

**TOWN OF FAIRFIELD
HARBOR MANAGEMENT COMMISSION
MEETING MINUTES OF DECEMBER 21, 2010**

A meeting of the Harbor Management Commission (HMC) was held on Tuesday, December 21, 2010 at 4:30 p.m. in Meeting Room II of the Honorable John J. Sullivan Independence Hall, 725 Old Post Road, Fairfield, CT.

MEMBERS PRESENT: Mary von Conta, Chairman; David Drabaski; Louis Schueler; Hugh Smith; E. Hewitt Gaynor; Sandye Mann, and Nelson North. **ABSENT:** John Zygmant and James P. Bradley. **ALSO PRESENT:** Patrick Carroll, Harbor Master; Geoff Steadman, Consultant; Thomas Steinke, Conservation Director; Steven Klemenz, Country Club of Fairfield; Joel Kunkel and Jeff Engborg, Pequot Yacht Club.

The meeting was called to order at 4:30 p.m. by Chairman Mary von Conta. Sandye Mann and Nelson North were appointed to sit as full members.

I. APPROVAL OF MINUTES OF NOVEMBER 16, 2010 MEETING:

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

II. CORRESPONDENCE:

Chairman Mary von Conta reported the following correspondence:

November 26, 2010: From Harbor Master Carroll to Mr. Charles E. Murphy acknowledging receipt of his 2010 Mooring Waiting List application and filing fee in the amount of \$50.00 (#133).

December 18, 2010: From Harbor Master Carroll to Mr. Paul Hiller checks in the amount of \$2430.00: Permits, \$1100.00; Maintenance fees, \$1280.00; wait list fee, \$50.00, Murphy (#133).

November 19, 2010: two copies of a letter from Ms. Leslie Gaspar, 26 Overhill Road, Fairfield, CT 06824 that was sent to Mr. Gerald Lombardo, Fairfield Parks and Recreation Director and Mr. George Russell, Sasquanuag Association President requesting permission to install a memorial bench on the Lower Wharf. The letter was forwarded to the HMC Chairman by Mr. Lombardo. *At the suggestion of Commissioner Hugh Smith, Chairman von Conta will contact Ms. Gaspar concerning alternative gestures for a memorial.*

Early in December: A copy of the Shellfish Commission agenda for its December 8, 2010 meeting. This agenda was followed by a supplemental item for the agenda.

November 22, 2010: From Roberge Associates to the HMC: a copy of a COP application to authorize the reconstruction of a timber bulkhead at 2308 Fairfield Beach Road, Fairfield, CT. (This is not in the HMC's jurisdiction.) *Chairman von Conta provided a copy of this COP application to Thomas Steinke, Conservation Director.*

November 23, 2010: From Mr. Thomas Steinke, representing the Shellfish Commission, to Ms. Tonia Selmeski, CT DEP/OLISP regarding a proposed 4/40 dock application by B. Castelli, 1624 Fairfield Beach Road, Fairfield. The Shellfish Commission voted to endorse approval of the application with a condition. (this is not in the HMC's jurisdiction.) *Chairman von Conta also noted that despite the fact that this proposed project is not within the HMC's jurisdiction, she is appreciative of Mr. Steinke's efforts to keep the HMC informed.*

November 24, 2010: From Mr. Thomas Steinke, Director of the Fairfield Conservation Department and speaking on behalf of the Conservation Commission, to Ms. Tonia Selmeski, CT DEP/OLISP regarding a 4/40 dock application for Pine Creek filed by B. Castelli, 1624 Fairfield Beach Rd., Fairfield. The Fairfield Conservation Commission voted to endorse this application with two conditions. (This is not in the HMC's jurisdiction.)

December 16, 2010: From Roberge Associates on behalf of the Pequot Yacht Club to Chairman von Conta enclosing a CT DEP Harbor Management Consultation Form package related to the Pequot Yacht Club's proposal to dredge the North Anchorage mooring field to a depth of 9 feet. *Chairman von Conta distributed copies of the DEP Harbor Management Consultation Form, and noted that she intends to place this matter upon the January HMC agenda for discussion and vote by the HMC as to whether or not the project is consistent with the Management Plan for Southport Harbor. Chairman von Conta also noted that she anticipates that the applicant will provide the HMC with a presentation of the proposal. Following inquiry by Commissioner Sandye Mann, it was clarified that this proposal is in its preliminary stage, and that a formal application has not been submitted to the DEP by the Pequot Yacht Club, and may not be submitted until the HMC has conducted its preliminary review.*

December 21, 2010: From Roberge Associates to Chairman von Conta regarding additional professional services for the HMC's Lower Wharf project. (To be discussed more fully during the Old Business/Lower Wharf section of the meeting.)

