

# MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF BURGESSES

Thursday, January 26, 2023

4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, January 26, 2023. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

**PRESENT:** Newt Brainard (Warden), Frank Keeney, General Manager Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

**PRESENT via ZOOM:** Art Wright, Duby McDowell, Anne Pulver, Pam Christensen

**ABSENT:** Jonathan Gengras, Bob Gay (Treasurer)

## **MEMBERS OF THE PUBLIC:**

Present: None

Present via Zoom: JD Rehm, Jim Wade, Kathy Rehm, Bar Chadwick

### **1. Call to Order**

The Warden called the meeting to order at 4:00 p.m.

### **2. Moment of Silence**

A moment of silence was observed in memory of Jack Rehm and Linda Frankel.

### **3. Approval of Burgess meeting Minutes from November 17, 2022**

**A Motion was made by F. Keeney, seconded by P. Christensen, to approve the November 17, 2022 minutes.**

**PASSED UNANIMOUSLY**

### **4. Open Forum for Fenwick Residents to Speak**

JD Rehm expressed deep gratitude to the Fenwick community for the heartfelt expressions of love, respect and support in the passing of Jack Rehm.

JD Rehm asked for clarification regarding the hiring of an Aquatics Director that has been discussed at previous meetings. He further added that he is opposed to the Borough providing financial support for this position. N. Brainard confirmed that no funds have been approved for this position and there are no candidates at present. N. Brainard plans to send an email informing residents that, without volunteer support, the Jr. Program may not be able to run.

### **5. General Manager's Report**

- a. Golf Course: Despite a slow December, due to weather conditions, overall daily ticket revenue remains strong. As previously discussed, reorganization of the management of the FGC includes the hiring of a Golf Course Operations (officially starting in April) and an Assistant Operations Manager.
- b. EZGO Golf Carts: The contract for the lease is in the final stages of signing.
- c. Beach/Pier Gate: see # 7
- d. Water Fountains: Water fountains at the beach, tennis courts and Ryder course are in need of significant repair. The fountains at #2 and #7 are stable. Water bottle fillers are being considered. A contractor will be needed for this project. P. Christensen and N. Brainard will make contractor recommendations.
- e. Grove Entrance: Plans continue to move the Grove entrance over the winter. Plans have been shared with LPLT.

- f. Jr. Program: There is considerable turnover in the volunteer staff this year. J. Champion is waiting to hear from the new volunteers. Upgrading of the signup process is being reviewed with the hopes of making the process less confusing.
- g. Cyber Liability Insurance: A new appointment has been made with Larry Hayden from the town of Old Say brook. A meeting with CIRMA is being scheduled to get an insurance quote.
- h. Surveyor: The project to get a Borough-wide map that shows proprietary underground utilities is being scheduled and was approved, not to exceed \$4250.
- i. Road Repair Pettipaug Ave: N. Brainard suggested moving this project to the fall of 2023. He requested that, by late spring/summer, that J. Champion request a formal contract proposal from JJ Dibble and also from other contractors for comparison.
- j. Seawall Sidewalk Repair: The goal is to work on these projects in the spring of 2023.
- k. Water Leak: A leak between the water main and the maintenance building was discovered and repaired by CT Water Company. Eversource nicked the line while drilling a guy wire. CT Water has cancelled the insurance policy due to the length of the run from Park Ave. to the maintenance building and the antiquated lines. We will need to budget for new water lines from the water main at Park Avenue to the maintenance barn, a distance of nearly 1,000 feet. The cost of flow meters will be explored in order to alert the Borough to this kind of incident.
- l. Tennis Courts & Wall: Putnam, the current company servicing the tennis courts has been unresponsive. J. Champion has made contact with Oval Tennis who visited the courts to assess. The courts have drainage problems due to applying a new court over two old courts. To move forward with Oval Tennis, we will need to confirm an agreement. N. Brainard asked for time to think about this proposal. Tennis Wall: F. Keeney proposed replacing the current tennis wall with a product called "BAKKO", specifically to use their basic 8 X 16 wall. A. Wright proposed considering a tennis rebounder. F. Keeney will explore these two options with Aaron.
- m. LoCIP: The Borough has received official approval for the \$8,188. Fenwick is on the State of CT printed list of approved monies. These funds will be applied to the Pettipaug Ave, road repair.
- n. Employee Handbook: An internal review is underway. It has been five years since an attorney has reviewed the handbook, which needs to be done this winter.

## 6. Treasurer's Report

J. Champion a reviewed the Financial Report adding that the Borough remains in good financial shape.

## 7. Pier Gate – Presentation, Discussion and Possible Vote

F. Keeney presented a plan to replace the worn out pier gate. He added that, due to the placement of the gate, ruts form on the east side of the walk. Atlas Fence provided an estimate. The gate would look much the same as the current gate but would be centered on the walk with upgrades to the closing mechanisms.

After a discussion, **A Motion was made by A. Pulver, seconded by A. Wright to budget not more than \$9,000 to replace the gate and to make sod repairs.**

**PASSED UNANIMOUSLY**

## 8. Nominating Committee – Report, Discussion and Possible Vote

D. McDowell reported that the Nomination Committee had a successful nominating season. She acknowledged the groundwork laid by Jack Rehm in his position as Nominating Committee Chair, adding that he led with impartiality and fairness. The current committee: J. Wade, Chair; E. Davis, A. Jones, JD Rehm, . C. Millard, J. LeBlanc and D. McDowell.

