

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND
BURGESSES ON TUESDAY, NOVEMBER 27, 2018 AT 4:30 PM AT 4
NIBANG AVENUE, FENWICK, CT.**

PRESENT: Warden Newt Brainard, Frank Keeney, Arthur Wright, David Savin, Jonathan Gengras, Ann Pulver, Robert Gay, General Manager Jeff Champion, ZEO Marilyn Ozols.

NOT PRESENT: Pamela Christensen

MEMBERS OF THE PUBLIC: Cindy Patterson, Andy Fiske-Executive Director of the Ct River Conservancy, Bill Webster, Robert Boody, Charlie Renshaw, Chuck Chadwick.

Approval of the Minutes

**A Motion was made by Jonathan Gengras seconded by Frank Keeney to approve the October 25, 2018 Minutes as presented.
PASSED UNANIMOUSLY**

Open Forum for Residents to Speak

Bill Webster requested that the Borough pay for the upkeep and plowing for the Borough owned part of Sequassen Avenue. He has been taking care of it but would like to no longer be responsible.

Update on Living Shoreline Project: Cindy Patterson and Andy Fisk

Cindy provided a written Update to the Burgesses prior to the Meeting. She introduced Andy Fisk who has previously spoken to the Burgesses on the Living Shoreline Project. Cindy explained that they were here to address two Projects. The first is the breaches that have occurred in October and in the past week at the Hepburn Family Preserve Dune. This issue requires immediate action as the Hepburn Pond is no longer tidal. In addition, Sequassen Avenue has been flooded. ZEO Marilyn Ozols is organizing an emergency meeting with the DEEP for tomorrow to discuss possible immediate solutions to these issues. Discussion surrounded the need to reroute Crab Creek. A Committee has been formed to address the Project: Chair Cindy Patterson, Marilyn Ozols, Juliana Barrett, Brooke Girty, Bob Gay, Charlie Renshaw, and Bill Webster.

The second Project discussed was the Living Shoreline Project. A Grant has been approved for \$250,000 from the National Fish and Wildlife Foundation. The estimated cost of the Project is \$500,000. Andy Fisk has offered to manage all aspects of the Grant for LPLT and will be the contact person. A condition of the Grant is that the Funds have to be matched by non federal organizations. Presently, the LPLT has not procured any matched funding but Andy Fisk believes that the Grants will be forthcoming but the Grant cycle is from January to April for submittal and notifications

are April through September. Therefore, in anticipation of receiving the matching funds and to keep the Project moving forward they would like to start Phase One which comprises of applying for permits for construction and to write a Quality Assurance Project Plan (QAPP) which is required for the Grant. A QAPP is a written document outlining the procedures for monitoring a project and will be used to ensure the data it collects and analyzes meets the project requirements. Phase One will cost \$67,000 and the request is for the LPLT and the Borough to split the required 50% matching amount of \$16,750 each. If approved the goal would be to start construction in September and finish by December 2019. Andy Fisk believes there is a good chance for complete funding for the Project as he has had preliminary discussions with funding sources who are interested in this type of Project.

**A Motion was made by Frank Keeney seconded by David Savin to authorize the Borough to contribute up to \$16,750 matching funds with LPLT for the Living Shoreline Project permitting and the QAPP.
PASSED UNANIMOUSLY.**

General Manager's Report

General Manager Jeff Champion provided a report to the Burgesses prior to the Meeting. He highlighted the following areas:

- The Tree work has been completed for the Fall. Thirteen trees were taken down and twenty-one trees were planted.
- The Audit should have been in September and we are still waiting on the Accountant. Bob Gay will call the Accountant to push for a completion date.
- EZ Links will be on line on January 11th. Season Ticket Holders will be automatically signed onto the System. Residents will have to sign up themselves if they would like to be on the system. The system requires five days of uninterrupted training for the contact person at the Borough.
- The Municipal Borough Website is ending its current platform and it is necessary to upgrade the Borough's system. The Burgesses agreed to move forward with the upgrade and the firewall upgrade as well. The three payment plan for \$3000 was approved as well as the \$1141 for the three year firewall coverage.
- The Budget is still on track with a strict eye on keeping expenses in check. Golf revenues are still below expectation and employees have been cut back to 32 hours as well as new equipment purchases are on hold. Season Ticket Renewals have gone out with the 7% increase and it seems to not have been an issue for renewals.

