

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES ON
THURSDAY JUNE 4, 2020
VIRTUAL MEETING, 4:30 PM**

A Special Meeting of the Warden and Board of Burgesses was held using the Zoom meeting format on Thursday June 4, 2020. 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, Ann Pulver, Art Wright, Jonathan Gengras (4:41PM), General Manager Jeff Champion, and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols.

MEMBERS OF THE PUBLIC: A number of members of the public were also in attendance via Zoom.

The Warden called the Meeting to Order at 4:38PM.

Approval of the Minutes

**A Motion was made by Pam Christensen, seconded by Frank Keeney, to approve the May 11, 2020 Minutes as presented.
PASSED UNANIMOUSLY.**

Floor Opened for Public Comment: Ethel Davis asked that the damaged stone wall at the entrance be removed. The General Manager (GM) stated he is in the process of getting quotes and insurance claim information. He added that there are plans to rebuild the entrance this fall.

Meg Reynolds asked what the rules are for non-residents regarding 1) access down Mohegan Avenue to the beach; and 2) picnicking on the golf course or other Borough property. The Warden stated that non-resident use of Borough property is something that is an ongoing issue. Attorney Campbell Hudson will be drafting a white paper regarding permitted access of roads and other areas. The aim of the white paper is not to exclude people but for residents to have factual information at hand for reference when a question arises. He added that he tries to remind people that the golf course is only for golfers who have paid to play. The same applies to the beach and playground – they are for people who have paid to use them.

Regarding requests for relief from the Hammer Law, Peter Brainard stated his belief that relief should not be granted to any property owner, regardless of the reason for the request and that the Hammer Law should be strictly enforced. The Warden stated that he had received a lot of feedback on the matter and that the Zubretskys had withdrawn their request for relief.

Jonathan Gengras requested that a stop sign be installed at the corner of Pettipaug Avenue and Pattaquasset Avenue (eastbound). The Warden agreed that a stop sign was necessary and

asked the GM to have one installed. He also requested that the GM get better, more visible signage indicating one-way streets in the Borough. The GM replied he would do so.

General Manager's Report

The GM reported that it is a very busy time in the Borough as summer approaches. There has been a problem with irrigation of the tennis courts necessitating temporary shut-off of half of the sprinklers. The playground is 99% complete. Golf course is incredibly busy, with estimated May revenue of \$57,000. Club Prophet Systems (CPS) cannot go live until the company can get an employee to the Borough office. Due to the backlog caused by the pandemic, CPS estimates they will be here after June 20th.

Golf cart modifications related to the pandemic are being discussed. Dock and Dredge still needs to complete work on the pier. The Borough office is currently open Monday through Friday, 8:00 a.m. to Noon. Marcy and Kris are working partly from home and partly in the office. They are both good employees.

Pam Christensen asked when the beach would be fully set up. The GM replied probably next week.

-Budget Discussion and Vote: The GM provided his report and the proposed 2020-2021 Budget to the Warden and Burgesses prior to the Meeting.

The GM thanked the Warden and the Treasurer for their input on the budget. He stated that the mill rate would remain the same for 2020-2021. There will be a \$50,000 contingency on the bottom line. There have been some increases in IT costs, health insurance, liability insurance as well as the increase in the minimum wage. Using the new chart of accounts, which has been working very well, non-recurring income / expenses will be isolated out of the budget; e.g. the tee leveling project is not in the regular golf budget as it is a transitional expense. The final cost of changes to the Borough office will be below the line and does not affect next year's budget.

Art Wright thanked the GM for the budget notes and reporting. He asked if the constable salary was in the budget. The GM replied that there is not a line item for the constable and that the park monitor amount increased from \$8,000 to \$13,000. The Warden stated that, as the amount for a constable hasn't been determined yet, contingency dollars would be used for this year.

Frank Keeney noted there were no increases to staff compensation. The GM stated that there were bonuses recently given to staff and that wage increases could be addressed over the winter. The Warden stated he would discuss the matter with the GM and Frank Keeney and it would be addressed in executive session, most likely at the August Burgess meeting.

A Motion was made by Jonathan Gengras, seconded by Frank Keeney, to approve the 2020-2021 Budget as presented.

There was brief discussion of the Motion.
PASSED UNANIMOUSLY.

A Motion was made by Frank Keeney, seconded by Art Wright, to set the mill rate at 3.6404 mills to support the 2020-2021 Budget.
PASSED UNANIMOUSLY.

Treasurer's Report – No report.

Board, Commission and Committee Reports

-Policy and Vetting Process Regarding Memorials: The Warden stated that up to now, approval of memorials has been granted on a case-by-case basis. That process could be continued or a more formal policy and process could be put in place. He requested a volunteer to take control and help set up a new, clear policy on memorials. Art Wright agreed that a clear policy should be established. Ann Pulver volunteered to put together ideas and welcomed input from the Burgesses and residents. Frank Keeney stated his belief that the Burgesses are the proper vetters in such situations and that people desiring to have memorials erected should first approach the Burgesses with their requests.

-Board and Commission Vacancies and Expirations:

Historic District Commission (HDC): Pam Christensen stated that Valerie Bulkeley (2021); Debbie Neely (2022); Matt Myers (2023); Patsy Jones (2024) have continuing terms. She presented the following slate of members/alternates (term expiration in parentheses) for expiring and vacant positions: ; Beverly Keeney (2025); Mike Reynolds, alternate (2021); Ashley Gengras, alternate (2022), and Scott Pulver, alternate (2023).

A Motion was made by Frank Keeney, seconded by Pam Christensen, to accept the slate for the Historic District Commission as presented.
PASSED UNANIMOUSLY.

