

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

THURSDAY, February 23, 2023

4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, February 23, 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, Pam Christensen, General Manager Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

**PRESENT via ZOOM:** Art Wright, Jonathan Gengras, Duby McDowell, Ann Pulver (4:00-5:00), Clerk Nancy Marikar

**NOT PRESENT:** None.

## **MEMBERS OF THE PUBLIC**

Present: Bruce Baird

Present via Zoom: JD Rehm, Kathy Rehm

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

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

### **2. Approval of Meeting Minutes from January 26, 2023.**

**A Motion was made by F. Keeney, seconded by P. Christensen, to approve the January 23, 2023 minutes as submitted.**

**PASSED UNANIMOUSLY.**

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

None.

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

#### **Golf Course:**

Due to the favorable weather, golf course revenue is exceeding budget.

#### **CPS:**

The golf operating system, CPS, has partnered with another company. This has also required a change in credit card processing companies.

#### **EZGO Golf Carts:**

The lease contract is signed; carts are expected to be delivered in April.

#### **Beach/Pier Gate:**

The contract has been signed and work will begin after HDC approval.

#### **Water Fountains:**

Annual masonry repair is costly at this stage in the life cycle of the fountains. The proposal is to replace the fountain by the practice tee at a cost of approximately \$8,000 (masonry and plumbing) and repair the remaining fountains at a cost of \$3,000 this year. Replacement will include adding a water bottle filling component. An

amount not to \$12,000 is requested to do this along with a request to FIF for a portion of the funding. The plan is to replace a fountain a year going forward.

**Seawall Sidewalk Repair:**

Awaiting engineering report.

**Grove Entrance:**

Plans are now in place move the Grove entrance over the next few months.

**Jr. Program:**

Some volunteer leadership positions are not yet filled; a new registration system is being developed to ensure that all recreation fees and program payments are received and all waivers are signed before any child participates; N. Brainard will send an email at the appropriate time to alert residents of the need for additional volunteers and to reiterate the rules. New state legislation requiring municipalities to obtain state licensing has been held off for now, but there is an increased interest in regulating municipal camp programs, which will increase requirements and costs for the Borough.

**Cyber Liability Insurance:**

A meeting was held with Larry Hayden (Old Saybrook IT) to discuss how Old Saybrook is dealing with Cyber Liability. A meeting with CIRMA is being established to get a quote on insurance. CIRMA rates are lower, but an extra assessment is possible if claims across the board are high in any year.

**Surveyor:**

Additional quotes are being sought for the project, which is to develop a Borough-wide map that shows proprietary underground utilities. It was approved for \$4,250 (not to exceed).

**Road Repair Pettipaug:**

This is a fall project. Two or three quotes will be obtained over the summer so plans can be finalized for the fall.

**Water Leak:**

Quotes are being sought to run a new water line between the water main on Park Avenue and the maintenance building.

**Tennis Courts & Wall:**

Oval Tennis will be taking over court maintenance this year at a cost of \$12,000. Additionally, it is proposed to replace the backboard with a Bakko backboard. There are two options for this: economy and professional. The professional increases the cost by about \$3,000 and includes separate framing (as opposed to mounting to the existing fence) and significantly more sound deadening.

**LoCIP:**

The Borough has received approval for \$8,188 in reimbursement for the Pettipaug Avenue road repair.

**Employee Handbook:**

An internal review is nearing completion. The next step will be review by the Borough's labor attorney.

**Office Help:**

The part-time Admin Assistant is leaving by June; interviews are underway for her replacement.

**Action Items:**

**a. Tennis Courts – Discussion and Possible Vote**

F. Keeney moved to approve the expenditure of up to \$14,500 for the purchase and installation by Oval Tennis of a Bakko professional backboard. P. Christensen seconded the motion.

**PASSED UNANIMOUSLY.**

**b. Water Fountains – Discussion and Possible Vote**

**F. Keeney move to allocate an amount not to exceed \$12,000 to rebuild the fountain next to the practice green and repair all other masonry fountains. J. Gengras seconded the motion.**

**PASSED UNANIMOUSLY.**

**c. Seawall Sidewalk Repair – Discussion and Possible Vote**

No vote. Additional information is required.

N. Brainard will notify FIF of the approval of both the backboard and water fountain and request funding for both.

**5. Treasurer's Report**

The audit process is complete and the numbers have been provided to the accountant for final adjustments. Action to transfer funds to the RBC account will be deferred until these adjustments are made.

(A. Pulver left the meeting during this discussion.)

**6. Agawam Avenue - Discussion of Possible One Way Between Grove and Pattaquassett**

No discussion. This item will be removed from the agenda going forward.

**7. Memorial Committee**

A draft policy was distributed with the agenda. Discussion was tabled to the March meeting so that a representative of the Committee could present the proposal.

