

# **GUILFORD MARINA COMISSION RULES and REGULATIONS**

*Updated: 2018*

## **SECTION I: Assignment of Marina Slips and East River Moorings**

### **A. Policy**

Marina Slips and East River Moorings shall be open to the public and assigned in accordance with the rules and fees set forth by the Marina Commission. Priority for dockage within the Guilford Town Marina shall be given to Guilford residents or taxpayers and open to the public if not so filled. Slips and river moorings will be assigned in accordance with wait list priorities. A nonresident surcharge will be added to slip and bulkhead assignments to reflect provision of Town services.

### **B. Definitions**

1. Town Marina: That portion of property consisting of the waterside basin along the north and west sides of the Sluice Channel that contains approximately 128 floating slips and 8 bulkhead berths (also referred to as the Commercial Dock), the associated landside bulkhead, vehicular parking areas, Dockmaster's offices, restrooms, launching ramps and breakwaters along the town of Guilford property at the terminus of Whitfield Street and 14 vessel moorings in the East River.
2. For purposes of assignment within the Town Marina, "resident" means a person registered to vote in Guilford at the time of receipt of application. "Taxpayer" is a person listed as a real estate property owner on the Town Grand List. In the case of co-ownership of a vessel by a nonresident and a resident, priority is given only if registration and insurance show Guilford eligibility.
3. Commercial Fisherman: A vessel owner who has been issued a Tax Exemption Certificate in accordance with Sections 12-81 (61) and 12-412 (mm) of the Connecticut General Statutes and regularly uses the vessel for commercial fishing. A vessel owner in the first year as a commercial fisherman who is in the process of obtaining a Connecticut Tax Exemption certificate is eligible for marina slip assignment, fees, and rules applicable to Commercial Fisherman. During this first year, the vessel owner will be designated as a Provisional Commercial Fisherman. Failure to obtain the Connecticut Tax Exemption Certificate by the end of the calendar year will be cause for discontinued status as a Provisional Commercial Fisherman. Renewal of provisional status will only be considered after written application to, and appearance before, the Marina Commission.

### **C. Application Procedure**

1. All renewal applications, marina slip, river mooring or waiting list, must be accompanied by a check or money order (no cash) made out to the "Town of Guilford" for the full amount due, and must be filled out completely, and received by mail or in person by the last day of February of each year. All renewal applications must be accompanied with the documents specified in section I.C.2. Wait list applicants may sign up for more than one wait list category, paying the appropriate fees for each wait list. Wait list sign-ups are available at the

Marina office during normal business hours and Saturdays from 9:00 AM until 1:00 PM during February. New Wait List applications may be submitted anytime at the Marina office during normal business hours. Applications are also available on line at the Town web site: <http://www.ci.guilford.ct.us/board-commissions/marina-commission.htm>.

2. Renewal applications from marina slip or river mooring users of the previous year for the same vessel/size classification must be accompanied by a current Connecticut Vessel Registration, current insurance policy with minimum \$300,000 liability coverage, and full fee. Seasonal insurance policies must indicate that the policy will be in effect during the season in which the marina operates. All previous charges must have been paid. There will be no new multiple slip/mooring assignments for residents, taxpayers and nonresidents. Vessel owners may be on multiple wait lists, however, no individual will be allowed to have more than one vessel on a river mooring or in a marina slip. Slips will not be assigned to an individual if they are listed as a registrant on the Vessel Registration of another vessel already assigned a marina slip or river mooring. Multiple slip/mooring assignments for commercial vessels will be addressed separately by the Marina Commission on a case by case basis. Renewal applications received after the last day of February will have no priority other than as a new application and will be placed on the appropriate waiting list as of the date received.
3. New applications for marina slips or river moorings will be received at any time by the Dockmaster in person or by mail. If no suitable space is available, the applicant's name will be placed on the appropriate waiting list maintained by the Marina Commission in accordance with size of the vessel and date and time that the application was received. Applicants may sign up for more than one wait list.
4. Size Classification for Assignments: Measurements including all extensions (such as platforms, rudders, pulpits, drives, props, outboard engines) are determinants for classification and for fee schedule. **Note: Measurements for vessels with outboard motors will be made with the motor in the up position unless it will be berthed with the outboard motor in the down position. Some vessels may have a beam that is too wide for the available marina slip. Slip assignments for vessels assigned to a slip for the first time are not final until the Dockmaster has measured the vessel and verified that it is suitable for the slip assigned. Should the Dockmaster determine the vessel size is not appropriate for the slip, the vessel will have to be removed and the applicant required to re-apply via the appropriate wait list.**
  - a. Class 1: slips for vessels up to and including 20 feet (C-D and D-E basins)
  - b. Class 2: slips for vessels over 20 feet up to and including 27 feet (A-B, B-C, E-F and F-Bulkhead basins)
  - c. Class 3: slips for vessels over 27 feet up to and including 38 feet (Outside slips A – F docks)
  - d. River Moorings: vessels 19 feet up to and including 38 feet unless otherwise approved by the Marina Commission.
  - e. Commercial: Bulkhead
5. For the long-range safety and benefit of the Marina, the Dockmaster, with the approval of the Marina Commission, may assign vessels to a slip not in its proper classification.