Park Commission: Frank Keeney presented the following slate of members who will serve one-year terms: Frank Keeney, Robyn Gengras, Margaret Wade, Bob Gay, and Scott Pulver.

A Motion was made by Pam Christensen, seconded by Ann Pulver, to accept the slate for the Park Commission as presented.
PASSED UNANIMOUSLY.

Harbor Commission: Jonathan Gengras stated that Christopher Jones agreed to serve another term as alternate. The Warden stated he would discuss other openings on the Commission with Jonathan Gengras before the next Burgess meeting.

Planning & Zoning Commission: Art Wright stated that Sallie Boody (2021); Taysen Van Itallie (2022); Arthur Wright (2023); and Ralph Keeney, alternate (2021) have continuing terms. Bill Christensen (2024) is resigning from his regular member position. He presented the following slate: Chuck Chadwick (2025), Rick Neely (2024) and Bill Christensen, alternate (2025).

**A Motion was made by Art Wright, seconded by Frank Keeney, to accept the slate for the Planning & Zoning Commission as presented.
PASSED UNANIMOUSLY.**

Zoning Board of Appeals: Ann Pulver, speaking for Bob Gay, stated that the following have continuing terms: Robert Gay (2021); Martha Staniford (2022); Peter Brainard, Jr. (2023); Kathy Berluti (2024); Ann Pulver, alternate (2021); Rebekah Renshaw, alternate (2022). She presented the following slate of members Laurie Goldsmith (2025); Frank Gilhool, alternate (2025).

**A Motion was made by Pam Christensen, seconded by Ann Pulver, to accept the slate for the Zoning Board of Appeals as presented.
PASSED UNANIMOUSLY.**

-Constable/Traffic Authority: The Warden reported that he had a telephone conference with members of the Concerns Committee and Attorney Mike Zizka. The next step will be a meeting between the Warden and the Old Saybrook First Selectman. In the meantime, the Committee is in the process of refining the job description. After the Warden's meeting with the First Selectman, the final job description will be presented to the Burgesses for approval. Julie LeBlanc commented that it appeared the Borough would not have a constable in place for at least part of summer 2020. The Warden stated that in the short term, there would be a park monitor as well as beach monitors to enforce the rules regarding use of golf course, beaches, etc. by non-residents. Julie LeBlanc asked if those jobs had been posted. The Warden stated that applications are being reviewed. He added that there should be better coverage of busy areas with the combination of a park monitor and beach monitors.

-Gilhool Road Transfer Request: The Warden stated that the portion of Sequin Avenue adjacent to the Gilhool property and the portion of Bulkeley Avenue adjacent to the Gilhool property are still in Borough hands. The Gilhools have requested that said portions be transferred to them and have agreed to pay legal fees incurred in the transfer. The transfer will be handled in the same manner as previous road transfers to other property owners. Attorney Campbell Hudson has performed the necessary legal and title work and has the transfer documents ready for execution once the Burgesses have approved the transfer.

A Motion was made by Frank Keeney, seconded by Jonathan Gengras, to transfer the portions of Sequin Avenue and Bulkeley Avenue adjacent to the Gilhool property to the Gilhools, as set forth in the deed prepared by Attorney Campbell Hudson.

There was brief discussion of the Motion.

PASSED UNANIMOUSLY.

-Tick Control: The GM stated that, although he received a quote from Mosquito Joe for spraying, there are concerns regarding the negative affect of spraying on other insects and animals. Frank Keeney stated that Andy Griswold advocated the alternative of a more aggressive mowing plan for affected areas. Frank Keeney added that he is waiting to hear from the Superintendent, who is obtaining input from the Lynde Point Land Trust on the matter. Frank Keeney and the GM agreed to follow up with the Superintendent.

Warden Report: The Warden reported that there would be no indoor services at St. Mary's-by-the-Sea this summer, due to the pandemic. Details regarding possible outdoor services are being discussed.

Playclass is moving forward, adhering to applicable State guidelines for day camps.

The CT DOT has given verbal approval to the plans for the Borough entrance and is sending a letter to that effect. The project will go out to bid this summer and work will be scheduled for the fall.

-Temporary Beach Closure to Non-Residents: The Warden stated his belief that the Borough should temporarily close its beaches to non-residents for health and safety reasons related to the pandemic. He added that many municipalities in Connecticut, New York, and Massachusetts have done the same.

A Motion was made by Pam Christensen, seconded by Ann Pulver, to temporarily close Borough beaches to non-residents, for health and safety reasons related to the pandemic, with the matter of when beaches would reopen to non-residents to be revisited periodically by the Warden and Board of Burgesses.

There was brief discussion of the Motion.

PASSED UNANIMOUSLY.

The Warden stated that signage indicating the closures would be erected in several locations.

Other Business: Frank Keeney asked if the Lynde Point Land Trust (LPLT) had the authority to close any areas in the Borough. The Warden replied that LPLT could close lands owned by LPLT but not any other Borough lands. Pam Christensen suggested removing the sign at LPLT areas stating "closed dusk to dawn".

Frank Keeney relayed the appreciation of Borough staff regarding recent bonuses.

Art Wright asked if the 4th of July golf tournament would be held this year. Frank Keeney replied that the matter is under consideration. He added that it should be possible to have the tournament while maintaining safety and social distance. The Warden agreed.

Next Meeting: Thursday, July 16, 2020 at 4:30 p.m. Most likely a virtual meeting via Zoom.

**There being no further business, Motion was made by Jonathan Gengras, seconded by Frank Keeney, to adjourn the meeting at 6:16 p.m.
PASSED UNANIMOUSLY.**

Respectfully submitted,

Suzanne M. Stanners