

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN
AND BOARD OF BURGESSES ON THURSDAY, MARCH 5, 2020 AT
4 NIBANG AVENUE, FENWICK, CONNECTICUT**

PRESENT: Warden Newt Brainard, Jonathan Gengras, Frank Keeney, Julie LeBlanc, Pam Christensne, Treasurer Bob Gay, General Manager Jeff Champion, and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols.

MEMBERS OF THE PUBLIC: Cindy Patterson, J.D. Rehm, Bill Webster (5:41 p.m.)

The Warden called the Meeting to Order at 5:01PM.

Approval of the Minutes

A Motion was made by Frank Keeney seconded by Julie LeBlanc to approve the January 30, 2020 Minutes as presented.

PASSED UNANIMOUSLY.

The Warden requested a moment of silence in memory of Charlie Robertson, Jessica Gay and Jack Soper.

Floor Opened for Public Comment: No comments.

General Manager's Report

General Manager (GM) Jeff Champion provided his report to the Burgesses prior to the Meeting. He discussed the following items:

-Club Prophet Systems (CPS): Transition to new system is progressing and employee training is beginning. System is scheduled to go live in early April.

-Office Transition: The new employees are doing well so far and organization of the old files is almost complete. The office partition is going in soon. All of this will lead to more efficient office operations.

-Security Cameras: The new cameras have been installed and are in use. The cost came in at \$800.00 less than the estimate. There are 5 cameras on the office side of the building and 3 on the starter shack.

-Pier: Due to time constraints, the work on the pier may be postponed to the fall. If so, the test holes will be filled and patched before the summer.

-Playground: Project progressing on schedule.

-Keys: Email was sent to residents regarding house keys held in office. Approximately 10 residents have claimed their keys.

-Internet/Phone Service at 4 Nibang Ave.: The GM is researching conference phone models. The Warden suggested Polycom as a possibility.

-Junior Program: The program turned a profit last year resulting in a \$19,000 balance in its account. Swimming lessons may be discontinued due to low enrollment.

-Borough Parking Lot Entrance: In order to comply with CT DOT requirements regarding parking lot changes, a letter has been sent to the Lynde Point Land Trust requesting permission to move the compost pile currently in the lot into the grove or behind 4 Nibang Avenue.

-Golf Carts: Golf carts will be kept in the area just to the left of the starter shack. Redesign of that area is in progress so that it may handle 8 golf carts and so that the carts may be visible to the security system.

-Former Employee Claim: A previous employee has made a claim that they were miscategorized as a salaried employee who was exempt from overtime. The GM is working with the Borough labor attorney as well as the CT Department of Labor, who is performing the audit.

Treasurer's Report

Treasurer Bob Gay reported that there is an operating surplus of approximately \$150,000. The Warden commented that if building permit fees and greens fees, both of which were abnormally high, were deducted, the surplus would be diminished considerably. The Treasurer stated there is approximately \$400,000 of "usable" cash on hand. The Warden noted that there are two major upcoming expenditures, the pier and the Borough entrance, which may require a lot of those funds. The Treasurer encouraged the Burgesses to begin on the breakwater project, as the permit is in place and the breakwater protects two major Borough assets, the beach and pier. The Warden stated that the last estimate for the breakwater project in 2014 was approximately \$500,000. Frank Keeney commented that there were three options regarding the breakwater presented in 2014: do nothing; rebuild; and restore to original design/form. Costs for the latter two options were estimated at a range of \$250,000-\$5,800,000. The Treasurer stated that if breakwater were rebuilt, there might be a reduction in the amount of sand pushed onto the beach area during storms. Frank Keeney stated that the permit that has been granted is for the "middle course", i.e. the \$250,000 project. Zoning Enforcement Officer / Land Use Administrator Marilyn Ozols (ZEO) noted that the CT DEEP permit is good for 5 more years with 1-2 extensions, and the Army Corps of Engineers permit expires in August 2021.

The treasurer stated that he had no complaints on the reports generated by Quick Books, but he suggested that in the future, he and the GM prepare a summary of the reports for Burgess meetings. The GM agreed.

Board, Commission and Committee Reports

Frank Keeney distributed copies of the attached July 1, 2020 Appointment Worksheet which notes Board and Commission members, term expiration dates, and current vacancies.

-Park Commission: Frank Keeney distributed copies of the attached Tree Budget Delegation 2020 – Plant Protection and Pest Management. He stated that the Park Commission is requesting up to \$5,000 for tree removal and maintenance. He added that one of the Norway maple trees between holes 1 and 9 originally targeted for removal will remain due to sighting of a protected bird species in the tree.

**A Motion was made by Jonathan Gengras, seconded by Julie LeBlanc, to grant the request of the Park Commission for up to \$5,000 for tree removal and maintenance as outlined in the Tree Budget Delegation 2020 – Plant Protection and Pest Management.
PASSED UNANIMOUSLY.**

Frank Keeney stated he would be meeting with Brooke Girty on 3/6/2020 to discuss the changes to the parking lot. He added that the Park Commission would be seeking Historic District Commission approval of new golf cart parking adjacent to the starter's shack and installation of 8" x 8" timbers on the east side of the new playground to contain playground sand.

Frank Keeney reported a record-breaking winter season for golf revenue, with February alone totaling \$10,000 in greens fees. The Treasurer noted that historically, entire winters have averaged \$10,000.