6. Size Classifications for Waiting Lists - annual renewal required by last day of February.
  - a. Waiting List #1: vessels up to and including 20 feet
  - b. Waiting List #2: vessels over 20 feet up to and including 27 feet
  - c. Waiting List #3: vessels over 27 feet up to and including 38 feet
  - d. River Mooring: vessels 19 feet up to and including 38 feet unless otherwise approved by the Marina Commission
  - e. Commercial
7. Charges: All previous charges must have been paid prior to or with the renewal application. An overdue account of more than 90 days is cause for removal from the Waiting List or Marina assignment.

#### **D. Assignment Procedures**

1. Marina slip and river mooring assignments will be made by the Dockmaster on or about April 1 of each year. Applicants may request a specific location, but assignments will be made to serve the best use of the Marina facilities. No carryover of same marina slip assignment from year to year can be assured. In case of change, fee adjustment may be required. The Dockmaster, with the Marina Commission's approval, reserves the right to reassign or reject any applicant for reasons of rule violation or potential of hazard to the Marina, marina slips, river moorings or other vessels. *It is the applicant's responsibility to evaluate the slip assigned to verify that its depth and size is suitable for the applicant's vessel and to notify the Dockmaster before July 1 if the applicant thinks that it is not suitable.*
2. Priority will generally be given to holders of the same vessel/size assignments of the previous season in accordance with original application date, preference and limits cited in section D. 1. above. Applicants on the waiting list will then be assigned in accordance with date and size classifications. Waiting list applicants who receive assignments must pay the fee immediately. The applicant must present vessel registration and proof of insurance within 30 days and before the vessel can be put in the Marina property.
3. Marina slip assignment for vessels assigned to a slip for the first time after becoming eligible from the wait list are not final until an appointment is made with the Dockmaster so he can verify the measurements of the vessel and verified that it is suitable for the space assigned. Vessel owners are required to contact the Dockmaster ***before*** the vessel is berthed for the first time. Should the Dockmaster determine that the vessel size is not appropriate for the space, the vessel will have to be removed and the applicant required to reapply via the appropriate wait list.
4. A waiting list applicant who rejects a preferred marina slip or river mooring assignment will be allowed to maintain priority on the list for one year. If after one year, the applicant again rejects the preferred space assignment, the applicant will be removed from the list and will forfeit fees already paid. The applicant may reapply as a new applicant and be placed at the end of the waiting list.
5. A vessel owner who is called up for a marina slip or river mooring after May 1 may refuse it without penalty the first time. After that, the first and second refusal rules apply (section I.D).

