

Town of Guilford
Marina Commission
Regular Meeting, September 14, 2015
7:00 PM at Town Hall

Members present: Cliff McGuire, Roger Celesk, Fred Bisbois, Bernard Lombardi and Henry Graver
Members excused: Charles Detelich
Others: Rod McLennan, Dock Master; Sheila Villano, Finance Director

Meeting was called to order by Henry Graver at 7:03 pm.

1. Approval of the August 10, 2015 Regular Meeting Minutes

Motion: Upon motion made by Roger Celesk and seconded by Cliff McGuire, the minutes from the August 10, 2015 meeting were approved with revisions.

In Favor: Cliff McGuire
Roger Celesk
Henry Graver
Abstained: Fred Bisbois
Bernard Lombardi
Opposed: None

2. Public Forum
None

3. Treasurer's Report
3.1. Approval of Secretarial Invoice of \$33.50

Motion: Upon motion made by Cliff McGuire and seconded by Bernard Lombardi, the Secretarial Invoice of \$33.50 was approved.

In Favor: Cliff McGuire
Roger Celesk
Henry Graver
Fred Bisbois
Bernard Lombardi
Opposed: None

- 3.2. Warrants in the amount of \$3,628.33 were reviewed
- Diamond Ice \$212.85
 - Fence World Inc. \$82.50 (Keys)
 - Guilford-Madison Trans \$10.35
 - Leete's Island Garden Club \$416.64
 - Page Hardware \$76.99
 - Hampden Zimmerman Electric \$2,650.00 (two power towers)
 - Kyle Winters \$35.00
 - ZUse Inc. \$144.00 (Marina Hats)

Motion: Upon motion made by Bernard Lombardi and seconded by Hank Graver, the warrants of \$3,628.33 were approved.

In Favor: Cliff McGuire
 Roger Celesk
 Henry Graver
 Fred Bisbois
 Bernard Lombardi
Opposed: None

3.3. Approval of \$2,523.55 for Pedestal Installation

Motion: Upon motion made by Roger Celesk and seconded by Bernard Lombardi, the Pedestal Installation of \$2,523.55 was approved.

In Favor: Cliff McGuire
 Roger Celesk
 Henry Graver
 Fred Bisbois
 Bernard Lombardi
Opposed: None

Sheila Villano, Finance Director reviewed the Operating Statement with the Commission. The Operating Statement contains Revenues and Expenses. Deferred Revenue will be on both the Operating Statement and the Balance Sheet Report.

In review of the Balance Sheet report, Mrs. Villano noted that target revenue = budget. Revenue is a credit although depicted with a negative number. Mrs. Villano explained the process of recording slip fees. As slip fees are collected over 7 months of the calendar year they are recorded as 3 months of one fiscal year and 4 months of the next fiscal year. To do this, all revenue is divided by 7 and that set number is applied to each of the seven months. Changes to the monthly report will be made by Mrs. Villano to be reviewed by the commission at the next meeting.

A discussion on the Launch Ramp Revenue was led by Fred Bisbois who explained the MOU for the DEEP Grant stated that 50% of expenses incurred on the maintaining of the ramp can be taken from the boat ramp revenue. This was a 25 year agreement. Mrs. Villano agreed to review the MOU and ensure the correct accounting is in place should there be an audit.

A discussion ensued on the recording of waiting list application fees as they exist today. Today, at the end of your wait (should you become a slip owner) you are credited with the wait list application fees incurred over the course of your wait listed time (i.e. 3 years \$30) at the time of your first year's fee. The Commission discussed revising the application fee process.

Motion: Upon motion made by Bernard Lombardi and seconded by Fred Bisbois, as of today, the application fee will be non-refundable. Those who have previously been on the list will be grandfathered with their previous credit.

In Favor: Cliff McGuire
 Roger Celesk
 Henry Graver
 Fred Bisbois
 Bernard Lombardi
Opposed: None

4. Dock Master's Report

- 4.1. The outhouse policy needs to be addressed. The public has reported disgusting condition on numerous occasions. The contractor states that their responsibility is to pump and clean as contracted. The slip-holders pay for and do not use the outhouse.

Motion: Upon motion made by Fred Bisbois and seconded by Bernard Lombardi, the contract for the outhouses will not be renewed by the commission.

In Favor: Cliff McGuire
 Roger Celesk
 Henry Graver
 Fred Bisbois
 Bernard Lombardi

Opposed: None

- 4.2. Facilities Management requested transportation to Grass Island. The next day they posted the building and fenced it off.
- 4.3. "A" dock had a major water leak. It was located and repaired. CWC was contacted regarding a water flow alarm and stated that they were not aware of one.
- 4.4. A trailer was damaged in the parking lot. The owner asked about camera coverage. The image was not clear enough to indicate the responsible party.
- 4.5. A slip-holder fell into his boat. The fire department was called and evaluated the person.
- 4.6. The Town Engineer, Facilities Manager, Building Inspector and a Facilities worker were transported to Grass Island.
- 4.7. A 12 volt battery was stolen from a dinghy at the launch ramp. The police were contacted. They asked for camera recordings and they were inconclusive.
- 4.8. An Eagle Scout candidate, Facilities Manager, Director of Park & Recreation and a Facilities employee were transported to Grass Island to evaluate a restoration project.
- 4.9. A Hypodermic needle was reported floating in the marina basin and disposed of.
- 4.10. The 2015 season will be extended for the month of November.

5. Correspondence

- 5.1. None

6. Old Business

- Interviews for the Assistant Dock Master have been scheduled for September 25, 2015
- Charles Detelich has rendered a resignation to the Commission. Upon discussion with the 1st Selectman, Mr. Detelich has been granted and extended absence and his resignation was withdrawn.

7. New Business

None

8. Adjournment

Motion: Upon motion by Bernard Lombardi and seconded by Fred Bisbois the Commission voted unanimously to adjourn the Marina Commission meeting at 8:40 pm.

Respectfully Submitted:

Sally J. Berezowskyj
Recording Secretary