

PORTLAND PLANNING AND ZONING COMMISSION
REGULAR MEETING
Thursday, August 1, 2024 at 7:00 PM
Public access through Zoom link A at www.portlandct.org

Regular Meeting Minutes

1. Call Meeting to Order

Robert Ellsworth called the meeting to order at 7:00 p.m.

2. Introduction of Members and Seating of Alternates

Present: Bob Ellsworth, Robert Taylor, Chantal Foster, Carolyn Freeman, Jennifer Tellone, Tom Bransfield

Absent: Victoria Tchetchet, Joe Spada

Carolyn Freeman is seated for Victoria Tchetchet.

Staff: Dan Bourret, Town Planner
Dawn Guite, Recording Secretary

3. Accept Agenda

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to ACCEPT the agenda as PRESENTED. **VOTE UNANIMOUS. MOTION CARRIED.**

4. Meeting Procedures

Chairman Ellsworth said that tonight's meeting will follow the normal format.

Public Hearing

5. PZC Application #23-12: 220 Isinglass Hill Road. Request for Special Permit for construction of an 8-bedroom residential care home. Application of Oroville Place, LLC and property of Sean McGrail Revocable Trust. Map 129, Lot 9. Zone RR. *Application withdrawn.*

6. PZC Application #23-17: 69 Marlborough Street. Request for Special Permit Modification. Application and Property of BRT DiMarco PTP, LLC. Map 19, Lot 68. Zone B-2, B-3 and TCVD. *(To be opened August 8th)*

7. PZC Application #23-19: 1359 & 1401 Main Street. Request for a Special Permit for special event permit to hold the Portland Fair from October 4th to October 6th . Application of the Portland Fair and property of Cote Range LLC and Portland Farmers Fish and Game Club Inc. Map 75 Lot 2 and Map 68 Lot 1. Zone FP.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to OPEN the Public Hearing for #23-19. **VOTE UNANIMOUS. MOTION CARRIED.**

Kim Hanna, Portland Fair Treasurer, gave an overview of the application. Approached last year by Chris Cote who offered use of land for the fair. It was too close in time to make plans. Moving forward with plans for this year. The area is completely different as the ground is hard. It's bigger, more room. They can spread out; have more and better vendors and midway without worrying about sinking and towing. We will have a date vendor program because smaller craft type vendors do not carry enough stock. We can bring vendors in on Saturday and on Sunday. It will provide better variety of rides for children. They look forward to making it a positive experience.

Chantal Foster asked how much bigger is the area?

Kim Hanna said almost twice the size. We were on six acres at the Exchange Programs and we're close to 14 there. We're using Chris Cote's for the fair and fish and game property for parking. For safety there will no need to walk across the street.

Chantal Foster asked if fish and game will handle all of the parking for the fair?

Kim Hanna said that it was sufficient for last year and that Chris Cote has offered additional space if needed this year.

Chantal Foster said there won't be any need for busing.

Kim Hanna agreed that there won't be any need for busing this year. It will be one way going out leaving the parking lot right turn only as recommended by the Police Department.

Bob Ellsworth asked if arrangements have been made to repair the grounds when the fair has ended.

Kim Hanna said any divots, fill in of walls will be done so that the area can be used going forward. We're trying to put the mud bog immediately adjacent to the truck pull. It is one of our biggest expenses this year; building a truck pull ring, fencing, dirt, labor and machinery.

Dan Bourret said the Town Engineer had three questions which can be addressed. We had a meeting with the fire marshal and fire team and they asked for soil. Soil density testing is pending approval.

Kim Hanna said they will be bringing in a dump truck and sitting it in a few different places.

Bob Ellsworth said if that test fails then it happened to the gate.

Dan Bourret said we will have the fire come back to look at that. The main reason they want the fire truck vehicle to get into the midway is if there's a problem with the Ferris Wheel.

Bob Ellsworth said the application is very date specific. It says October 4th to October 6th. Does that mean that subsequently it will be held during these dates. Will application have to be redone for next year?

Dan Bourret said probably yes and that it would be set up in that way.

Kim Hanna said we want to look at going forward the dates of other state fairs because we don't want a big gap between them. It will either be the first or second weekend.

Dan Bourret said the site plan will be altogether this time so it'll be a lot easier.