- 3.). The cost of a space assigned after May 1 will be prorated for the time the space will be available.
6. An assignment paid for and not used will be refunded only if the Dockmaster can subsequently rent the marina slip or river mooring. The refund amount will be the amount of the subsequent space rental secured by the Dockmaster, which may be prorated as dictated by the time of rental. A vessel owner's first occupancy of a marina slip or river mooring during a season must be called to the attention of the Marina Dockmaster staff during posted hours when the staff is on duty. Any space assigned but either not used or occupied by a non-operational vessel by July 1 will be reassigned. Vessel owners are required to have begun, or commissioned, work on their vessels early enough to permit occupation of the assigned space by July 1. Requests to the Marina Commission for short-term extensions, due to circumstances beyond the vessel owner's control, must be received in writing during business hours at Guilford Town Hall, or by an on-duty Dockmaster by July 1, with the date and time of receipt noted by the receiving official. If an assigned space is not occupied as required and a request for extension is not received, the vessel owner will forfeit the space assignment and all monies paid.
  7. An assigned space holder who sells or loses permanent use of an owned vessel will have first priority for 30 days during the summer season to meet new vessel requirements for the same space. An extension may be granted by the Marina Commission in accordance with Section IV. Minimal changes in vessels size in an assigned space will require a revised application, Dockmaster approval, and must remain within previous Section C.4 size classification. A change in vessel size that results in the vessel meeting requirements of a different class will require a new application for the wait list appropriate for the size of the vessel.
  8. Qualification for slip assignment is achieved only by coming up through the wait list, unless the applicant came into slip assignment as a surviving legal spouse as described in Section II C.2.

## **SECTION II: Use of Slips, Moorings and Marina Property**

### **A. Summer Season**

The Summer season shall be from April 1 to November 1 unless deemed otherwise by the Dockmaster. All vessels except those holding a commercial license or staying for Extended Season *must be removed by the first full weekend* in November. *A transient fee from November 1 will be charged if the vessel is left in past the first full weekend in November.* River moorings must be emptied by the first weekend in November to avoid a transient fee thereafter. However, users may move at no charge, with the Dockmaster's approval, to open slips in the Marina where available, after October 15. Holders of a commercial license docked at the Marina who wish to use their vessels pre- or post-season may apply to the Dockmaster for assignment.

### **B. Extended Season**

Marina slip holders wishing to remain in the Marina beyond November 1 may remain until November 30 under the following conditions:

1. Arrangements will be concluded with the Dockmaster after August 20 and the non-refundable Extended Season fee paid before November 1.
2. Slip space will be assigned by the Dockmaster and may not necessarily be the same slip assigned for the summer season.
3. Vessel owner's insurance as required by Section I.C.2. of the Marina Rules and Regulations shall be maintained while remaining in the Marina during the extended season.
4. Non-commercial vessels will not remain in the Marina after November 30.
5. Vessels not removed from the Marina by November 30 will be charged transient fees.

**C. Holders of marina slip or river mooring assignments**

1. Holders of marina slip or river mooring assignments may not transfer use of the assigned space. The Dockmaster must be notified if the space will be empty for two or more nights so that transient use can be made. The Dockmaster shall make periodic checks to assure optimum use of space. It is recommended that a cruise plan be filed with the Dockmaster.
2. Upon the death of an assigned marina slip or river mooring holder, an interested legal spouse may retain the space assignment. In the absence of an interested spouse, a next of kin may continue to keep the vessel in the assigned space for the balance of the season. The following year, priority for space assignment will be determined by the Marina's standard wait list application and space assignment procedures.

**D. Marina Slips and East River Mooring Rules**

The Dockmaster, and where necessary, the Guilford police will enforce the following:

1. All vessels shall be operational, properly and safely tied and moored. Vessels will be in a safe condition so as to not pose a fire, environmental or other safety hazard to other vessels or Marina property.
2. Nothing, other than mooring lines, is to be attached to docks, fingers, piers or bulkheads without the prior approval of the Dockmaster.
3. Sailboats shall use alternate means of propulsion for operation within the Marina and sluice channel.
4. Living aboard a vessel is not permitted.
5. No vessel rental is allowed. Charter operations for hire are allowed only at the Marina Commission's discretion and alternate price for docking to be determined by the Commission.
6. Fires, whether for cooking, illumination or heating, are prohibited in the marina dock area. See the Dockmaster for designated barbecue areas.
7. No lobster pots, fishing gear or boating equipment are to be stored on the floating docks. Clean lobster pots and associated equipment may be stored on the designated commercial dock under conditions set by the Dockmaster or the Marina Commission. A six-foot walkway must be left open on the commercial dock at all times.
8. Breach of the peace, consumption of alcohol on Town property or violation of other local or state laws is prohibited.
9. All local, State and Federal water pollution regulations must be obeyed.
10. Fishing, crabbing or swimming is prohibited within the inside marina basins.

