

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES
ON THURSDAY, APRIL 22, 2021
VIRTUAL MEETING**

A Special Meeting of the Warden and Board of Burgesses was held using the Zoom meeting format on Thursday, April 22, 2021. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT: Warden Newt Brainard, Frank Keeney, Julie LeBlanc, Pam Christensen, Art Wright, General Manager Jeff Champion (GM), Superintendent Daryl Aresco, and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

ABSENT: Ann Pulver, Jonathan Gengras

MEMBERS OF THE PUBLIC: Several members of the public were in attendance.

The Warden called the Meeting to Order at 5:02 p.m.

Approval of the Minutes

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

PASSED UNANIMOUSLY.

Open Forum for Residents – Kathy Rehm commented that there have been many coyote sightings in and near the Borough and asked if there are plans for controlling the coyote population. She also asked if residents would continue to have the option to participate in Borough meetings via Zoom after the restrictions on in-person meetings are lifted.

The GM replied that two female coyotes were trapped during the trapping season which should keep new dens of litters out of the Borough for now. Trapping is planned for next year's season as well. Daryl Aresco added that he has checked historic den sites and they are not being used currently.

Frank Keeney noted that Old Saybrook is transitioning to a hybrid model for meetings and suggested the Borough do the same. The ZEO commented that hybrid meetings are permitted and that there is legislation moving forward right now that would require such meetings in the future.

General Manager's Report

General Manager Jeff Champion provided his report to the Warden and Burgesses prior to the meeting. He discussed the following items:

A new employee with the desired mechanical skills has been hired, as well as two entry-level employees. The lifeguard team is ready. Sailing instructor and beach monitor positions (2) are still open.

Golf course is in good shape. Arborvitae for the 6th tee box is arriving tomorrow so the project should be complete very soon.

The new cart for the Park Monitor has been delivered and Pete will return as Park Monitor in May.

The pier contract was received yesterday and is under review. It's hoped that work will begin soon and finish some time in May. There was brief discussion of the pier and possible future repairs beyond the scope of the upcoming project. The Warden requested that the GM ask the engineer if the work is completed as planned and a storm comes, would it compromise the repaired section of the pier if the whole pier is not done now. The Warden also asked the GM to have the engineer add "repair broken posts" to the project scope.

Marilyn Ozols is working with Carolyn Agee and Caroline Keenan to set up the Borough website for Playclass sign ups and payments.

Frank Keeney asked the target start date for the Borough entrance project. The GM stated ASAP. The GM stated that the Borough currently has 6 of the present style of light posts. That particular style has been discontinued. He added that most Borough lighting has approximately 2-4 years of life left. There was brief discussion of possible future lighting options.

Bids are expected soon on the security cameras for 4 Nibang Avenue.

The burning of the Grove is postponed until February, 2022.

Still working to set up multi-factor authentication (MFA) for Borough Outlook accounts. There is a slight complication regarding adding MFA to the accounts for Kris and Marcy in the office.

Julie LeBlanc asked when the tennis courts would be ready. Daryl Aresco stated that work is scheduled for May 5th and he needs about a week to roll the courts before they would be open.

Budget Report

The GM provided his Budget Report to the Warden and Burgesses prior to the meeting. There was considerable discussion regarding the last 1.5 years of record revenue as well as the consequential substantial increase in expenses for the golf course and staffing. The Warden stated the goal is to budget for a gradual reduction in revenue and to solve to an estimated \$50,000 end-of-year surplus. He added that he and the GM welcome feedback on the budget. Frank Keeney stated he believed the estimates provided are reasonable. Art Wright commented that though he thinks the golf revenue estimate may be slightly aggressive, he is comfortable with it as well.

There was brief further discussion of the Budget Report. The Warden stated this is a draft budget and asked the Burgesses to email him and the GM with input. The plan is to finalize the budget in mid-May and present it at the Residents Meeting.