Kim Hanna said this is a big learning curve and some things will probably be tweaked after this. Everything is temporary this year.

Public Comment:

Ben Srb, 139 West Cotton Hill Road, said as far as the fire truck goes they may have to add stone one way or another. It will be consolidated. He recommended not to be date specific so that if there is an appeal process there are 15 days. Just say that it is a three day event.

Dan Bourret said in the future I will try to phrase it a different way but we'll go with the application.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to CLOSE the Public Hearing for #23-19. **VOTE UNANIMOUS. MOTION CARRIED.**

RECORDED VOTE

DATE: August 1, 2023

COMMISSION: PLANNING & ZONING COMMISSION

MOTION

To APPROVE Application #23-19: 1359 & 1401 Main Street. Request for a Special Permit for special event permit to hold the Portland Fair from October 4th to October 6th. Application of the Portland Fair and property of Cote Range LLC and Portland Farmers Fish and Game Club Inc. Based on all plans, renderings and information submitted, testimony provided and subject to the following instructions and conditions that are integral to this approval:

1. That this approval will expire in 5 years;
2. That 3 paper copies of the final revised plan and one mylar be submitted to the Planning and Zoning Department for endorsement by an officer of the Commission. The endorsed mylar shall be filed on the Land Records within 90 days, as per ZR Section 10.5.3.2.a;
3. That the certified Letter of Approval be placed on the revised final plan;
4. That any exterior light fixtures must comply with ZR Section 8 and must be approved by the Zoning Enforcement Officer prior to installation;
5. That a Zoning Permit be issued prior to the start of activity associated with this approval;
6. That as a condition of approval the applicant perform a soil density test as outlined in the 7/19/24 memo from the Fire Chief;
7. That as a condition of approval the applicant meet any other requirements set forth by the Fire Marshal;
8. That the applicant meets all applicable building code and ADA requirements as required by the building code;
9. _____

Reasons: The proposal conforms to section 7 and 10.4 of the Zoning Regulations.

Made by: Chantal Foster

Seconded by: _____

IN FAVOR

Chantal Foster

IN OPPOSITION

IN ABSTENTION

Recorded By: Dawn Guite

8. PZC Application #23-22: 33 Payne Boulevard. Request for Special Permit construction of improvements to the Rivercrest Well Field. Application and Property of Connecticut Water. Map 6, Lot 25. Zone R-15 and RR.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to OPEN the Public Hearing for #23-22.
VOTE UNANIMOUS. MOTION CARRIED.

Kevin Schwabe, Supervisor for the project, gave an overview of the application. The system was acquired in 2009 from another utility company and Connecticut Water has been maintaining it since. The system originally had six wells all of different depths. Three of the wells are non-performing and are limited to three bedrock wells that are low yield a total of 15 gallons per minute. He explained from a map that “blue” are Connecticut Water customers. The plan is for them to be able to connect at any time. The “green” is land currently owned by the company. It has been a target project to find a new source. Permission was given to drill property and found a pretty good well on a bedrock wall. The plan is to go from the bedrock well to the existing treatment facility, treat the water and send it back out for distribution. There is a smaller project going on now to replace the small diameter water mains that have been prone to breakage with the larger diameter steel ductile iron water main. The water main is not really part of this application but is part of the full system replacement. Our application is to clear, grade and take a driveway down into this well. The plan is to put in an electric pedestal, emergency generator on the propane tank, and introduce a new source to the system. Any particulars on the job will be referred to Snyder who is doing a good job designing this and has been corresponding with the town. Snyder is appreciated.

Zach Kuegler, Snyder Civil Engineering, said that he dropped off an updated plan set with Dan Bourret which addresses comments from Jeff Jacobson and environmental comments. He gave an overview of the scope of the work on site. The water company was able to get access through a shared driveway to drill as well. They’re seeking a permanent method to get to the well service and maintain it. He noted where the Connecticut Water property is located and where the well is that is being drilled. The existing conditions and preparations for the site were shown as well as erosion controls and anti-tracking path. Also shown were limits of clearing, center line, and proposed 15 foot wide access way with a turnaround to drive out of the site. Clearing will be only as much as is needed to get the access way into the proposed grade and then grade out at a safe slope to the existing grade. A straighter portion of the access way was shown with the same feature elements, center line of the access way, and silt fence. On the right side of the driveway is a guide rail for protection of Connecticut Water operators especially during inclement weather.

