

MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF
BURGESSES THURSDAY, January 18, 2024
4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, January 18, 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, Duby McDowell,
General Manager Jeff Champion (GM), and Zoning Enforcement
Officer/Land Use Administrator Marilyn Ozols (ZEO).

PRESENT via ZOOM: Margaret Wade, Chris Millard and Treasurer, Richard Neely.

ABSENT: Pam Christensen, Jonathan Gengras

MEMBERS OF THE PUBLIC:
Present: Bruce Baird, Chuck Chadwick
Present via Zoom: None

1. Call to Order

The Warden called the meeting to order at 4:02 p.m.

2. Moment of Silence: Jane Stokes McMillian

A Moment of Silence was observed in memory of Jane (Stokes) McMillan.

3. Approval of Burgess Meeting Minutes – November 16, 2023

A Motion was made by F. Keeney, seconded by D. McDowell, to approve the November 16, 2023 minutes as submitted.

PASSED UNANIMOUSLY.

4. Open Forum for Fenwick Residents to Speak

None

5. General Manager's Report

Golf Course

December golf revenue remained strong. January daily ticket sales are expected to be lower due to cold and snowy weather. Year to Date revenue remains strong. All but twenty season ticket holder renewals have been collected. The renewal deadline is 1/31/24. Individuals who have not paid will be contacted next week. Vacancies will be filled accordingly. New season ticket holders will be assessed a

Board of Warden & Burgesses Regular Meeting 1/18/2024 approved minutes

one time \$500 golf course improvement fee, 100% of which will be used for golf course improvements.

Tee Box Rebuilds

The 4th and 8th tee boxes are completed except for a decision on cart path material.

Water Fountains

The practice green fountain (McDowell family) is rebuilt, including a water bottle filling station. The fountains by the pier (Chmiel family) and tennis courts (Rehm family) will be rebuilt in April. A plan is being developed for the old #1 fountain rebuild. The fountain on #2 is the Millard family fountain.

R. Neely added that FIF funds are earmarked for the Rehm fountain.

Seawall Sidewalk Repair

This project is completed. Invoices have been sent to residents. The Borough's cost share is \$18k, with 36k budgeted.

Road Repair Pettipaug

This project is completed. The LoCIP fund in the amount of \$9,976 from the State of CT has been paid to the Borough. J. Champion suggests that future projects be identified. Roads include Fenwick Ave repaving, Agawam Ave East and West, Mohegan Ave and Sequassen Ave.

Harbor Engineering

Gus is still working on permits from DEEP for the Crab Creek Bridge and the 4th tee box. We are still waiting for divers to be scheduled (Atlantic Marine) to look at the pier.

Moore Meadow

Anderson Irrigation and Dibble completed the irrigation project. The invoice has been paid and reimbursement has been requested.

Truck Repairs

The new truck has a second round of electrical problems and is in the shop, awaiting an assessment. Mice chewed wires, causing the first electrical repair. Wires are coated with soy and corn, which is more environmentally friendly and tastier to the mice. Preventive measures after the first repair included parking the trucks in different areas, spraying peppermint oil and using a high frequency device.

Payroll Company

In November, our accounting company stopped doing payroll. Three companies were interviewed and ADP was chosen. ADP offered a start date in December and six months free payroll. The transition has been difficult and time consuming. The

staff has had to acclimate to a GPS based time clock and a change in the way time off is categorized. These adjustment have been made.

6. Treasurer's Report

R. Neely submitted a summary financial report and Treasurers' report. The Borough remains on strong financial ground. This spring, R. Neely will focus on:

1. The review of the six accounts held at Essex Savings Bank, with a focus on consolidation
2. The preparation of a reserve analysis, which will include the following:
 - a) Annual capital requirements, based on seasonal cash flow
 - b) Funds reserved annually for Burgess approved but unbudgeted programs/projects
 - c) Funds reserved for Burgess projects, discussed but not approved as reported in the GM report
 - d) Funds to be held in long-term reserve for adverse times (golf course revenue shortfalls, etc.)
 - e) Funds held for the Lighthouse or other capital projects

A current major expense is the funding of comp and benefits.

7. Resiliency Report

Both the Resiliency Plan and the Hazard Mitigation Plan are in preliminary drafting stages; the consultants are conferring with the executive committees. The next Hazard Mitigation Plan public meeting is Wednesday, February 7; the next Resiliency public meeting has not yet been scheduled.

8. Authorization for Warden to Sign Contract with Colliers Engineering & Design for On Call Resiliency Engineering Services

A Motion was made by D. McDowell, seconded by F. Keeney to authorize Warden, N. Brainard to sign a contract with Colliers Engineering & Design for On Call Resiliency Engineering Services.

PASSED UNANIMOUSLY

8. Board and Commission Appointments

A vacancy exists on the Historic District Commission due to the passing of Valerie Bulkeley, Chairperson.

A Motion was made by F. Keeney, seconded by C. Millard to appoint JD Rehm – HDC regular member, term to expire 2026 and Mimi Brainard – HDC alternate, term to expire 2026.

PASSED UNANIMOUSLY

9. Board, Commission, and Committee Reports

- Park Commission – Frank Keeney – Nothing to report
- FIF – Margaret Wade – Nothing to report
- P&Z – Margaret Wade – Met on 1/3/24. Minutes are posted.

Board of Warden & Burgesses Regular Meeting 1/18/2024 approved minutes

- ZBA – Chris Millard – Nothing to report
- HDC – Pam Christensen – No report
- Harbor Management – No Report
- LPLT – Pam Christensen – No Report
- Concerns Committee – Pam Christensen – No Report
- Commissions Coordinator – Duby McDowell – see #8
- Landscape Committee – Pam Christensen – No Report
- 4 Nibang Committee – Pam Christensen – Meetings currently suspended.
- Memorial Committee – Pam Christensen – No Report

10. Warden's Report

The Warden and Burgesses received a letter from the LPLT identifying easement issues at the Yacht Club and the Grove.

Yacht Club – N. Brainard spoke to J. Coutts. A plan will be implemented to clean up the areas of concern.

Grove - J. Champion reported that the Grove is overgrown with invasives. A habitat company has been contacted for an assessment and plan. R. Neely reported seeing a large tree fall and also seeing motorbike tracks.

J. Champion also reported encroachment issues along the Fenwood property line. Abutting property owners will be notified by mail.

Lighthouse – response to application is pending.

11. Other Business

Play Class – J. Champion urges a decision by the next Burgess meeting on 2/22/2024.

Shoreline resiliency representatives are asking for photos from residents to document concerns.

Tax Appeals – N. Brainard urges residents to keep deadlines in mind. Appeals to the town of Old Saybrook must be filed on or before 2/20/2024.

12. Next Meeting – Thursday, February 22, 2024

13. Burgess Comments

None

14. Adjournment

On a motion by F. Keeney, seconded by D. McDowell, it was voted unanimously to adjourn at 4:42 p.m.

Respectively Submitted, Nancy W. Marikar, Clerk

Board of Warden & Burgesses Regular Meeting 1/18/2024 approved minutes