11. Dressing of fish on the docks and/or disposal of fish parts in the waters supervised by the Marina are prohibited.
12. Rafting of vessels within the Marina is prohibited, except under conditions set by the Marina Commission or the Dockmaster.
13. No "For Sale" signs are allowed on vessels berthed or stored at the Marina.
14. No dogs are allowed in the Marina property unless on a leash and under the control of their owners or keepers. Owners or keepers are required to remove the animal's defecation immediately and dispose of it in a proper manner.
15. No hazardous and/or bulky waste shall be disposed of on Marina property. This includes paints, motor oil, solvent, other chemical waste, large pieces of wood, rubber, plastic, and household trash, as well as discharge from portable toilets. Vessel owners shall defend, indemnify and hold Guilford et. al. harmless for any claims and damages, including but not limited to clean up, that arise or may arise from this Section.
16. All battery chargers used on vessels must be of the marine type.
17. Vessel owners are required to read "The Guilford Town Marina Procedures" for vessel sinking in the Marina as posted in the Dockmaster's office.
  
18. Vessel owners are responsible for the normal maintenance of their vessels, to include properly securing their vessel and pumping out water. Such maintenance when done by the Dockmaster to prevent environmental harm or damage to other vessels or marina property may result in a special service charge to the vessel owner. The Dockmaster will, when practicable, first attempt to contact the vessel owner.
19. Use of electricity must be kept to minimal maintenance services and occasional hookups. The Dockmaster shall collect a charge, as set by the Marina Commission, for regular use. Tampering with electrical hookups is prohibited.
20. All vessels must be operated by an individual who has obtained a Connecticut Safe Boating Certificate or a Certificate of Personal Watercraft Operation.
21. The Dockmaster may request proof that a current vessel insurance policy is in effect with minimum liability coverage of \$300,000 while the vessel is in the marina or on a river mooring.
22. Vessel maintenance that may, in the opinion of the Dockmaster, have an adverse impact on the marina environment or neighboring vessels is prohibited.
23. The Town property between the restaurant and the bulkhead may be utilized by commercial fishermen for the purpose of loading and unloading their vessels. Parking is not permitted adjacent to the restaurant when the vessel is not in its berth.
24. Lobster pots will not be stacked more than three (3) high on the commercial dock adjacent to the restaurant or restaurant patio.
25. Scraping, sanding, painting or any process to remove paint, including power washing, above or below the waterline, is prohibited in the marina and river mooring areas unless suitable precautions, acceptable to the Dockmaster, are undertaken to avoid impacts on neighboring vessels. Any damage to neighboring vessels or Marina property is the sole responsibility of the slip or mooring holder undertaking the work.
26. Vessel owners berthed on a river mooring are required to remove their tag lines upon removing their vessels at the end of the boating season. Tag lines not removed by the vessel's

owner will be removed by the marina staff and owners will be charged a Special Service Fee in accordance with the Marina Rates and Fee Schedule.

27. All dinghies in the mooring field must have the owner or vessel names clearly displayed.
28. Fueling of any vessel in an assigned slip or on the docks near the launch ramp in the Marina property is strictly prohibited. All fueling must be done only at the wooden Fuel Dock. All persons fueling a vessel must be familiar with, and know how to implement, the proper procedures should a fuel spill occur. All necessary materials for handling a fuel spill are provided at the fuel dock.
29. All vessels, whether in the Town Marina or on an East River Mooring, must adhere to all regulations sited in the current SEVERE WEATHER PLAN.
  - a. This is to include being totally financially responsible for any and all damages done to docks, fingers, other vessels, or mooring chains/hook-ups. The owner of said vessel must understand that it is their responsibility to relocate their vessel when warned of any tropical storm/possible hurricane where winds will exceed 74 mph.