Based on comments from Jeff Jacobson the drawing revision includes a few catch basins to limit any water off the driveway and going down slope to the neighbor’s property. During some of the clearing based on Jeff’s comments plantings were added along the property line for screening to prevent water contact with this property. Connecticut Water has been in contact with the property owner to relocate some features that are currently not getting water properly. Assistance was offered to homeowner with relocation of firewood pile. Homeowner elected to do it himself. There are conduits for power communications along the side of the driveway. There are drainage crossings at a few locations along the site. Jeff’s comments cited concern about storm water flowing through the drain crossings throughout the site. The crossings were placed due to gradings creating low points. They don’t want any water seen in town against the embankment. Borings done at the site show materials to be sand and gravel. It is expected that storm water will go to flatter areas and infiltrating before it. There is an electrical pedestal to control the well and power it. Below the turnaround is a standby generator and propane tank to maintain the well in an event of a power outage. There is a base and a bollard to protect the equipment. Another comment from Jeff was to provide a sediment trap which is just to the north of the driveway; 100 foot long by 10 foot wide area where water and sediment will be detained before discharging to other areas. We have the profiles that demonstrate the six inch rise to the entrance to the driveway.

Chantal Foster asked what is the frequency of people accessing the driveway?

Kevin Schwabe said every two weeks or so. If there’s a problem it will be more. Right now we have a right-of-way agreement to be down there to drill the wells.

Chantal Foster said that she drove by the frontages of the area. They are not big. Approximately 30 feet?

Zach Kuegler said something in that area.

Bob Ellsworth said that you’ll have a gate at the entryway.

Zach Kuegler said “yes”.

Bob Ellsworth asked if there are other security measures.

Zach Kuegler said we do have chain link fencing around the well, generator, and electrical pedestal.

Kevin Schwabe said our standard is eight inch or eight foot fence; once inch mesh with no prime mesh. A capital investment is being made for the water main. An extension is planned down to the cul-de-sac to provide an opportunity to connect to the well if desired. The water main replacement job independent of this application is ongoing. It will be extended to the end of Wellwyn to give potential residences the opportunity to connect in the future if wanted. It makes sense not to stop short and run it all the way down there.

Bob Ellsworth asked if there is any lighting at the mobile access way?

Kevin Schwabe said “no”.

Zach Kuegler said that Jeff had questions about the drainage analysis and that some information may have been misapplied assuming the drain crossings were handling the runoff for the entire site. They were primarily driven to prevent water from being impounded behind the abatements.

Dan Bourret said Jeff is on vacation so addition has been made that they need to be at the required level.

Kevin Schwabe said that the project is pretty much a full system replacement.

Public Comment:

Joseph Woszczyna, 50 Wellwyn Drive, asked for a copy of a pdf of the documentation distributed to the commission members.

A hard copy was given to Mr. Woszczyna.

Mr. Woszczyna asked if a study has been done to see how private wells are affected in that area?

Kevin Schwabe said “yes”. When first given the rights to explore this area a pump test was done. There was very little draw down.

Mr. Woszczyna asked for a copy of the study.

Study will be emailed to Mr. Woszczyna.

Mr. Woszczyna asked if it is the town’s intent to put down fresh block afterward? What type of finishing work is going to be happening to the streets in that area?

Kevin Schwabe said it will be better than it was.

Mr. Woszczyna asked if the roadway is near the home by the river or where vehicles are parked? Some subcontractor equipment is there where the backhoes and dump trucks are currently located. Equipment went down the embankment and probably dug a well there. Is that the access area or someplace off the roadway?

Zach Kuegler does not know where the equipment is now but offered to show the area on his map.

Mr. Woszczyna said where Payne Boulevard makes the left hand turn. That’s where the equipment is parked. They have been going in there over a year now and this is when/where he thought the well was starting to be dug. He didn’t know if the access point is there or at the other road before getting into that bend. Coming down Payne Boulevard is pretty straight. Before making a right turn there is a property to the left where the sign is posted for tonight’s meeting. Is that the access point?