III. ORGANIZATIONAL MATTERS:

1. Nominating Committee Report; Election of Officers: Committee Member Louis Schueler reported that it was the recommendation of the Nominating Committee that if willing to continue service as officers, that the current slate of officers be nominated, as follows: Chairman - Mary von Conta; Vice Chairman -E. Hewitt Gaynor; and Secretary – David Drabaski. Commissioner Schuler requested comment from the HMC; the current slate of officers agreed to continue to act in their current capacity. In accordance with the recommendation of the Nominating Committee, Louis Schueler *moved* and Nelson North *seconded* to nominate the current slate of officers, to continue to serve as an officer, in their current capacity, in 2011. There being no further nominations made from the floor, *Motion passed unanimously.*

2. Approve 2011 HMC Meeting Dates: E. Hewitt Gaynor *moved* and Sandye Mann *seconded* to approve the proposed 2011 regular meeting dates of the HMC, for the third Tuesday of each month. *Motion passed unanimously*

IV. OLD BUSINESS:

Budget Report: Chairman von Conta reported that subsequent to the vote of the HMC at its November meeting to approve the HMC's draft proposed budget, she had discussions with the Town's Budget Director Linda Gardiner concerning anticipated engineering costs of the HMC for the upcoming fiscal year. It was the recommendation that a slight revision be made to the HMC's draft budget – fees and professional services account - to include additional funds for the anticipated engineering costs. Chairman von Conta also noted that the mooring permit fees off-set a portion of the costs, which are anticipated to be in the amount of \$25k; and it is wise to keep a “cushion” of funds for unexpected projects. The revision to the budget would result in an increase from \$16,850 in the fees and professional services account to \$19,920.00. Following discussion, Sandye Mann *moved* and Louis Schuler *seconded* to approve the revised HMC 2011-2012 budget request to include the increased fees. *Motion passed unanimously.*

Mooring Report: Harbormaster Carroll reported that all wait-list and mooring renewal materials for the 2011 boating season have been distributed and responses/fees are being received. Hugh Smith noted that the letter distributed by Harbormaster Carroll to the various mooring permit holders concerning the maintenance fees was very informative.

Lower Wharf Report: Geoff Steadman reported that subsequent to the November meeting he had met with representatives of the HMC's engineering consultant (Roberge Associates) concerning the need to prepare revised plans for the HMC's proposed Lower Wharf improvements. Chairman von Conta and Commissioner James Bradley were also present. The parties discussed the desired dredged depths and other desired plan details in accordance with the discussions at the November HMC meeting. The Town of Fairfield Engineering Department provided design drawings concerning the desired improvements to the existing boat launching ramp; this design affects the dredge footprint to be shown on the HMC's revised plans. Mr. Steadman noted that he spoke with the Town's DPW Director, and it was determined that relocating the existing floating docks is not an option; revised plans were agreed upon with the DPW which included: (a) an extension of the ramp to provide for 3' of water depth at low tide as necessary to meeting the emergency services needs of the Fire Department; (b) a revised dredge footprint based on depths of 4' in the vicinity of the floating docks and 6' in the vicinity of the proposed community sailing dock; and (c) a recalculation of the area affected landward of the lowest tide (to address concerns of the DEP). Mr. Steadman noted that alternative locations for mitigation continue to be reviewed with the DPW. It was noted that the revised plan will be presented by the HMC to other Town agencies for review and comment. The HMC discussed the costs to be incurred for the additional work to be done by Roberge Associates to prepare the revised plans. Mr. Steadman noted that he had obtained a cost estimate from Mr. Roberge which included preparation of the revised plans, recalculation of the affected area landward of the lowest predicted tide, and attendance at three

meetings; the additional cost, above what the HMC had previously voted to approve, amounts to \$1,588.85. Following discussion, Nelson North *moved* and Sandye Mann *seconded* to approve the additional costs in the amount of \$1,588.85 for Roberge Associates to conduct the additional work as described in the estimate provided to the HMC by Mr. Roberge. *Motion passed unanimously*. Geoff Steadman, Mary von Conta and James Bradley will prepare the text portion of the application document.

Sand Management Report: Chairman von Conta reported that she discussed the sand management issues with Roberge Associates, and that she would like to move forward with efforts to address the ongoing accretion of sand in the Harbor channel. Chairman von Conta suggested that it may be advantageous at this time to file an application with the DEP for removal of sand from the channel in the vicinity of the jetty. Geoff Steadman reported that he has been in communication with Richard White and Scott Bartlett of the Town of Fairfield Department of Public Works; they have agreed to provide assistance similar to the assistance provided by the DPW five years ago, although the HMC must determine where the excavated sand should be placed. Options previously considered by the HMC for the sand removal included (a) utilization of the ACOE dredge; (b) beach nourishment for nearby beaches; (c) off-site use of the dredged material for beach nourishment; and (d) a combination of the above noted options. Mr. Steadman noted that he will request that Roberge Associates develop a cost estimate which includes the scope of work to prepare the DEP application materials. Chairman von Conta noted that she would like to have the DEP permit in place so that dredging could be undertaken most expeditiously in the event of excessive shoaling that could affect use of the channel. Geoff Steadman reported that he had determined, based on the survey conducted by Roberge Associates for the HMC, that the area of concern previously identified by David Drabaski – just south of the jetty, is not within the federal channel. Following inquiry by Chairman von Conta as to how the HMC can inform boaters of the problem areas, as identified in the recent surveys, it was the consensus of the HMC that a copy of the diagram included in the survey may be included in the HMC annual report. E. Hewitt Gaynor *moved* and Sandye Mann *seconded* to request that Roberge Associates provide the HMC with a proposal including a scope of work and cost estimate to prepare an appropriate application to the DEP for mechanically removing sand from the Harbor channel and use of the sand for beach nourishment. *Motion passed unanimously*.

V. NEW BUSINESS: None noted.

VI. PUBLIC COMMENT: None noted

VII. ADJOURNMENT:

There being no further business to come before the Commission, David Drabaski *moved* and Sandye Mann *seconded* to adjourn the meeting at 5:30 p.m. *Motion passed unanimously*.

Respectfully submitted,
Betty Gabriel

DRAFT

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY
THE HARBOR MANAGEMENT COMMISSION OF THE TOWN OF FAIRFIELD