**8. Landscape Committee**

The Committee will meet on Tuesday, March 14 at 4:00 p.m. It will be a hybrid meeting.

**9. 4 Nibang Committee**

P. Christensen reported that

- The Committee met the previous week and expects to send out a survey in the next two weeks.
- The Committee reviewed the restrictions in the LPLT easements on the property.
- The building was built in 1910 and is listed as contributing in the National Register Historic District. The Committee will go to HDC on March 4 for a preliminary discussion of the possible options for the building.
- The biggest need is for municipal storage and meetings, but there is also play class interest and interest in more recreational activity and outdoor space (kept simple). The Committee needs to think long term, not just about the immediate time.
- Representatives of the Committee had previously met with contractors Woody Sarette and Mike Marnett to review the building's condition. Both said that new construction would be less time consuming and less expensive.
- M. Reynolds met with B. Girty to develop a general sketch that could be used for estimating purposes.
- The Borough should consider whether the mortgage cost makes sense if the use is only meeting space and storage and doesn't include additional uses. The Borough could consider renting meeting space at Saybrook Point Inn or utilizing the Old Saybrook Pavilion for meetings rather than developing meeting space; a storage barn on the maintenance building property might help with storage needs.

F. Keeney stated that whatever is done should not be designed and built to meet a budget, rather it should be designed and built to satisfy the need now and in the future.

**10. Election Update**

N. Marikar reported that

- There are still just over 30 electors who have not returned their canvas form. The canvas forms and new elector forms are available on the Government page of the Borough website.
- The candidates are:
  - Warden                 Newton C. Brainard
  - Burgess (in the order they will appear on the ballot)
    - Frank D. Keeney
    - Patience (Duby) McDowell
    - Arthur W. Wright
    - Margaret M. Wade
    - Jonathan Gengras
    - Chris Millard
    - Stephanie Gay Thrower
    - Pamela Christensen
  - Clerk                 Nancy Walton Marikar
  - Treasurer           Richard Neely
  - Tax Collector       Laurie Goldsmith
- Absentee ballots will be available starting March 31. Applications for absentee ballots can be sent to the office at any time. The form is on the website and a blast will go out closer to the end of March.

## 11. Resiliency Report

M. Ozols reported that the RFQ is planned to go out in mid March with a due date in mid April. The final review will be done by the Executive Committee (1 staff person and 1 representative from each municipality) at a meeting on March 16. Frank Keeney will be the Borough representative.

## 12. Board, Commission, and Committee Reports:

- a. Park Commission: Frank Keeney –
  - F. Keeney and J. Champion attended the last LPLT meeting.
  - The sign at the Sequassen and Neponset Avenues intersection will be reconditioned.
  - There has been a request to cease mowing the lot at the corner of Sequassen and Neponset Avenues for parking.
  - HDC will be hearing the application for the pier gate and the fence sections on Bulkeley Avenue at the March 4 meeting.
  - A rec fee follow-up letter to those who haven't paid will be sent in March.
  - The Park Commission considered the request to add 20 additional season ticket holders and require a one time \$500 capital assessment for new season ticket holders, but decided not to add additional holders at this time but only to replace those not renewing. There was mixed reaction to the one time capital assessment, especially since the current waiting list would not have known about it when they signed up.
- b. FIF: Art Wright – No meeting.
- c. P&Z: Art Wright – No meeting.
- d. ZBA: Ann Pulver – No report.
- e. HDC: Pam Christensen – No report.
- f. Concerns Committee: Pam Christensen – No report.
- g. Harbor Management: Jonathan Gengras – No meeting.
- h. LPLT: Pam Christensen –

P. Christensen reported that the LPLT had put aside \$2,000 to retain an attorney (Catherine Marrion) to protect its rights and she read an email from the LPLT president to N. Brainard relative to the LPLT claim that the Borough is not enforcing the easements. The Burgesses noted that they had requested a full list of the alleged violations from the LPLT prior to taking action on any one violator and has not yet received it. N. Brainard will request that Attorney Campbell Hudson attend the next Burgess meeting to discuss the Burgess' role.

- i. Commissions Coordinator: Duby McDowell – See Election report.

### **13. Warden's Report**

N. Brainard reported that legislation has been proposed relative to municipal beach access and parking fees and the Borough is aware of it.

### **14. Other Business**

None.

### **15. Next Meeting Thursday, March 23, 2023 at 4 Nibang and via Zoom**

### **16. Burgess Comments**

None.

### **17. Adjournment**

**On a motion by F. Keeney, seconded by D. McDowell, it was voted unanimously to adjourn at 6:12 p.m.**

Respectively Submitted,  
Marilyn Ozols, Acting Clerk