Kevin Schwabe said “yes”. That is where we are proposing to put a truck way.

Dave Audette, 62 Wellwyn Drive, said the previous speaker asked questions that he would have asked. He asked for a map. He asked about the impact to the existing wells. He has an existing well.

Kevin Schwabe said piezometers are placed facing observation wells in the ground. Drawback is measured and impact is determined on the existing wells. We don't expect any impact.

Mr. Audette asked how deep is the well?

Kevin Schwabe said 120.

Mr. Audette said he heard over 1,000 feet.

Kevin Schwabe said "no". That would be a rock well. We wanted to avoid rock wells here.

Mr. Audette said it is 120 feet in that location.

Kevin Schwabe said "yes" it is set above the bed rock.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to CLOSE the Public Hearing for #23-22. **VOTE UNANIMOUS. MOTION CARRIED.**

RECORDED VOTE

DATE: August 1, 2024

COMMISSION: PLANNING & ZONING COMMISSION

To Approve Application #23-22: 33 Payne Boulevard. Request for Special Permit construction of improvements to the Rivercrest Well Field. Application and Property of Connecticut Water. Map 6, Lot 25. Zone R-15 and RR, as shown on plans entitled Rivercrest Well No. 7 Site Improvements” prepared by Snyder Civil Engineering, LLC, dated 6/24, revised to 7/31/24, and based on all plans, architectural renderings and information submitted, testimony provided and subject to the following instructions and conditions that are integral to this approval:

1. That this approval will expire in 5 years.
2. That the applicant is to meet any conditions from the Town Engineers 7/17/24 memo.
3. That as a condition of approval the applicant address all comments from the Fire Marshals 7/8/24 memo.
4. That the applicant receives all necessary approvals from the State of Connecticut.
5. That 3 paper copies of the final revised plan and one mylar be submitted to the Planning Department for endorsement by an officer of the Commission. The endorsed mylar shall be filed on the Land Records within 180 days, as per ZR Section 10.5.2.F.2.a.
6. That the certified Letter of Approval be placed on the revised final plan.
7. That an E&S bond and site restoration bond, in an amount to be determined by the Town Engineer, be submitted prior to endorsement of the plan.
8. That all E&S controls be installed and/or maintained per the plan and inspected by Town Staff prior to any land disturbance activities.
9. That any exterior light fixtures must comply with ZR Section 8 and must be approved by the Zoning Enforcement Officer prior to installation.
10. That any signage will comply with ZR Section 8 and must be approved by the Zoning Enforcement Officer prior to installation.
11. That a Zoning Permit be issued prior to the start of activity associated with this approval;
12. _____
13. _____

Reasons: The proposal conforms to Section 4 and 10.4 of the Zoning Regulations.

Made by: Jen Tellone

Seconded by: Rob Taylor

IN FAVOR

Chantal Foster

Jen Tellone

Carolyn Freeman

Rob Taylor

Bob Ellsworth

IN OPPOSITION

IN ABSTENTION

Recorded By: Dawn Guite

9. PZC Application #24-02: 1600 Portland Cobalt Road. Request for Special Permit for office, yard and storage area with 8 ft fence for Primary Energy. Application of George Law and property of 1600 Portland Cobalt Road, LLC. Map 16, Lot 31-1. Zone B-1

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to OPEN the Public Hearing for #24-02. **VOTE UNANIMOUS. MOTION CARRIED.**

George Law, representing the Applicant, said the limited use tables allow for this Special Permit that was a text amendment. It allows Zone B-1 to have office, sales, services and delivery of heating and fuel products. The applicant is looking for two units in the property owned by 1600 Portland Cobalt Road LLC that is being developed. It is a new business wanting to have office sales and operation conducted from the facility. It is a small business; an energy company with its trucks and equipment there. Use table footnote prohibits the storage of fuel products on the property. In addition to the two units there will be a 50 x 30 outside storage space fenced in. It is well within the square footage allotments of Section 3.5.3. regarding outside storage. It is less than 2% of the operation; limitation of 25% of the areas. It will be for delivery vehicles and equipment. The indoor bays are for the service vehicles to pull in.

