

**TOWN OF FAIRFIELD  
HARBOR MANAGEMENT COMMISSION  
MEETING MINUTES OF MARCH 16, 2010**

A meeting of the Harbor Management Commission (HMC) was held on Tuesday, March 16, 2010 at 4:30 p.m. in Meeting Room II of the Honorable John J. Sullivan Independence Hall, 725 Old Post Rd, Fairfield, CT.

**MEMBERS PRESENT:** Mary von Conta, Chairman; Louis Schueler; John J. Zygmant; Sandye Mann, Hugh Smith; James P. Bradley, and Nelson North. **ABSENT:** David Drabaski; Hewitt Gaynor. **ALSO PRESENT:** Patrick Carroll, Harbor Master; Geoff Steadman, Consultant; Robin Bimmel, Public Works Dept; Annette Jacobson, Conservation Administrator, Joel Kunkel, Pequot Yacht Club, Steven Klemenz and Thomas Rudkin, Country Club of Fairfield.

The meeting was called to order at 4:32 p.m. by Chairman Mary von Conta  
The Alternates were appointed to sit as full members.

**I. APPROVAL OF MINUTES OF FEBRUARY 16, 2010 MEETING:**

Hugh Smith *moved* and Sandye Mann *seconded* to approve the Minutes of February 16, 2010. *Motion passed unanimously.*

**II. CORRESPONDENCE:**

Chairman Mary von Conta reported the following correspondence:

Letters sent by Harbor Master Pat Carroll to Town of Fairfield CFO Paul Hiller. Enclosed in each letter were checks for fees collected for the renewal of mooring permits in Southport Harbor, for mooring maintenance charges where required, and for Waiting List applications:

February 22, 2010: Checks in the amount of \$3480.00 (permits: \$2250.00; maintenance: \$1180.00 and waiting list application fee \$50.00 for Howat #121)

March 1, 2010: Checks in the amount of \$700.00 (permits: \$700.00).

March 9, 2010: Checks in the amount of \$770.00 (permits: \$450.00, maintenance: \$320.00)

March 15, 2010: Checks in the amount of \$800.00 (permits \$800.00.)

February 20, 2010 From Harbor Master Carroll to Mark Howat acknowledging receipt of his 2010 waiting list application and \$50.00 application fee. (#121)

February 17, 2010: A copy of a letter sent by Dr. John Pinto, President of CHMA to Mr. Robert L. Genuario, Secretary CT Office of Policy and Management regarding the "Status of State Boating Account" and posing some questions regarding the current and anticipated future operation of the Boating Account.

Early in March a copy of the Fairfield Shellfish Commission Meeting Agenda for March 10, 2010 and minutes of their January 2010 meeting.

Chairman von Conta advised the Commission that she will be attending the Board of Finance budget meeting this evening tonight, as the HMC budget is being reviewed. Chairman von Conta further indicated that the Selectman had reduced the budget request for administrative expenses by \$1,000.00.

James Bradley *moved* and John Zygmant *seconded* to change the order of business on the meeting agenda to have the Sand Management Report (Old Business), addressed after Lower Wharf Report. *Motion passed unanimously.*

### **III. OLD BUSINESS:**

**Mooring Report:** Harbor Master Carroll reported that the Mooring wait list had been completed, and that the necessary documentation, such as application, rules and regulations, instructions, etc., has been forwarded to those individuals who had indicated that they agreed to accept a mooring location. Harbor Master Carroll also indicated that there was a vessel that had sunk at the Ye Yacht Yard due to the recent storm, and that the vessel had been retrieved and hauled to the boat yard on Monday, March 15<sup>th</sup>. Chairman von Conta noted Mr. Carroll's efforts in this matter, including proper notification to the State DEP and police department so that necessary precautions could be taken in the event there was an oil spill from the vessel. Mr. Bradley acknowledged and thanked the Harbor Master for his significant efforts with regard to the mooring list. Mr. Carroll further advised the Commission that the Committee had recently reviewed the issue of joint ownership of vessels, and how to address a change from individual to joint ownership on the waiting list. Mr. Carroll indicated that in order to avoid having the additional owner "jumping ahead" on the waiting list, the additional individual was included as a "junior owner", but not considered vested in the manner that the original owner was. Issuance of a mooring permit for a vessel with joint ownership, although not prohibited by the Harbor Management Plan, is not encouraged. Mr. Carroll found this solution to be satisfactory, and established a good precedent in the event this situation arises in the future. Other issues discussed by the Mooring Committee included notification to private dock/boat owners concerning information to be provided by those owners; a letter has been finalized to advise these individuals of the Town Code requirements regarding information to be submitted to the Harbor Master, such as boat identification information. Penalties for late payments of mooring fees were discussed, as well as the Town Memorandum of Agreement (MOA) with the Pequot Yacht Club for services it provides to the Town. It was the recommendation of the Mooring Committee that the MOA be extended as currently written. The provisions of the MOA provide that if no action is taken then the current agreement remains in full force and effect. The Chairman will provide a copy of the MOA to the new Commissioners at the April meeting.