***Violators of any of the above are subject to forfeiture of docking privileges and/or prosecution.***

### **SECTION III: Parking and Launching-Ramps**

#### **A. Permits**

The Dockmaster shall issue permits for ramp use, to be prominently displayed as directed by the Dockmaster, for a fee as set by the Marina Commission. Permits for reserved or overnight parking, displayed as directed by the Dockmaster, shall only be issued to vehicles registered to slip and mooring users. Temporary permits for guest parking may be loaned by the Dockmaster. A record will be kept of all permits issued. *The Dockmaster, or his representative, has the right to refuse service if it compromises the safety of the boating public. The parking lot is to be used for vessel and trailer parking only, no other activities such as ball playing, skateboarding, etc., are allowed*

#### **B. Storage**

No overnight storage of vessels or trailers is allowed in the ramp or parking areas. Short-term placement must have the approval of the Dockmaster.

### **SECTION IV: Appeals**

Appeals from any of the orders of the Dockmaster or from the enforcement of the Marina Commission's Rules and Regulations may be presented to the Marina Commission in writing or in person. If a written appeal is received by the Commission Chairman or Secretary at least one week before the next regularly scheduled meeting, the Commission will review it and render a decision at the meeting.

### **SECTION V: Staff Hours**

Staff hours at the Guilford Town Marina, during and after the boating season, will be as follows with flexibility at the discretion of the Dockmaster:

April 1 – 30	Weekday	9:00 – 12: Noon
	Weekend	8:00 – 4:00 PM
May 1 – Sept. 30	Weekday	9:00 – 4:00 PM
	Weekend	8:00 – 5:00 PM
Oct. 1 – Nov. 31	Week Day	9:00 – 12:00 Noon
	Weekend	8:00 – 4:00 PM
Holiday week days and/or weekends (Memorial Day, July 4, Labor Day)		8:00 – 6:00 PM
Off – Season	Dockmaster: 2 hours per day	



**SECTION VI: Rates and Fees**

**Marina Classifications and Rates:**

Class 1 (Inside Basins C-D, D-E)	\$1102.90
Class 2 (Inside Basins A-B, B-C, E-F and F-Bulkhead)	\$1500.60
Class 3 (Outside slips, A thru F)	\$11965.95
River Mooring	\$993.23
Commercial (inc. year option)	\$56.41 per foot

\* Please add 6.35% Sales Tax to the above amount \*

Dinghies of river-moored vessels may be stored at no charge in the Marina property. Storage of all other dinghies is allowed for 24 hours with permission of the Dockmaster. All river-moored vessels must have the owner or vessel's name on their dinghy.

Extended Season Dockage: November 1 through November 30 \$60 (Section II B.)

Non-Resident Rate: Double all above fees except river moorings.

Launching Ramp: \$80 for a Season pass (April 1 through March 31) or \$8 per day

Hand-Launched vessels (no vehicle using the ramp, that is, a vessel must be hand-carried to/from the ramp): \$40 for a Season pass (April 1 through March 31) or \$8 per day (maximum of 2 hand-launched vessels per transport vehicle in parking lot)

**Transient Fees:**

All slips / bulkheads / river moorings      Hourly (for each full or partial 4 hour increment):  
\$20.

***May 1 to September 30:***

Overnight until Noon:

Outside marina slip \$35.00

Inside marina slip \$30

River mooring \$20

***Prior to May 1 or after September 30:***

Overnight \$20

Weekly Rates (7 day minimum increments):

Outside slips A thru F and bulkhead      \$28 per day.

Inside basins on A thru F docks      \$17 per day.

**Other Fees:**

Regular season use of electricity      \$135 per season. Usage over \$135 charged monthly.

Vacant slip used by river moorer  
1.      \$17.00/day, \$83/week, free from Oct.15 until Nov.

Wait List      Wait List      \$10.00 per year; Renew by February  
28 annually.

Special Service Fees

Material costs plus \$35 during normal staff duty hours.

Material costs plus \$65 during off duty hours.

All fees are due when bill is rendered. Please make checks payable to the "Town of Guilford". There will be an interest charge of 1-1/4% per month on all overdue bills, plus possible wait list priority loss (Section I C.7). A \$30.00 fee will be charged for returned checks.