Dan Bourret said that it is his fault that it failed to get routed in a timely fashion to the departments. He has spoken to the fire marshal who he was concerned about. Fire marshal did not have too many concerns. The property owner agreed to meet any conditions after a final review with the general health district and the Town Engineer. He does not think that the Town Engineer is going to have any issues from pre-existing approvals in terms of the buildings. He doesn't anticipate any problems.

Mr. Law said that the applicant is working closely with the landlord as well.

Tom Bransfield said there is a drawing with four highlighted areas. The applicant will be occupying a bay in each of the buildings.

Mr. Law said the application is for the fenced in area in the rear.

Ben Srb, one of the property owners, said that it is not anticipated that the applicant will be staying in the existing building. Applicant wanted to enter approvals now. It will relinquish the bay and permanently occupy the front of the building. They are going to be leasing both.

Tom Bransfield said the highlighted area for parking.

Ben Srb said that it has to be shown. It is legally required. There is going to be very little out of Chatham Health. Jeff Jacobson would have said what are the two designated spots that are required. I have no problem agreeing to it with what Dan said as far as conditions and the three departments will be asked as well.

Bob Ellsworth said that we're being asked to approve the use as an office for an energy company.

Mr. Law said equipment and trucks will be stored in the outside fenced in area to be created.

Ben Srb said the only thing excluded is the fenced in area. Everything else is inside space. Everything is already there. The fenced in area is directly behind the building so that its hidden. This is the first tenant to ask for outside storage. I'm not trying to make a habit of it.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to CLOSE the Public Hearing for #23-22. **VOTE UNANIMOUS. MOTION CARRIED.**

RECORDED VOTE

DATE: August 1, 2024

COMMISSION: PLANNING & ZONING

To Approve Application #24-02: 1600 Portland Cobalt Road. Request for Special Permit for office, yard and storage area with 8 ft fence for Primary Energy. Application of George Law and property of 1600 Portland Cobalt Road, LLC. Map 16, Lot 31-1. Zone B-1., as shown on Site and floor Plan, and based on information submitted, testimony presented during hearing, and subject to the following instructions and conditions integral to this application:

1. That the applicant meets any conditions from the Fire Marshals final review;
2. That the applicant meets any conditions from the Town Engineer’s final review;
3. That the applicant meets any conditions from the Chatham Health Districts final review;
4. That 3 paper copies of the final revised plan and one mylar be submitted to the Planning Department for endorsement by an officer of the Commission. The endorsed mylar shall be filed on the Land Records within 180 days, as per ZR Section 10.5.2.F.2.a;
5. That a zoning permit application be submitted in accordance with ZR Section 11.1.1.A to ensure compliance with this approval;
6. That any exterior light fixtures must comply with ZR Section 8.3 and must be approved by the Zoning Enforcement Officer prior to installation;
7. Any proposed signage shall meet ZR Section 8.4;
8. That this approval will expire in 5 years;
9. That a Zoning Permit be issued prior to the start of activity associated with this approval;
10. That an endorsed letter of approval be filed on the Land Records within 180 days.
11. _____

Reasons: The proposal conforms to Section 5 and 10.4 of the Zoning Regulations.

Motion to Approve Made by: Rob Taylor

Seconded by: Jen Tellone

IN FAVOR

Chantal Foster
Jen Tellone
Rob Taylor
Carolyn Freeman
Bob Ellsworth

IN OPPOSITION

IN ABSTENTION

Recorded By: Dawn Guite

Regular Meeting

10. PZC Application #23-21: 170 Marlborough Street. Request for a Site Plan Review for the construction of a contractor's business office. Application and property of Morecon Builders, LLC. Map 20, Lot 148. Zone B-2. *Application is tabled to the next regular meeting.*
11. PZC Application #24-01: 74 Pickering Street. Proposed Site Plan Modification to construct accessory solar field and 7 ft tall fence in front yard setback. Application of the Specialty Lighting Group and property of Carroll Properties LLC. Map 19, Lot 76. Zone I.

Carter McCann, Momentum Renewal Energy, 297 North Central Avenue, Ramsey, NJ, represented the applicant and gave an overview of the application. The process began four years ago with Eversource. Two years ago the contract was formalized and the owner wasn't ready to build. He was here last year for approval but weren't ready to put everything together until this year. Mylars were not submitted so they are reapplying for the site modification. We're applying for a 7 ft. chain link fence within the 25 foot setback and removing parking. Everything else will be done under an accessory use application. Everything else is exactly the same. We have ordered equipment, the fence, and the racking. Everything is on its way. They are looking to build in September so the mylars will be submitted.