**Lower Wharf Report – Mr. Steadman:** Mr. Steadman noted that there is nothing further to report at this time. The information had been forwarded to the State DEP, and was advised that the DEP analyst assigned to this had not yet had an opportunity to review the same. The HMC consultant, John Roberge is continuing to pursue a response from the DEP.

**Sand Management Report:** Chairman von Conta reported that she and other representatives of agencies and organizations concerned with Southport Harbor met on March 4 at the office of the CT DEP to discuss sand management issues related to the on-going accretion of sand in the Southport Harbor federal navigation channel. Some of the individuals present included DEP and U.S. Army Corps of Engineers representatives; Geoff Steadman and John Roberge representing the Harbor Management Commission; Steve Klemenz and Robert Jontos on behalf of the Country Club of Fairfield; Thomas Steinke on behalf of the Shellfish Commission; Milan Bull on behalf of the Conservation Commission; and Joel Kunkel on behalf of the Pequot Yacht Club. Chairman von Conta indicated that it was a productive meeting. Geoff Steadman then provided the Commission with information concerning the history of harbor management and maintenance activities in Southport Harbor, including historic dredging efforts. He said that one outcome of the March 4 meeting is that the CT DEP will require an engineering analysis to determine, on an annual average, how much sand is being moved by natural processes over and through the harbor jetty. The information concerning the volume of sand is necessary in order to determine what efforts can be taken to address the problem, as well as determining how much sand would have to be moved as part of ongoing maintenance efforts in the future. The HMC has two topographical surveys which were done in the past; and will be very useful to provide a comparison to the existing conditions once new surveys are conducted. Mr. Steadman indicated that the efforts of the HMC had been initiated because the HMC is pursuing its charge to be good stewards of the harbor. Chairman von Conta noted that the goal is to establish a management strategy for reducing the amount of sand that drifts into the harbor, and that there isn't necessarily a final solution for this problem. The CT DEP representatives had suggested that a 10 year permit may be considered so that the HMC does not need to keep going back for new applications, and that the goal is to maintain a minimum width of 75' in the channel. Chairman von Conta further noted that she visited the beach area following the weekend storm, and that the amount of sand that had accumulated was quite significant. Mr. Steadman outlined a cost proposal prepared for the Commission by Roberge Associates Coastal Engineers, LLC, concerning analysis of the amount of sand being moved over and through the harbor jetty and to conduct other work to address the sand management issue. It was the sense of the Commission to move forward with preparation of a comprehensive sand management plan and to invite Mr. Roberge to a future Commission meeting to discuss in more detail a potential scope of work and the costs of conducting that work. Following considerable discussion on the sand accumulation, historic dredging, and comments of the public, it was the consensus of the Commission that Mr. Steadman will contact the survey firm Dymar which had previously conducted topographic surveys for the Commission to obtain a cost estimate for an updated topographic survey.

Sandy Mann *moved* and Nelson North *seconded* to place the following item on the agenda, under OLD BUSINESS, Sand Management Report: "Allocation of Funds For Topographic Study" *Motion Passed Unanimously*.

1. Allocation of Funds For Topographic Study:  
Following the discussion set forth above under "Sand Management Report", James Bradley *moved* and Louis Schuler *seconded* to authorize Mary von Conta and Geoff Steadman to proceed to obtain a current topographic survey of the area adjoining the harbor jetty that was previously surveyed by the Commission, with the cost for the same not to exceed \$5,000.00; and that Mr. Steadman shall consult with Roberge Associates prior to contracting for the survey to determine exactly what information should be included in the scope of services for the topographic survey. *Motion passed unanimously*.

- IV. PUBLIC COMMENT: None.  
V. ADJOURNMENT

There being no further business to come before the Commission, Sandye Mann *moved* and Nelson North *seconded* to adjourn the meeting at 6:21 p.m. *Motion passed unanimously*

Respectfully submitted,  
Betty Gabriel