Treasurer's Report – The GM, reporting for Treasurer Bob Gay, stated that the Borough currently has a total of \$1,000,000 spread across its accounts. The funds for the pier and entrance projects (approximately \$250,000) will come out of the RBC account. The GM added that another upcoming large expenditure is chemicals for golf course maintenance, which is estimated to be \$65,000. Frank Keeney commented that expenditures usually outpace revenues in the last quarter.

Board, Commission and Committee Reports

Planning and Zoning Commission (PZC): Art Wright reported the Commission met on April 5th. Executive session was held to discuss the current court case. If there is a judgment against the PZC regarding adequacy of notification of the regulation change, the PZC would most likely appeal. The Warden stated the judge did not opine on the regulation itself, just the notification. He added that if the Court rules that the regulation is null and void, there would be no short-term rental regulation in effect. There was brief discussion of the matter. The ZEO stated in a case like this, no cease and desist would be issued regarding rentals shorter than two weeks while the case is pending, and that a decision on the regulation is expected before the summer. She added that the Borough is now using the Harbor News for notifications, as the judge seems to approve that one. Pam Christensen asked that discussion of a potential ordinance concerning short-term rentals be added to the next Burgess meeting agenda. The Warden added that Attorney Zizka might attend the meeting to discuss the matter.

Concerns Committee: Pam Christensen reported that she emailed the constable job posting to the Burgesses. The Warden stated he will meet with Frank Keeney and Chief

Spera of the OSPD in the coming days. The Warden suggested posting the job and seeing who applies and what their salary requirements are. He added that with heavy monitor coverage the Borough might not need to spend the extra money on a constable. Constable candidates should be vetted and the matter then brought before the Burgesses to request the necessary funding. Pam Christensen agreed that advertising for the job should begin now.

Historic District Commission (HDC): No report.

Zoning Board of Appeals (ZBA): No report.

Harbor Management Commission: No report.

-Park Commission: Frank Keeney reported most of the juniper at the 6th tee has been removed and a temporary fence erected. Once the arborvitae is planted the tee should look terrific. He added that the culvert work looks amazing. Marilyn Ozols stated the new creek work is scheduled to begin next week.

-Lynde Point Land Trust (LPLT): No report.

The Warden asked the Clerk for a list of upcoming board and commission vacancies that need to be filled.

Warden Report: The Warden stated Jennifer McCann has proposed a tennis ball recycling program and has offered to coordinate it. The Warden will invite her to present her proposal at the next meeting.

The Warden sent a letter to homeowners today regarding the Hammer Law, specifically the section regarding yard and lawn care. The recent changes to that section will impact nearly every homeowner. He will send another Warden's letter before Memorial Day.

It is hoped that the annual Residents Meeting will be in person, but if that isn't possible, it could be a hybrid meeting with the Warden and Burgesses attending in person and residents attending virtually.

Future capital projects were discussed earlier in the meeting.

Other Business: Frank Keeney noted the negative impact on Borough roads from all of the construction vehicles. Specifically, he has noticed deterioration of Agawam Avenue near the Robertson house. He asked that the Burgesses prioritize resurfacing Borough roads.

Next Meeting: Thursday, May 20, 2021 at 5:00 p.m. Hybrid meeting with Warden, Burgesses, Treasurer, Clerk, GM and ZEO attending in person and Zoom link available for public participation.

A Motion was made at 6:30 p.m. by Frank Keeney, seconded by Art Wright, to keep the Burgess meeting open and move into Executive Session and invite the General Manager to attend, for the purposes of human resources discussion.
PASSED UNANIMOUSLY.

A Motion was made at 6:42 p.m. by Frank Keeney, seconded by Art Wright, to move out of Executive Session.
PASSED UNANIMOUSLY.

There being no further business, a Motion was made by Frank Keeney, seconded by Art Wright, to adjourn the meeting at 6:43 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Suzanne M. Stanners