RECORDED VOTE

DATE: August 1, 2024

COMMISSION: PLANNING & ZONING

To Approve Application #24-01: 74 Pickering Street. Proposed Site Plan Modification to construct accessory solar field and 7 ft tall fence in front yard setback. Application of the Specialty Lighting Group and property of Carroll Properties LLC. Map 19, Lot 76. Zone I, as shown on Site Plan "Site Map" Prepared for Specialty Lighting Group, Inc by James A Marx Jr. and based on information submitted, testimony presented during hearing, and subject to the following instructions and conditions integral to this application:

1. That the applicant addresses and complies with comments and recommendations from the Town Engineer after submittal of final plans.
2. That the applicant addresses any comments from the Fire Marshal after submittal of final plans.
3. That the certified Letter of Approval be placed on the Site Plan, and that a mylar and 3 paper copies of the plans be submitted. After endorsement, the mylars must be filed on the land records within 180 days, per ZR Section 10.5.3.2.a, these requirements must be met prior to the issuance of a zoning permit.
4. That a zoning permit application be submitted in accordance with ZR Section 11.1.1.A to ensure compliance with this approval.
5. That any exterior light fixtures must comply with ZR Section 8.3 and must be approved by the Zoning Enforcement Officer prior to installation.
6. That all proposed improvements associated with this application are to be completed according to the approved plan prior to the issuance of the required Certificate of Zoning Compliance for array at this location, or a performance bond will be required in accordance with ZR Section 11.2.2.
7. That this approval will expire in 5 years.
8. _____

Reasons: The proposal conforms to Section 6 and 10.5 of the Zoning Regulations.

Motion to Approve Made by: Carolyn Freeman

Seconded by: Rob Taylor

IN FAVOR

IN OPPOSITION

Chantal Foster
Jen Tellone
Rob Taylor
Carolyn Freeman
Bob Ellsworth

IN ABSTENTION

Recorded By: Dawn Guite

12. Receive Application:

- PZC Application 24-04: 529 Glastonbury Turnpike. Proposed 2 lot resubdivision and site plan review for 3 new commercial self-storage buildings. Application and property of Global 17 LLC. Map 83, Lot 38-2. Zone I. *Applicant needs to file mylars. New engineer overseeing project. Public hearing to be set for September 5, 2024.*
- PZC Application 24-05: Proposed Amendment to the Portland Zoning Regulations. Change to the definition of Health Care Institution. Application of the Town of Portland. *Three statutory definitions from the State have been received via Kari Olson.*

For Brainerd Place, the current definition will be used. If they want to use the new definition if a decision has not been rendered, they can avail themselves of the new definition if they prefer.

Definition will be updated to align with State statutory definitions.

The new wording will be available prior to the Public Hearing scheduled on August 8, 2024.

13. New Business:

A ZEO has been hired and will be working 20 hours per week. He has a construction background and will be going through certification. He will be introduced to the commission when Dan is back from vacation.

14. Old Business:

- Business and Industrial Zoning
None

15. Staff Report:

- Correspondence
None
- Brainerd Place Update
None

16. Public Comment: The Commission will hear brief comments at this time from anyone wishing to speak. Comments may not be made regarding any pending application.

There was no Public Comment.

17. Approval of Minutes: 7/11/2024 Regular Meetings, 7/10/2024 Special Meeting.

MOTION: Chantal Foster MOVED, seconded by Rob Taylor to APPROVE Minutes for 7/10/2024 Special Meeting as PRESENTED. **VOTE UNANIMOUS. MOTION CARRIED.**

Approval of Minutes for 7/11/2024 Regular Meeting are tabled to the next meeting.

18. Adjourn

MOTION: Jen Tellone MOVED, seconded by Rob Taylor to ADJOURN the meeting at 8:10 p.m. **VOTE UNANIMOUS. MOTION CARRIED.**

Respectfully Submitted:

Dawn Guite

Dawn Guite, Recording Secretary