

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

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, April 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, Pam Christensen,
Duby McDowell (left meeting at 6:19pm), General Manager
Jeff Champion (GM), and Zoning Enforcement Officer/Land Use
Administrator Marilyn Ozols (ZEO), Attorney Michael Zizka.

PRESENT via ZOOM: Art Wright, Jonathan Gengras

NOT PRESENT: Ann Pulver

MEMBERS OF THE PUBLIC:

Present: Ethel Davis, Bruce Baird, Chuck Chadwick

Present via Zoom: Rick Neely, Charles Robertson, Peter Brainard, Jr.,
Mimi Brainard, JD Rehm.

1. Call to Order

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

2. Moment of silence – Dick Berluti, Elizabeth “Ish” Barrett Clevenger

A moment of silence was observed in memory of Dick Berluti and Elizabeth “Ish” Barrett Clevenger.

3. Short-Term Rentals – Attorney Mike Zizka presented an overview of the short-term rental policy issues, reviewing the history over the last few years and providing the burgesses with an overview of the pros and cons of ordinance regulations versus zoning regulations.

4. Approval of Meeting Minutes from March 23, 2023.

A Motion was made by F. Keeney, seconded by D. McDowell, to approve the March 23, 2023 minutes as submitted.

PASSED UNANIMOUSLY.

5. Open Forum for Fenwick Residents to Speak

Ethel Davis raised a concern about safety in the Borough, asking that light be added to areas that are especially dark, one of them being Neponset Avenue. Additionally she expressed concern that sidewalk repair might be precedent setting. N. Brainard clarified that sidewalk repair will be limited to a section of sidewalk that is on Borough property.

6. General Manager’s Report

- a. Mulch for entrance, discussion and possible action – see GM report
- b. Sidewalk repairs, discussion and possible action – see GM report

Golf Course:

The golf course daily ticket revenue remains strong.
The course was aerated this week.

The golf Operations Manager and Assistant Manager are doing a good job implementing the plan to keep rounds to two hours or less.

The EZGO Carts were delivered in April and are being rented regularly.

Beach/Pier Gate:

The new gate was installed. Due to some standards not being met, it was taken down to make necessary changes.

Water Fountain:

There has been difficulty in contacting the mason. N. Brainard will contact him.

Seawall Sidewalk Repair:

A bid of \$36,000 plus tax has been obtained for sidewalk repair. The cost may be reduced once the boundaries of the walk are clarified. Contractor will be asked to rebid based on the reduced area. Adjacent homeowners will be contacted by N. Brainard to see if they would like to contract for their own repairs.

After a discussion,

A Motion was made by D. McDowell, seconded by P. Christensen to allocate not more than \$36,400 to replace the bituminous sidewalk in disrepair in front of Van Itallie and Chadwick homes with concrete sidewalk.

PASSED UNANIMOUSLY

Jr. Program:

There has been considerable turnover in volunteers this year. J. Champion is awaiting contact with the 2023 team. The signup/payment process needs updating. J. Champion unsuccessfully reached out to the committee for help. He will move forward to hire someone to update the website for payment processing.

Cyber Liability Insurance:

We are awaiting a quote from CIRMA. The cost quote will likely come in after the budget is set.

Tennis Courts & Wall:

Oval Tennis is scheduled to install the new practice wall and open the courts by Memorial Day.

Road Repair Pettipaug:

This is a fall project. Bids from JJ Dibble and one or two other contractors will be requested by July.

CT Water Company:

Quotes to run a new water line from the water main on Park Ave to the maintenance building are being sought from Duncan Downie and JJ Dibble.

Upgrading the Borough irrigation system is complex. Two well pumps have burned out. We may have to go to 100% city water, which would require Daryl to redesign the system. The cost to go to all city water could raise the water costs by 100% - 200%. N. Brainard asked that Daryl provide a report on the cost to go to city water. This will be reviewed in about a month.

LoCIP:

The Borough has official approval for \$8,188. We have applied for an additional \$1,500. All funds will be earmarked for the Pettipaug Ave road project.

Employee Handbook:

An internal review of the handbook is complete and a review by the Attorney is underway.

Office Help:

Our part time Admin Assistant is leaving in June. Her replacement, Mary Jane Sheehan has started training.

Pier Repairs:

There is some structural damage that needs repair. Dock and Dredge has been contacted. Daryl will schedule the work. Cost expected to be about \$10K, with \$6.5K budgeted.

Harbor Engineering:

The engineering team is going to be arriving in May to assess the pier, Crab Creek Bridge, and the fourth tee box. They will submit a report after the visit.

