

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES  
ON THURSDAY, July 22, 2021  
4 NIBANG AVENUE, FENWICK**

A Special Meeting of the Warden and Board of Burgesses was held on Thursday, July 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, Jonathan Gengras, Duby McDowell, Art Wright, Pam Christensen, Treasurer, Bob Gay, General Manager, Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

**ABSENT:** Ann Pulver

**MEMBERS OF THE PUBLIC:** JD Rehm.

The Warden called the Meeting to Order at 4 p.m.

**Approval of the Minutes:**

A Motion was made by Pam Christensen, seconded by Frank Keeney, to approve the June 17, 2021 Minutes as presented.

**PASSED UNANIMOUSLY.**

**Open Forum for Residents:** None

**General Manager's Report:** Jeff Champion provided his reports to the Burgesses prior to the Meeting. He discussed the following items:

The Borough is very busy. Beach Monitors are working hard to oversee use of the pier and other areas of the Borough. Newt Brainard noted that the trespassing traffic seems to be reduced, especially on the weekends.

**Summer Junior Program/Play Class**

Things are going well so far as we are in the last week of the first session. July has half the participation as August so things will get busier. The online registration and payment system is working but is not as efficient as we would like. We will investigate improvement options at the end of the summer.

**Security Borough Entrance/4 Nibang:**

This project is complete and operational. Additional cameras have been installed, as planned.

**Golf Course Restroom Update:**

The restrooms in the office are reopened and the portable toilet on hole #8 has been removed. We have parted ways with the Borough cleaning company and will be handling the maintenance internally.

Frank Keeney expressed concern that the bathrooms at the Office have become "public". A system to restrict use needs to be in place. Frank suggested a keypad system that could be used by golfers. Newt Brainard agreed with the keypad recommendation. Bob Gay suggested that there be a keypad and a sign indicating "golfers only". Frank Keeney added that perhaps the "restroom" sign be removed. The restroom is closed when the starter leaves for the day.

**Email Security:**

Multi-Factor Authentication (MFA) has been started. All emails ending in "@fenwicknews.com" need to be converted to this method to add additional security measures to the Borough's communication

systems. There are still several people who need to contact Founders Technology to complete the process.

**Pier Project update:**

The pier repair has been completed. The approved budget of \$80k has not been reached, we sit at \$72k awaiting the final bill from the engineer. After Labor Day, Jeff Champion will resume talks with the engineer to address repairs to the midsection of pier. Replacing the wave boards on the front of the pier will also be considered.

**Entrance Update:**

The entrance is almost complete. The approved budget of \$225k (\$165k construction, \$60k landscaping, lighting, traffic) has not been reached, we sit at \$181k with landscaping and lighting to be completed. Lighting was scheduled to be installed by now, but parts have been backordered a second time.

The Old Saybrook Police Department provided traffic control support, as needed, and kept expenditures to a minimum.

Newt Brainard said that \$44,000 remains to pay for Lighting and landscaping. A breakdown will be provided at the next meeting.

Pam Christensen expressed concern that four lights at the entrance might be too many and draw attention to the entrance. Newt Brainard suggested installing two lights. Once two lights are working, the need for the other two can be reevaluated. Jeff Champion reminded everyone that the new lights are programmable and can be dimmed.

**The Year on Fenwick Golf Course:**

June was the busiest month EVER at \$90.8k and 2020/2021 was the busiest year ever. The year ended at \$560,069 which is \$257,069 **over** the annual revenue budget of \$303k which is amazing. Season Ticket renewals total \$144.6k, the budget was \$122k and there are over 41 people on the wait list.

**Insurance:**

The Borough insurance renewal quote did not come in before the budget was approved and the cost went up by 9% before their highly recommended addition of Cyber Liability that covers ransomware and malware attacks is added in. The base coverage went up because of some employee involved incidents as well as the inflated costs of building materials should we have to rebuild something.

The insurance budget is for \$55,000 which included \$10k for flood insurance. Last year it was \$46k and now it will be \$50.4k. With flood insurance it is likely going to be \$5k over budget.

Cyber Liability is a big deal now. \$4M in claims were paid out to CT Municipalities in the last 18 months between ransomware attacks and personal information stolen, as opposed to less than claims in the last ten years. Should someone's personal information be stolen, there are many requirements to cover, like legal fees and monitoring the victim's credit for 24 months. The insurance company is recommending that we start with \$100k in coverage for \$777 a year. They would like us to get to \$1M in coverage for Cyber Liability which would be \$3.1k per year **PLUS** they think we should add Data Compromise Insurance for an additional \$1.2k per year. To get that much coverage, \$1M, the Borough first needs to work with the insurance carrier and the IT company to meet some standards and practices.

**Treasurer's Report:**

Treasurer, Bob Gay stated that there are no final yearend numbers as of this date. He added that there might be a slight deficit due to the projects completed in fiscal year 2020, adding that the deficit

may be self funded by current revenue. He suggested that, going forward, expenditures be prioritized.

**Parking/Dumpster Request:** Rick and Vicki Rosenthal made a request to use Borough property on July 23 and 24, 2021 for 1. Parking and a dumpster at 4 Nibang and 2. Parking on the grassy area at Sequassen Ave.