J. Wade reported that the committee acknowledged the decisions of A.Pulver, Burgess and B. Gay, Treasurer, not to run again. A new Treasurer, R. Neely and four new Burgess candidates were nominated: P. Duncan, C. Millard, S. Gay Thrower and M. Wade.

The Nominating Committee worked on creating job descriptions for each of the positions and asks that the Burgesses review and revise them. They also worked on encouraging broader involvement by residents, with a goal of strengthening the Borough by adding diversity. In order to encourage involvement and diversity, the Committee suggests informal term limits be considered.

F. Keeney suggested that the nominating committee remain intact to canvass residents that might want to serve. J. Wade agreed. N. Brainard thanked the Committee for their hard work and suggestions.

#### **9. Memorial Policy – Discussion and Possible Vote**

After a discussion, it was decided that a Memorial Committee will be formed for the purpose of nominating members, writing a Memorial Policy and identifying projects. The Committee will bring the draft policy to a future Burgess meeting.

**A Motion was made by A. Pulver, seconded by F. Keeney to appoint A. Pulver (Borough Representative), M. Wade, K. Rehm and V. Rosenthal (members of the public) to the committee. PASSED UNANIMOUSLY**

#### **10. Landscape Committee – Committee Appointments – Discussion and Possible Vote**

P. Christensen reports that the committee has been formed with a mission statement “To establish a natural landscape plan that harmonizes with the land and beauty of the Borough of Fenwick, that can consistently be applied for years to come”. Previously appointed committee members are: D. Aresco, superintendent; R. Gengras, Park Commission; P. Christensen, Burgess; T. Haviland and M. Reynolds, members of the public. Vacancies remain to add a member from LPLT, the Memorial Committee and up to a total of five members of the public.

**A motion was made by P. Christensen, seconded by D. McDowell to nominate M. Staniford to the committee, to fill one of the “member of the public vacancies”. PASSED UNANIMOUSLY**

#### **11. 4 Nibang Ave. Committee – Discussion and Possible Vote**

P. Christensen reports that the committee is awaiting reports from the surveyor and contractor. More information is expected at the next meeting.

#### **12. Capital Projects**

**A motion was made by F. Keeney, seconded by P. Christensen to identify the following as potential future Capital projects: Borough Entrance, Finish the Pier, Crab Creek Bridge, 4 Nibang Ave refurbishment, Chip seal roadways, Dirt road refurbishment, Elevate Sequassen Ave., Underground Utilities, Tennis Court refurbishment, Water Fountains, Water line from Park Ave. to Maintenance Barn and Street Light replacement program.**

**PASSED UNANIMOUSLY**

#### **13. Agawam Avenue – Discussion of Possible One Way Between Grove and Pattaquassett**

F. Keeney proposed that the Burgesses consider making Agawam Avenue between Grove and Pattaquassett a one-way street. This will be discussed further at later meetings.

#### **14. Resiliency Report**

M. Ozols reported that the LISFF/NFWF grant in the amount of \$150,000 has been formally awarded. The paperwork has not been received but costs incurred beginning January 1 will be coverable. There will be a committee of one staff person and one representative from each town to oversee the project. They will provide the liaison between the municipality and the regional committee. The first step is to send out an RFQ for a consultant and staff is working on drafting that.

#### **15. Boards, Commission and Committee Reports**

a. Park Commission: F. Keeney

Despite some strong winter storms, the pier remains in good condition.

Ethel Davis expressed interest in supporting the use of a golf instruction product called “SNAG GOLF”. F. Keeney will discuss this with Josh, the youth golf instructor.

a. FIF: A. Wright - A meeting was held on December 8, 2022. Various previously discussed projects were reviewed.

- b. P&Z: A. Wright - A meeting was held on 12/20/2022. Officers were elected: C. Chadwick – Chairman; A. Wright – Vice Chairman; S. Boody – Secretary. Approval was given for the building of a home at 24 Pettipaug Ave.
- c. ZBA: A. Pulver - No meeting
- d. HDC: P. Christensen – A meeting was held on January 7, 2023. Applications were approved as set forth in the meeting minutes.
- e. Concerns Committee: P. Christensen - No report
- f. LPLT: P. Christensen – No report
- g. Commissions Coordinator: D. McDowell – There are a few commission/committee openings for 2023. The list of potential candidates created by the Nominating Committee will be considered when filling these positions.
- h. Harbor Management: J. Gengras - M. Ozols reported that a meeting was held on 1/10/2023. The committee has almost completed work with the consultant on shoreline planning units to amend the Harbor Management plan.

#### **16. Warden's Report**

Nothing further.

#### **17. Other Business**

M. Ozols reports that the election will be held on May 1, 2023. Canvass forms have been sent; there are still a number of previous electors that have not returned the form. A lottery will be held on 2/15/2023 to determine the order of candidates listed on the ballot. Absentee ballots will be available starting March 31; applications can be submitted at any time.

#### **18. Next Meeting Thursday, February 23, 2023**

#### **19. Burgess Comments**

None.

#### **20. Adjournment**

**There being no further business, a motion was made by F. Keeney, seconded by A. Pulver, to adjourn the meeting at 5:52 p.m.**

**PASSED UNANIMOUSLY.**

**Respectively Submitted,  
Nancy W Marikar, Clerk**