Treasurer's Report

Bob Gay spoke to reminding the Burgesses that when operating expenditures fall short in the Fall it is difficult to make up the golf revenues. It is a concern that the budget revenue may not be met. Therefore, there is no room for any overages on operating expenses and to maintain fiscal frugality. The Living Shoreline Project is considered a capital expenditure. Moving forward and to avoid “surprises” it is imperative that every Borough Committee have a budget and to be part of the Budget process. For example, this past year the Concerns Committee did not have a budget and had multiple expenses.

The Warden requested that all Committees provide a Budget by the end of January 2019 so that the Burgesses will have the information for the upcoming Budget Cycle. In addition, he asked Marilyn Ozols to follow up with Committee chairs concerning this issue.

Flood Zoning Ordinance

Marilyn Ozols presented the issue concerning the Flood Zoning Ordinance that did not match the Building Code when it was changed. Therefore, we need to correct the Ordinance so that it will match the updated Building Code. The Building code is more stringent and is required to follow so nothing is being done that is in conflict with the Flood Ordinance. A Public Hearing needs to be scheduled concerning the issue so that it can move forward to approve the changes. The Warden will add the Public Hearing to the next Burgess Meeting.

Nominating Slate

The Nominating Slate was presented to the Burgesses.

Warden:	Newt Brainard
Treasurer:	Robert Gay
Clerk:	Suzie Stanners
Tax Collector:	Peter Duncan

Burgess Candidates:	Lucy Borge
	Pam Christensen
	Jonathan Gengras
	Laurie Goldsmith
	Frank Keeney
	Julie LeBlanc
	Ann Pulver
	David Savin
	Art Wright

A Motion was made by David Savin seconded by Frank Keeney to accept the Nominating Slate.

PASSED UNANIMOUSLY.

Use of Borough Property for Events

A Discussion took place concerning the dates Borough Property should be available for use and whether a fee should be required for a security deposit and in addition for the general use of the property. Issues that need to be researched before a fee structure can be put in place are: resident versus non resident use of property, two different schedule of fees for residents and non residents, what should the liability insurance amount be, different fee for parking at 4 Nibang if at all.....Campbell Hudson will be contacted to investigate these concerns and the Burgesses will hold off on approving any Borough events until answers are provided.

A Motion was made by Frank Keeney seconded by Jonathan Gengras to approve Ann Pulver's resignation from P & Z.

PASSED UNANIMOUSLY.

At the next Burgess Meeting, the Warden will look to name candidates for the P & Z position and also a replacement for Nancy Haviland from ZBA who is also leaving the Committee.

Warden's Report

The Warden mentioned that Campbell Hudson has been unresponsive concerning the FYC and 4 Nibang properties.

The Reevaluation of Fenwick by the Town has been completed and properties on the waterfront were up 47% for most property owners. Folly Point had a decrease in land values. The Warden will send out an email to Residents with information concerning further information and how to appeal.

Boards, Commissions and Committees

Road Committee: Bill Webster handed out the Minutes from the Meeting. They are sending out an RFP for raising Sequassen. Bob Gay also felt that the Burgesses need to prioritize maintaining the infrastructure of the Borough. The Borough entrance should be revisited as it is underwater, Pettipaug is failing and construction Trucks should be made responsible for leaving the roads with no damage from traveling on them. A Contractor should be held responsible for any damage to the Roads as the Roads are not meant to take the weight of these vehicles. A Parking Plan should be developed and fees for maintaining the Roads could be included in the Building Permit.

P&Z: The Commission met and determined that they needed more information concerning the Short Term Rental Issue. They agree that the Residents want to regulate the issue however they feel that they need to make modifications. One issue

that they feel is mandatory before going forward is the grandfathering process for properties that are presently renting on short term basis. The process needs to be clear and straightforward. The Warden felt that the Burgesses had provided P&Z with the information they requested to move forward on this issue. A Public Comment period was held where the community was heard and it was clear that the community wants to move forward with some form of regulation. He believes that the Public Hearing should be held sooner rather than later as this process started eighteen months ago. With the revaluation, short term rentals may become a larger issue.

NEXT MEETING: Thursday, January 10th at 4:30 PM.

**Being no further business, a Motion was made by Jonathan Gengras seconded by Frank Keeney to close the Meeting.
PASSED UNANIMOUSLY.**

Respectfully Submitted,

Julie G. LeBlanc, Clerk