Frank Keeney stated that he thought parking would be ok but not the dumpster, stating that dumpster use would set a new precedent. Art Wright expressed concern that this had never been done and that keeping food wastes would create a nuisance. Marilyn Ozols said that dumpsters are only allowed in conjunction with a valid building permit.

Frank Keeney made a motion to approve parking at 4 Nibang Ave and Sequassen Ave for July 23 and 24, 2021, seconded by Jonathan Gengras.

**PASSED UNANIMOUSLY.**

### **Board, Commission and Committee Reports:**

**Discussion of a Burgess Commission Vacancy Coordinator:** Frank Keeney made a motion to create a Burgess position to make yearly recommendations to the Board of Warden and Burgesses to fill vacancies on the Borough's various boards and commissions. This Burgess will work with Burgess liaisons and Commission Chairs or Presidents to identify candidates who will fill openings due to term expirations and/or resignations. This Burgess will make his/her presentation to the Board of Warden and Burgesses at the April Special Meeting each year. Motion was seconded by Art Wright.

Discussion: Art Wright said he thought the position would be challenging but it was a good idea. Newt Brainard suggested that Boards and Commissions start thinking of new potential members early. Bob Gay added that everyone should be thinking about potential appointees. Pam Christensen expressed concern that the liaison knew the Committee members best. Frank Keeney stressed that the Burgess Coordinator would not replace the liaison but work with them.

Frank Keeney withdrew the motion because the Agenda stated it as a "discussion" not a vote.

The Board appointed Duby McDowell to be a commission vacancy coordinator.

### **Park Commission:**

Frank Keeney made a motion that the Board of Warden and Burgesses requests \$25,000 from FIF, to be matched with \$25,000 from the approved Borough FY (fiscal year) 2020 budget to continue the golf course tee-leveling project to include a total reconstruction of the #3 tee and retaining wall.

A discussion followed confirming that the design of the retaining wall would remain similar, but use new material. Frank confirmed that an application would be made to HDC.

The motion was seconded by Jonathan Gengras.

**PASSED UNANIMOUSLY.**

**Historic District Commission:** Pam Christensen reported that the Commission met via a virtual meeting on July 10, 2021. Applications submitted by Louis and Marla Esposito, 3 Old Fenwick Rd. and Peter Brainard, Trustee, Owner and Newt Brainard, applicant Brainard, 27 Pettipaug Ave. were approved. The next meeting is scheduled for early September.

**Harbor Management Commission:** One "alternate" position remains vacant on this commission.

### **Zoning Board of Appeals:**

**Planning and Zoning (PZC)/ Inland Wetlands Commission:** Frank Keeney raised a concern that the Burgesses need to look toward enlisting interest in serving on PZC and other committees by the next generation. Newt Brainard suggested that this be further discussed in the Spring.

Frank Keeney expressed concern that members of commissions that are “alternates” need to be reminded that their participation at meetings is expected. Marilyn Ozols stated that “alternates” have some limited opportunities to participate in deliberations at meetings and are needed in the event a regular member is not present or recuses himself for a particular application. Frank Keeney added that “alternates” participation allows them to become more familiar with how a commission works.

A Motion was made by Art Wright and seconded by Duby McDowell to reappoint Sallie Boody to the PZC/Inland Wetlands for a 5 year term.

**PASSED UNANIMOUSLY.**

A motion was made by Jonathan Gengras and seconded by Pam Christensen to appoint Jonathan Keller as an alternate to the PZC/Inland Wetlands Commission for a 5 year term.

**PASSED UNANIMOUSLY.**

**Fenwick Improvement Fund:** Art Wright reported that the FIF will meet on 7/23/2021. Jack Rehm has been appointed for a 2 year term and Andrea Jones appointed for a 3 year term.

**Concerns Committee:** Pam Christensen stated that the committee expects to meet in early August.

**Lynde Point Land Trust (LPLT):** Pam Christensen reported that the following members have been appointed: India Bulkeley, Martha Staniford, Frank Conroy and Pooh Brainard.

#### **Warden Report:**

Relative to the dune project, a hammer law exemption has been granted to remove driftwood from the marsh. It has been determined that the driftwood would be a hazard in a storm. Plantings will be added on the road margin at the culvert and grass will be replanted where it did not grow.

#### **Burgess Comments:**

Frank Keeney reported that a raccoon followed a member of the Patterson family into their garage during daylight hours. Another raccoon was seen on golf course #5, also during daylight hours. A coyote has also been seen in the Borough. Residents should be watchful.

Frank Keeney reported that he had read a newspaper article about a bird disease that is making it's way up the East coast. In order to slow the disease, individuals with bird feeders and birdbaths are asked to put them away for the season. It is recommended that birdbaths be sanitized.

**Next Meeting:** Thursday, August 26, 2021, at 4pm, 4 Nibang Ave.

**Other Business:** None

There being no further business, a Motion was made by Frank Keeney, seconded by Jonathan Gengras, to adjourn the meeting at 5:33pm.

**PASSED UNANIMOUSLY.**

**Respectively Submitted,**

**Nancy Marikar, Clerk**