal notice to 35 permit holders who had not yet renewed.
  - Planning to mail letters to 24 permit holders who have not renewed as of this date.
- **Patrols**
  - July 4: Conducted a shore patrol with the Fire Boat of all harbors. No issues noted.
  - July 22: Used the Shellfish Commission's boat to patrol all harbors with Fred Hill, Warden. Identified 10 potential unpermitted moorings. Five were resolved via email with one being a new permit application. Posted Maritime Notice on 5 vessels. Status as of today:
    - 2 were approved moorings with no markings, verified they were permitted
    - 2 valid mooring, boat changed
    - 1 transient boat
    - 1 new permit approved
    - 1 renewal submitted
    - 1 called and committed to submit application
    - 1 called to commit submitting renewal
    - 1 – TBD (repeat offender: Richard Munson, local address is Waterside drive, mail address is Southington)
    - July 26: Conducted a patrol via personal car at Great Harbor. One of the vessels 'tagged' with a NOTICE on July 22 still has the NOTICE on the vessel. Will send letter to the owner.
      - Following up on citizen's report of two moorings that do not have a permit but currently do not have a boat on the mooring.

- Many moorings are not marked with ID. Currently, the only way I have of validating a mooring's permit is via the boat registration number. We should consider using annual stickers to mark mooring balls. This will add additional costs and time but may enhance future enforcement. We should also obtain violation stickers to place on unmarked moorings.
- Received an email from Bruce Beebe advising me of 7 moorings he recently installed and/or inspected. Three of the moorings have permits. I sent a letter on 7/25 to the owners of the four for which there is no permit.

**NOTEWORTHY EVENTS/OTHER ACTIVITIES:**

- Notified USCG of several reports that channel marker R12 was off station by several yards.
- Met with Bruce Beebe to coordinate getting permits issued for customers hiring him to install a mooring. Bruce has been advising customers to contact me to obtain a permit, but there is no follow-up verification by him. Bruce agreed to contact me to verify existence of a permit before he installs a mooring. I showed him how to access the online mooring system and suggested that he submit the permit application as part of the installation contract. Bruce will be providing me with a.xls document identifying all the moorings he maintains.

Respectfully submitted,



Fred Brisbois  
Connecticut Harbor Master  
Town of Guilford

Discussion: Fred discussed the use of decals for mooring identification, as not many are identifiable now.

John feels that would be a good, cost effective idea on mooring buoys. Fred noted that New London distributes two per applicant- one for mooring, and one for vessel. John discussed need for proper adhesive on decal for foam buoys. Chris asked what data should be included on decal. Fred showed an example of New London's decal to the Commission. John feels this should be further discussed in winter. Keith recommends changing decal color yearly.

Fred feels the larger issue is tagging and removal of abandoned moorings.

Fred discussed the many abandoned moorings in Great Harbor. In New London, a contractor pulls an abandoned mooring at zero cost, to retain for scrap metal sale. Fred also spoke with Bruce Beebe, who recently sent an email to Fred re: 7 folks mooring inspection this year. Bruce has been explaining to folks the process to obtain a permit for mooring before installation. He will be coordinating with Fred moving forward to ensure moorings are not installed before permits have been applied for and approved by the Commission. Fred suggested Bruce collects ONLINE mooring permit fee in his mooring installation contracts.

Fred reminded the Commission he will not be in attendance at next month's meeting.

- **Treasurers Report:**

Chris Tietjen reports the Finance Department is now current for fiscal year. Submitted report to the Commission for review.

The Commission's cost share for former Chairwoman Alison Varian's bench has been submitted.

The Commission received a check from Sachem's Head Yacht Club at the end of June, which may reflect in July 2017.

- **Approval of Bills and Vouchers:**

\$25.50 Joan Dudley- Secretarial expense. Chris requested invoice; Joan Dudley to provide. John made a motion to approve this bill, Keith seconded, all approved.

- **New Business:**

John and Chris attended a Town Hazard Mitigation meeting on July 26<sup>th</sup>, 2017.

Guilford formerly had FEMA designation, but this has since expired in June 2017.

Guilford currently does not have FEMA designation status.

SCRCOG (Southern Connecticut Regional Collective of Governments) is filing for FEMA status; it may take a year to obtain this designation again. In the interim, Guilford can receive as-is funding only from FEMA.

Discussion: John stated it is important to inform new applicants they need to comply with SCRCOG requirements. John also discussed monies available should be applied for to remove abandoned moorings.

The Town Hazard Mitigation meeting discussed that vessels should be hauled from the water in advance of a hurricane. Chris noted there is currently no coordination between the town and boatyards to accomplish this. Theresa Hedleston noted an email to neighbors, at least where she resides in town, is sent regarding removal of vessels in the event of a hurricane or storm event. John asked Fred about email addresses of applicants so they can be warned in such an event. Fred replied there are 10-15 folks remaining that do not have an email address.

John feels the Commission should warn all vessel, mooring, and dock permittees of impending storm events. Keith says we can only recommend removal from the water. Fred noted that with the Marina Commission, the Town Marina has a severe weather plan, but it is also only a recommendation to remove- not a requirement. With the Town Marina, owner has to show proof of liability insurance. The Harbor Management Commission does not have such a requirement for moorings or poles. Fred noted some boat insurance providers can cover half the cost of pulling a vessel in a storm event. John asked Fred if the Commission needs permission to email permittees if we have their email address. Fred replied no, but the Commission cannot provide email to others. John suggested looking to old applications for email addresses we may not currently have on file.

Keith asked doesn't DEEP have this information? John replied that yes they do, but they have been reluctant to give to the Commission.

John discussed issues with Certificates of Permission from DEEP- feels they are being issued without being consulted first by the Commission. The Harbor Management Commission is supposed to be a part of the application and review process. John reminded the Commission this is the third time this has occurred. Chris suggested

perhaps recent DEEP restructuring has resulted in these errors. Fred suggested a spreadsheet to maintain list of applications, approvals, and Certificates of Permission. John agreed a spreadsheet would be beneficial. Joan Dudley to create and maintain. Keith made a motion for additional secretarial expense to record application/COP docks database submitted to us that require removal in storm events, Chris seconded, all approved. KJ asked for clarification on this, He would like database to remind folks about dock removal, but has/had concerns about liability.

**Update of Harbor Management Commission:**

John and Keith made a motion to submit Pete Beauvais' name as a new alternate Commissioner. Theresa and Chris seconded, all approved. John will submit to the First Selectman's office.

Pete Beauvais mentioned Chris Neville as another potential candidate.

John discussed Chris as a potential candidate- resides off of West Lake, is very knowledgeable and seems to be a good fit for our team. Fred is also in agreement, but may have issues with meeting quota due to political affiliation. Fred mentioned the Town of Guilford website states the Harbor Management Commission is also aiming for good representation among Town Departments, Shellfish and Marina Commissions, and Parks and Recreation, but there is no requirement.

John requested a motion to move Theresa from an alternate to a full-time Commissioner be made. Chris made the motion, KJ and Keith seconded. All approved.

Commission Secretary Joan Dudley requested \$7 per month for office 365 subscription be included in secretarial fees to maintain spreadsheet; JT made motion to approve this, Keith and Fred seconded, all approve.

- **Old Business:** none at this time.

- **Adjourn:**

KJ made a motion to adjourn the meeting at 8:45PM, Keith seconded, all approved.