

TOWN OF FAIRFIELD  
HARBOR MANAGEMENT COMMISSION  
MEETING MINUTES OF APRIL 18, 2023

A Meeting of the Harbor Management Commission (HMC) of the Town of Fairfield was held on Tuesday, April 18, 2023 at 4:30 p.m. in the First Floor Conference Room of Sullivan Independence Hall, 611 Old Post Road, Fairfield, CT, and via teleconference.

**MEMBERS PRESENT:** Kim Taylor, Chairwoman; Jacob Herschler; Don Hyman; Doug Metchick; Jeff Warren; Bill Perugini; Eric Sundman; and Dave Henry. **ABSENT:** Sam Cargill. **ALSO PRESENT:** Jeff Engborg, Pequot Yacht Club (PYC) Manager; Bryan LeClerc, Harbor Master.

**CALL TO ORDER:** The meeting was called to order at 4:30 p.m. by Chairwoman Taylor.

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES:** Approval of the draft March 21, 2023 meeting minutes: Jac Herschler *moved*, and Bill Perugini *seconded* to approve the draft meeting minutes of March 21, 2023 as presented. *Motion passed unanimously.*

**CHAIRWOMAN'S REPORT:** Chairwoman Taylor reported the following communications:

1. March 27, 2023 email from DEEP to HMC and RACE Coastal Engineering (RACE) with questions related to HMC COP application for Lower Wharf work including the number of piles necessary for the fishing pier.
2. March 28, 2023 email from RACE with revised language for condition of the DEEP permit granted for the fixed pier at 1133 Sasco Hill Road – *see discussion under New Business.*
3. March 28, 2023 email exchange with Fire Chief and Emergency Manager Denis McCarthy discussing the proposed security camera at YYY in which he recommended having one consolidated town camera system and approving HMC eligibility for a Port Security Grant from FEMA and Department of Homeland Security to cover 75% of the costs. The application deadline is May 18, 2023.
4. April 2 and 3 email exchange with Rep. Jennifer Leeper about celebrating Pat Carroll's 100<sup>th</sup> birthday celebration on 4/15 at YYY and a state proclamation honoring him.
5. April 2 and 3 email exchange with the First Selectwoman's office about the birthday celebration for Pat Carroll on April 15 at YYY – approximately 50 – 60 people attended this wonderful celebration; Pat Carroll sent an email thanking everyone.
6. April 6, 2023 meeting with Jeff Warren and Geoff Steadman and representatives of Country Club of Fairfield (CCOF) to update CCOF on the Corps of Engineers (ACOE) plans to dredge harbor entrance. The ACOE Real Estate Division will be contacting the Country Club to discuss getting an easement for the ACOE's equipment to access the work site.

7. April 11, 2023 email exchange with the First Selectwoman's Office about signs at the Lower Wharf. This will be on the May agenda for discussion. Her office has received complaints about dogs and owners not cleaning up after their pets.
8. April 13, 2023 phone conference with Teri Brown, Fairfield's Grant Coordinator, about the process for applying for the Homeland Security FEMA port security grant for cameras at YYY.

**HARBOR MASTER REPORT:** Harbor Master Bryan LeClerc: Mr. LeClerc reported that all moorings have been installed for the 2023 boating season; new mooring balls have been received and are currently being painted. Although a few mooring permit holders are continuing to obtain the required documentation for submittal, just about all of the necessary paperwork has been provided. There are currently 83 individuals on the wait-list. A "flare day" will be scheduled next month. The Harbor Master and Marina Manager Justin Cathcart are discussing the possibility of the HMC taking over responsibility for managing the Perry Green moorings.

**NEW APPLICATIONS:**

1. Perry Green Bulkhead – The application for bulkhead replacement was submitted by the Town Engineering Department to DEEP; the HMC had no objections/concerns about the Town's application.

**OLD BUSINESS:**

**LOWER WHARF:** In Mr. Steadman's absence, Commissioner Herschler reported that a new person at DEEP has been assigned to review the HMC's application; Mr. Steadman and the HMC will communicate with the new DEEP representative. It appears that the CT Port Authority will not be accepting applications for SHIPP grants in 2023. Harbor Master LeClerc suggested that the HMC inquire of RACE whether the existing damaged pilings/structure can be removed to provide opportunity for fishermen to cast from the wall. The HMC reviewed the News Release; a few revisions will be made prior to posting and distribution.

