

MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF
BURGESSES THURSDAY, July 27, 2023
4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, July 27, 2023. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT: Warden Newt Brainard, Frank Keeney, Jonathan Gengras, Chris Millard, Pam Christensen, Duby McDowell, Margaret Wade, Zoning Enforcement Officer/Land Use Administrator (ZEO) Marilyn Ozols, General Manager Jeff Champion (GM), Treasurer Richard Neely

PRESENT via ZOOM: None

MEMBERS OF THE PUBLIC:

Present: Bruce Baird (4:10pm)

Present via Zoom: Nancy Haviland, Kathy Rehm, Peter Brainard, Jr.

1. Call to Order

Warden Newt Brainard called the meeting to order at 4:01 pm.

2. Moment of Silence: A Moment of Silence was observed in memory of Francis G. Adams, Sr., Charles Brainard, Jr., John Patterson.

N. Brainard welcomed newly elected Burgesses Chris Millard and Margaret Wade.

3. Approval of Meeting Minutes from June 22, 2023.

A Motion was made by D. McDowell, seconded by P. Christensen, to approve the June 22, 2023 minutes as submitted.

PASSED UNANIMOUSLY.

4. Open Forum for Fenwick Residents to Speak: None

5. General Manager's Report

Golf Course: Year-end revenue remained strong, exceeding the previous year.

Insurance: The Borough of Fenwick is now insured by CIRMA; insurance includes cyber security.

Jr. Program: Extra time is being spent by Office Staff to support this program. Revenue is down by about 10% while expenses are up.

Golf Cart Flags: There have been continued requests for golf cart flags. P. Christensen will drop off a supply to the Fenwick Office.

Property Taxes: Taxes are due in the office before Tuesday, August 2nd. Delayed payments are subject to a late fee. The office is open from 8:00 to 12:00 Monday through Saturday or by appointment. Payments may be placed in a sealed envelope and dropped through the mail slot at the office.

Newly Elected Burgesses/Treasurer: Everyone should be using their @fenwicknews.com email address for Borough Communications.

Pettipaug/Pattaquasset Road Project: JJ Dibble submitted lowest bid of \$31,000 plus a 15% contingency for unexpected expenses.

Water Line Replacement from Park Ave to the Maintenance Building: JJ Dibble submitted the lowest bid of \$32,000 to replace the water line. Following a discussion, N. Brainard requested that J. Champion get an independent evaluation of the condition of the existing pipe. F. Keeney and others endorsed the use of one or more flow meters. R. Neely recommended looking at the composition of, and the depth of, the pipe.

Municipal Official Training Session: D. McDowell asked if a training session would be scheduled. M. Ozols confirmed that Attorney M. Zizka is available to run the session. M. Ozols will work on scheduling.

6. Treasurer's Report: Accounts have been transferred from former Treasurer, B. Gay to newly elected Treasurer, R. Neely. R. Neely will review the account, keeping preservation of principal and liquidity in mind. He also hopes to develop a financial document that will summarize the financial status of the Borough.

7. Request to FIF for \$25,000 to match the \$25,000 in the Borough of Fenwick's FY 2024 budget for golf course improvements (either Tee leveling or irrigation) – Discussion and Possible Vote

F. Keeney made a motion, seconded by P. Christensen, to make a request to FIF, through the FIF liaison, for a matching gift of \$25,000 for Tee leveling (#8 and #4 white) in FY 2024. Discussion: F. Keeney urged the Burgesses to be aware that if water becomes in short supply and city water is needed to irrigate the golf course, some future projects might have to be delayed. He emphasized that this is not the case currently.

PASSED UNANIMOUSLY

8. Landscape Architect Contract for 3rd Tee – Possible Action: P. Christensen presented the work of the Landscape Committee involving a landscape plan for Tee #3. The committee reviewed proposals and endorsed a proposal set forth by Christine Darnell of Lyme, CT. After a discussion,

A Motion was made by P. Christensen, seconded by C. Millard, to engage the services of Christine Darnell at a cost not to exceed \$7,000 for landscaping on Tee #3, to be underwritten by private donations through FIF.

PASSED UNANIMOUSLY

9. Park Commission Appointments:

A Motion was made by F. Keeney, seconded by J. Gengras to appoint Frank Keeney (President), Robert Gay, Robyn Gengras, Scott Pulver and Margaret Wade to the Park Commission for fiscal year 2024.

PASSED UNANIMOUSLY

10. Board and Commission Assignments: D. McDowell reported it is anticipated that the following appointments will be made at the August Burgess meeting: Alternate member to HDC and Alternate member to ZBA.