Frank Keeney met with the owner of Essex Golf regarding how to improve on the 1st year sales of Fenwick gear at the store. There was approximately \$16,144 worth of Fenwick items sold in the 2019 season and the Borough receives 10% of sales.

-Planning & Zoning Commission: The ZEO stated the Commission will be meeting on April 16 to further discuss zoning regulations as well as the dune project.

-Zoning Board of Appeals: No report.

-Historic District Commission: The ZEO stated the Commission would be meeting Saturday 3/7/2020.

-Harbor Management Commission: Meeting scheduled for 5/16/2020.

Lynde Point Land Trust: No report.

The ZEO stated that the Hepburn Family Preserve project is moving along. Public notice will be going out. There should be a permit by mid-May.

The Warden asked the ZEO to provide information regarding securing and cleanup of the unfinished construction projects on the Arneault, Wilson and Zubretsky properties. Such cleanup needs to be done before July 1, 2020.

Concerns Committee: Pam Christensen stated the Committee has been corresponding with Mike Zizka regarding road regulations, traffic authority and beach associations and the proposed west gate. The Committee hopes to have a report available for the next Burgess meeting.

Appointment of Member-Guest Chair:

**A Motion was made by Pam Christensen, seconded by Jonathan Gengras, to appoint Richard Chmiel as Chairman of 2020 Member-Guest Tournament.
PASSED UNANIMOUSLY.**

The Warden requested that Burgesses serving as Board and Commission liaisons ask Board and Commission chairs for their suggestions regarding new appointments and/or return of members whose

terms expire this year. The Warden will contact Art Wright regarding the Planning and Zoning Commission. The ZEO stated that vacancies should also be addressed. The Warden agreed. Bob Gay, Chairman of the ZBA, stated that he believes Laurie Goldsmith, whose term expires in 2020, would be interested in serving another term. He added that there is also a vacancy on the ZBA.

Warden's Report

The Warden reported he recently met with Atty. Campbell Hudson who informed him of the retirement of Atty. Mike Wells from Hudson & Kilby. His retirement has caused a delay in services from the firm, so the Warden may decide to use another firm for "quick, transactional" matters. The firm has brought on a new partner, Lauren Gister, who is also the First Selectwoman of Chester.

-Borough Entrance Reconstruction: The preliminary design phase is complete. The Warden asked that the GM, ZEO and Superintendent review the plan. The Warden will request a landscape plan from Rick Worcester. Bob Gay stated he may know of a donor interested in funding the entrance landscaping. The best time for reconstruction of the Borough entrance is this fall. Frank Keeney stated it would be beneficial to have graphics, plans, etc. available for review at the annual residents meeting. He suggested Geoff Jacobson present the plan at the meeting.

There was brief discussion of recent social media discourse regarding beach access in Connecticut.

Other Business

The Warden asked the Treasurer and the GM for preliminary information regarding next year's budget for review at the next meeting. The Warden would like a draft by April at the latest. The Warden added that he would like the Boards and Commissions to present their needs now for inclusion in the budget. The Treasurer suggested that Board and Commission chairs advise where they stand relative to last year's budget; e.g. over, under, at budget. He suggested they advise of their expected needs and copy Marilyn Ozols in distribution of such information.

Next Meeting: Monday, April 6, 2020, 5:00PM.

Pending Litigation: The Warden stated there would be no executive session as there is nothing new to report regarding the litigation.

**There being no further business, a Motion was made by Jonathan Gengras, seconded by Julie LeBlanc, to adjourn the meeting at 6:29PM.
PASSED UNANIMOUSLY.**

Respectfully submitted,

Suzanne M. Stanners

July 1, 2020 Appointment Worksheet

Warden

[Newton C. Brainard](#)

Board of Burgesses

Pamela Christensen
Jonathan Gengras
Frank Keeney
Julie LeBlanc
Ann Pulver
Arthur Wright

Clerk

[Suzanne Stanners](#)

Treasurer

[Robert Gay](#)

Tax Collector

Peter Duncan

Harbor Management Commission (5-year terms)

[Wayne Arute 2020](#)

Charles Renshaw, Chair 2021
Jonathan Gengras 2022
Jameson Gay 2023
Samuel Scatterday 2024

Alternates:

[Christopher Jones 2020](#)

Chip Gengras 2022
Peter Duncan 2023

Ex Officio (non-voting)

Harbor Master: William Christensen

Historic District Commission

(5-year terms)

[Beverly Keeney 2020](#)

Valerie Bulkeley 2021
Deborah Neely 2022
Matthew Myers, Chair 2023
Patsy Jones 2024

Alternates:

(3-year terms)

[Suzanne Webster 2020](#) (s/b 2021)

[Lucy Borge 2020](#)

[vacancy 2024](#)

Park Commission (1-year terms)

[Frank Keeney, President](#)

Robert Gay

Robyn Gengras

[Gregory Millard](#)

[Margaret Wade](#)

Planning & Zoning Commission / Inland Wetlands Agency (5-year terms)

[Charles M Chadwick, Chair 2020](#)

Sallie Boody 2021

Taysen Van Itallie 2022

Arthur Wright 2023

William Christensen 2024

Alternates:

[Richard Neely 2020](#)

Ralph Keeney 2021

Zoning Board of Appeals (5-year terms)

[Laurie Goldsmith 2020](#)

Robert Gay, Chair 2021

Martha Staniford 2022

Peter Brainard Jr. 2023

Kathy Berluti 2024

Alternates:

[vacancy 2020](#)

Ann Pulver 2021

Rebekah Renshaw 2022