**SAND MANAGEMENT:** ACOE is attempting to schedule a site visit with DEEP to review project plans and will coordinate with the CCOF for an easement to enable the ACOE to have equipment access to the sand spit. Discussions continue regarding the appropriate locations for placement of the dredged sand.

**MOORING COMMITTEE:** Mr. Herschler: Commissioner Herschler reported that the Mooring Committee met on April 11, 2023; in addition to the items discussed in the Harbor Master's report, the Committee also discussed the per record fee schedule by OnLine Moorings which will be increased by \$1.00 (from \$6 to \$7 per record). Commissioner Herschler further noted that the individuals on the wait list currently pay a 10.00 administrative fee. OnLine Mooring has had a significant positive impact on the administrative processing – it has been a successful endeavor.

**LOWER WHARF RISK ASSESSMENT:** Mr. Cargill and Mr. Sundman: This matter will be placed on the May agenda for further discussion.

**DEPUTY HARBOR MASTER SEARCH:** Mr. Perugini: At 5:17 p.m. Jac Herschler *moved* and Doug Metchick *seconded* to go into executive session to discuss the deputy harbor master candidates and qualifications. *Motion passed unanimously.* The Commission went out of executive session at 5:30 p.m.; Chairwoman Taylor announced that no motions were made during executive session.

**DEPUTY HARBOR MASTER SEARCH:** Mr. Perugini reported that the search for a Deputy Harbor Master was successful; many well-qualified candidates had submitted applications. After careful consideration, the Committee selected three individuals for recommendation to Governor Lamont: John Dean, Curtis Miller, and Rob Powers with John Dean being the preferred candidate for appointment by the Governor. Doug Metchick *moved* and Jac Herschler *seconded* to go into executive session. *Motion passed unanimously.*

**COHEN V. DEEP UPDATE:** In Mr. Steadman's absence, Chairwoman Taylor reported that DEEP officials met today with harbor management commission representatives and a state legislator. They discussed how the Cohen case impacts DEEP's interactions with harbor commissions and were hopeful that clarifying legislation could be passed during the final days of the legislative session.

**NEW BUSINESS:**

**1. Proposal for cameras at YYY:** The Town's IT Department received a quote of approximately \$16,000.00 for the installation of security cameras at the Lower Wharf which it forwarded to the Harbor Master. There is an opportunity to apply for a Port Security Grant from FEMA and Department of Homeland Security to cover 75% of the costs and the application deadline is May 18, 2023. Following considerable discussion, including concern about future maintenance costs and need for security at this location, it was the consensus of the HMC to advise the Police and Fire Departments that the HMC agrees there may be a need for security at YYY, but that HMC is not in a position to pursue the grant funds at this time.

**2. Revised Language to Condition 5 of the DEEP permit for a fixed pier at 1133 Sasco Hill Road:**

Following considerable discussion, it was the consensus of the HMC to submit a letter recommending revision of Condition 5 to reference "sailing vessels without motors or fixed keels"; the HMC will finalize a draft for review and discussion with the Chairman of the Shellfish Commission and Conservation Director. The HMC also noted that the Harbor Master will have jurisdiction relative to any enforcement of the restrictions to be placed upon the land records.

**3. 2023-2024 Budget:** Chairwoman Taylor noted that it was not necessary to appear before the RTM this year; the HMC budget request has been the same for the last three years. The 102 Harbor Account was discussed and it was understood that these funds are required to maintain the mooring tackle and provide for other harbor needs.

**PUBLIC COMMENT:** Pat Carroll commended the HMC for the public news release prepared by Don Hyman. Mr. Carroll noted that the release of this information was both appropriate and timely as he is often approached by residents requesting information concerning the status of the Lower Wharf repairs.

**ADJOURNMENT:** There being no further business to come before the Commission, Bill Perugini *moved*, and Jac Herschler *seconded* a motion to adjourn at 6:25 p.m. *Motion passed unanimously*.

The audio recording can be found here: [Harbor Management Commission 04/18/23 - YouTube](#)

Respectfully submitted,  
Betty Gabriel