11. Commission Liaison Appointments:

Commission Liaison appointments are as follows:

- F. Keeney, Park Commission;
- Margaret Wade, FIF, P&Z and Memorial Committee;
- Chris Millard, ZBA;
- P. Christensen, HDC, LPLT, Concerns Committee, Landscape Committee, 4 Nibang Committee, J. Gengras, Harbor Management Commission and
- D. McDowell, Commissions Coordinator.

12. Resiliency:

M. Ozols reviewed the project to date for the new burgesses and stated that

- A kick-off meeting was held on July 1. The Executive Committee (1 staff and 1 other from each community - Frank is the additional representative from Fenwick) will be meeting virtually twice a month.
- Some Fenwick activities will be combined with Old Saybrook. Each of the three towns will have one pop up. Old Saybrook's will be at the Arts & Crafts Fair on September 30.
- There will be both an in person (in Old Saybrook) and a virtual public workshop in September as well as multiple stakeholder meetings. A tour for the consultant and Executive Committee of critical locations in all four municipalities is scheduled for August 23.
- An interactive public information website is being set up and information on this will go out in a blast as soon as it is active.
- On a similar note, the Old Saybrook/Fenwick Hazard Mitigation Plan is being updated (required every 5 years). It is being funded by Old Saybrook but Fenwick will be an equal participant from the start. The kick off meeting will be held at the Old Saybrook Planning Commission meeting on September 20 and most meetings will be coordinated with their meetings; staff will also be meeting with the consultant at least once a month.

13. Board, Commission, and Committee Reports:

1. Park Commission: Frank Keeney – Permission was granted for use of Borough Parking for the John Patterson Memorial Service on 7/29/23. There will be a Beach Cleanup on Sunday, 7/30/23. Daryl reports bicycle and golf cart tracks on the golf course. F. Keeney urged Borough representatives to follow rules and ordinances, thereby setting an example for all residents to follow.
2. FIF: Margaret Wade – No Meeting
3. P&Z: Margaret Wade – No Meeting
4. Memorial Committee: Margaret Wade – No Meeting
5. ZBA: Chris Millard – No Meeting
6. HDC: Pam Christensen – Met 7/8/23. Elected officers: V. Bulkeley, President; D. Neely, Vice President; B. Keeney, Secretary. (see posted minutes)
7. Concerns Committee: Pam Christensen – No Meeting
8. Landscape Committee: Pam Christensen – Met 7/26/23 (see #8)
9. 4 Nibang Committee: Pam Christensen – Project tabled while other projects are under consideration.
10. LPLT: Pam Christensen – Met 6/24/23. The terms of Brooke Girty and Sue Webster have ended. The slate of nominees are: Ethel Davis, President; Candace Eggars, Treasurer; Babbie Conroy, Acting Secretary, Stephanie Gay Thrower, new member. New member recommendations may be made on or before July 29. There are four available slots.

N. Brainard will meet with E. Davis to review common concerns between the Borough and LPLT. He will also inquire about LPLT regulations regarding use of property owned by the Trust.

11. Harbor Management Commission: Jonathan Gengras – No Meeting

12. Commissions Coordinator: Duby McDowell (see # 10)

14. Warden's Report:

Water Testing: Water testing will be done every Monday as long as it is not raining. Any reports of concern will be reported to J. Champion, GM, who will then post the information.

Sidewalk Project: Contractor commitment is in place. Project to go forward Sept/Oct.

Frelinghuysen and Bank Jones Properties: N. Brainard will contact Attorney Campbell Hudson to review projects.

M.Zizka is writing a brief to the Supreme Court re: Short Term Rental legal notice regulation.

15. Other Business: None

16. Next Meeting Thursday, August 24, 2023; 4pm at 4 Nibang and via Zoom.

17. Burgess Comments: None

18. Lighthouse Acquisition Proposal – Executive Session Anticipated

At 5:28 PM, a Motion was made by F. Keeney, seconded by D. McDowell, to move to Executive Session for the purpose of discussion of the Acquisition of the Lynde Point Lighthouse and to invite M. Ozols and R. Neely to attend.

PASSED UNANIMOUSLY.

At 6:06 PM, F. Keeney made a Motion to leave Executive Session. Seconded by D. McDowell.

PASSED UNANIMOUSLY.

19. Adjournment

On a motion by F. Keeney, seconded by C. Millard, it was approved unanimously to adjourn at 6:06p.m.

**Respectively Submitted,
Nancy Marikar, Clerk**