Front Entrance:

We have a quote of \$5K to mulch the plants at the entrance for weed control and moisture retention. F. Keeney asked about replacement plants for those that did not survive. N. Brainard will inquire.

After a discussion,

A motion was made by P. Christensen, seconded by F. Keeney to allocate up to \$5,000 to spray mulch the entrance area, south and north sides.

PASSED UNANIMOUSLY

Member Guest:

Awaiting instructions from the committee.

Playground:

The “non-rust parts” are rusting. Replacement parts were ordered per warranty and have arrived. We are waiting to confirm the installation process so that the warranty will be maintained.

Fenwick Yacht Club Lease:

The lease has been signed by both parties and has been notarized.

Park Monitors:

P. Dombrowski will be returning, working mostly weekends. J. DePalermo will also be returning, working as much as his military status will allow. Three new team members have been hired and their training has started.

Beach Staff:

A few beach monitors are returning. Six new team members have been hired. Griffin will return as Head Life Guard. Three new lifeguards have been hired.

American Rescue Act:

There may be an opportunity to apply for more COVID monies through SLFRF (Coronavirus State and Local Fiscal Recovery Funds). The information required for the application is extensive, confusing and time consuming. F. Keeney will reach out to Lee Ann Palladino, Finance Director, Town of Old Saybrook, for assistance and advice.

7. Treasurer's Report

J Champion presented and reviewed the report. He reports that the Borough remains in good financial shape.

8. FY23-24 Budget – Preliminary Review

J. Champion presented and reviewed the FY23-24 Budget.

9. Burying Electrical Wires

JD Rehm requested that the Burgesses consider adding the burying of wires along Nibang Ave to the Capital Projects list which would allow FIF to consider providing financial support for the project. The project would be funded with monies donated to FIF in the form of a restricted gift. After a lengthy discussion,

A Motion was made by F. Keeney, seconded by D. McDowell to remove the word “potential” from the Capital Project list that is maintained by J. Champion.

Vote:

In Favor: N. Brainard, P. Christensen, D. McDowell, F. Keeney, J. Gengras

Opposed: A. Wright

Abstained: None

Motion Carried: 5-1-0

10. Clerk Pro Tempore Appointment - Mary Jane Sheehan

A Motion was made by F. Keeney, seconded by P. Christensen to appoint May Jane Sheehan as Clerk Pro Tempore.

PASSES UNANIMOUSLY

11. Election Update

Election Day is May 1, 2023. The polls will be open from 6am-8pm for in person voting. Absentee ballots received by 8pm on 5/1/2023 will be counted.

12. Resiliency Report

RFP/RFQ's are due back on Monday, May 1 at 2:00; the Executive Committee will meet and shortlist on Thursday, May 4; firms will be interviewed on Wednesday, May 10; and it is hoped to have a contract in place by June 1.

13. Board, Commission, and Committee Reports:

1. Park Commission: Frank Keeney – No report.
2. FIF: Art Wright – No report.
3. P&Z: Art Wright – No report.
4. ZBA: Ann Pulver – No report.
5. HDC: Pam Christensen – Met 3/4/2023. See posted minutes.
6. Concerns Committee: Pam Christensen – No report.
7. Landscape Committee: Pam Christensen – Met 3/14/2023. Meeting focused on creating a list of appropriate plants and hardscapes. There was discussion and agreement that this

committee will develop a palette of plants to be used on Borough properties including the golf course, but will not perform the functions assigned to the Park Commission.

A Motion was made by P. Christensen, seconded by F. Keeney, to add the following members to the Landscape Committee: Ann Pulver, Memorial Committee representative, Liz Soule Brainard, LPLT representative, and Chris Millard, member of the public.

PASSED UNANIMOUSLY

8. 4 Nibang Committee: Pam Christensen – Work continues to explore options for building improvement. Time will be spent defining how the building will be used or needed in the future.
9. LPLT: Pam Christensen – Meeting held two weeks ago.
10. Harbor Management: Jonathan Gengras – Met 4/18/202. See posted minutes.
11. Commissions Coordinator: Duby McDowell – No report.

13. Warden's Report

None.

14. Other Business

None.

15. Next Meeting Thursday, May 25, 2023 at 4 Nibang and via Zoom

16. Burgess Comments

F. Keeney raised two concerns about the Entrance area: Speeding vehicles and the unsightly look of the snow poles lining the entrance. Solutions for both are being explored.

17. Adjournment

On a motion by F. Keeney, seconded by J. Gengras, it was voted unanimously to adjourn at 6:44p.m.