

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES**  
**Tuesday, November 30, 2021**  
**4 NIBANG AVENUE and Via Zoom**

A Special Meeting of the Warden and Board of Burgesses was held on Tuesday November 30, 2021. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

**PRESENT:**

In Person: Warden Newt Brainard, Frank Keeney, Duby McDowell, Pam Christensen, General Manager Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO)

Via Zoom: Jonathan Gengras, Ann Pulver, Art Wright

**ABSENT:** Treasurer, Bob Gay

**MEMBERS OF THE PUBLIC:**

Present: None

Present via Zoom: Bill Webster, Wayne Arute, JD Rehm

**1. Call to Order**

The Warden called the meeting to order at 4:03 p.m.

**2. Moment of Silence (Marge Sbriglio)**

A moment of silence was observed in memory of Marge Sbriglio.

**3. Approval of Burgess Meeting Minutes from October 21, 2021**

**A Motion was made by F. Keeney, seconded by D. McDowell, to approve the October 21, 2021 minutes.**

**PASSED UNANIMOUSLY.**

**4. Open Forum for Fenwick Residents**

No residents spoke.

**5. Road Paving – discussion and possible action.**

Tom Metcalf, Borough Land Use Engineer, answered questions and provided information about different methods of road paving including gravel, chip seal, hybrid asphalt and milling. J. Gengras emphasized that his neighbors on Pettipaug Ave preferred a gravel surface. After an extensive discussion, N. Brainard proposed getting a quote from JJ Dibble for grading and gravel on Pettipaug Ave. from Fenwick Ave to Pattaquasset Ave. and Pattaquasset Ave. from Pettipaug Ave. to Agawam Ave. The proposed timeline for the project would be late Spring 2022.

**6. General Manager's Report**

**a. Golf Course Irrigation System** - A claim has been filed for damage due to a lightning strike with our insurance agent, HD Segur, and submitted to the carrier for \$21k with a \$5k deductible. We are awaiting a response. After a brief discussion, **F. Keeney made a Motion to approve up to \$5000 for repairs, seconded by P. Christensen.**

**PASSED UNANIMOUSLY**

**7. Treasurer's Report – Jeff Champion**

The audit draft has been completed. The Borough's net position increased \$647,550 from \$1,942,298 to \$2,589,848. This is from an accounting perspective, not a cash perspective. The Borough is financially healthy. Upon approval of the audit, the final yearend entries will be made.

YTD Expense Total: \$155,500 before Roads and Pier are addressed, \$405,500 with those estimates.

**8. Entrance Landscaping**

Plans were viewed and landscaping goals discussed. P. Christensen stated that the goals of the project include: a clean, understated design using native species. After a discussion, **F. Keeney made a Motion to endorse the landscape plan, seconded by D. McDowell.**

**PASSED UNANIMOUSLY**

**9. Coyote Trapping –**

Trapping season is open and the trapper is ready to go. Trapping could be set up in the east and west end marsh areas. Location will be based on several factors including distance from walking paths (to avoid dogs), ease of checking the traps by the trapper and the game trail. There is no cost to the Borough for this service. Following a discussion,

**D. McDowell made a Motion to approve Coyote Trapping, seconded by A. Wright.**

**VOTE:**

**Aye: D. McDowell, A. Wright, J. Gengras, A. Pulver**

**Abstained: F. Keeney, P. Christensen**

**PASSED**

**10. Hold Harmless for garage/home entry for trash pickup – discussion and possible action**

N. Brainard read a document drafted by Attorney Mike Zizka. After a discussion, the matter was tabled until January 2022 for further discussion and possible action.

**11. Use of Borough of Fenwick property for private events throughout the year - Revised Policy & Application Form – discussion and possible action**

Marilyn Ozols, ZEO presented a revised policy and application form to be used when applying for use of Borough of Fenwick property for private events. N. Brainard clarified that community areas must be kept open for use by Borough Residents during events.

**A Motion to approve the application form was made by J. Gengras, seconded by F. Keeney.**

**PASSED UNANIMOUSLY**

**12. 2022 Golf and Recreation Fees – discussion and possible action**

F. Keeney presented fees as follows:

Summer rate season will be May 1 – Oct 31

Winter rate season will be Nov 1 – April 30

No rate increase in 2022 for season ticket holders.

Add a trail fee for the use of golf carts as follows:

\$100 annually for season ticket holders

\$3 for daily players who bring carts

July and August course closure for the public:

Friday at 5pm

Saturday 4pm

Sunday 4pm

**J. Gengras made a Motion to approve the fee structure including the trail fees and to eliminate the shoulder season, allowing for a May-Oct summer season and a Nov-April winter season, seconded by D. McDowell.**

**PASSED UNANIMOUSLY**

F. Keeney stated that he would research the possibility of fee changes for the 2023 season.

**13. Request for Qualifications / Resiliency Engineering – discussion and possible action**

Marilyn Ozols provided a draft Request for Qualifications to select an engineering company to work with the Borough in applying for and administering Resiliency Grants.

**F. Keeney made a Motion to direct Marilyn Ozols to move forward with this plan, seconded by P. Christensen.**

**PASSED UNANIMOUSLY**

**14. Long Ball**

F. Keeney raised concern about damage incurred by homeowners due to stray golf balls during the Long Ball Tournament. This issue will be further discussed at the January 2022 meeting.

**15. Short Term Rental –**

N. Brainard reported that nothing had been heard yet about the appeal. No other information is currently available. Discussion will continue January 2022.

**16. Board, Commission, and Committee Reports:**

**Park Commission – F. Keeney**

#3 tee and #4 red tees look good. Work on #8 tee this winter.

**FIF – A. Wright** – fundraising letter sent

**P&Z – A. Wright** – no meeting, next meeting Jan 6, 2022

**ZBA – A. Pulver** – no meeting

**HDC – P. Christensen** – applications approved for Frankel, Rosenthal and Esposito

**LPLT – P. Christensen** – January 2022 meeting

**Concerns Committee - P. Christensen** – nothing on calendar

**Harbor Management – J. Gengras** – no meeting

**Commissions Coordinator – D. Mc Dowell** – nothing to report

**17. Warden's Report –**

Nothing further to report.

**18. Other Business -**

Discussion by F. Keeney to shorten meeting minutes due to detail available in audio recordings.

M. Ozols clarified that audio recording must be kept for Zoom and hybrid meetings.

**19. Next meeting** – Wednesday, January 12, 2022 at 4pm. Zoom only.

**20. Burgess Comments** – Added microphones might make audio better for Zoom participants.

**21. Adjournment**

There being no further business, **a motion was made by F. Keeney, seconded by P. Christensen to adjourn the meeting at 6:32 pm.**

**PASSED UNANIMOUSLY.**

**Respectfully Submitted,**

**Nancy Marikar, Clerk**