

MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF
BURGESSES THURSDAY, March 28, 2024
4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, March 28, 2024. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT: Warden Newt Brainard, Frank Keeney, Duby McDowell,
General Manager Jeff Champion (GM), and Zoning
Enforcement Officer/Land Use Administrator Marilyn
Ozols (ZEO) and Treasurer, Richard Neely.

PRESENT VIA ZOOM: Pam Christensen, Margaret Wade, Chris Millard and
Jonathan Gengras

ABSENT: None

MEMBERS OF THE PUBLIC:

Present: Bruce Baird, Mike Reynolds and Frank Gilhool
Present via Zoom: Kathy Rehm, Ethel Davis and
Virginia Robinson

1. Call to Order

The Warden called the meeting to order at 4:00 p.m.

2. Moment of Silence: Richard (Dick) Campbell and David Frankel

A Moment of Silence was observed in memory of Richard (Dick) Campbell and David Frankel.

3. Approval of Burgess Meeting Minutes – February 22, 2024

A Motion was made by F. Keeney, seconded by P. Christensen, to approve the February 22, 2024 minutes.

PASSED UNANIMOUSLY.

4. Open Forum for Fenwick Residents to Speak

None

5. General Manager's Report

Golf Course

February daily ticket sales were lower due to cold, wet weather. Year to Date revenue remains strong. Season ticket holder vacancies have been filled and they have paid the \$500 Capital Improvement fee.

Work has been done to improve drainage issues for the backside of the 3rd green and the practice green. The stone area where the rental golf carts are held has been expanded to make cart storage less visible.

The 4th and 8th tee boxes are completed except for a decision on cart path material. Rental golf carts are expected to arrive mid-April. Tee boxes are expected to open at about the same time.

Water Fountains

Fountains should all be rebuilt by the end of the spring.

Road Repair Pettipaug

See #9

LPLT

Conversations are ongoing with neighbors along the Grove property line.

Comcast Internet

Internet upgrades were made at 4 Nibang and the Borough of Fenwick office with minimal impact to the current cost.

Harbor Engineering

See #8

Playground

Rusted hardware (under warranty) was replaced at no cost to the Borough.

Payroll Company

The Borough switched to ADP for payroll. ADP's format is cumbersome and time consuming. A search has begun for a replacement company. J. Gengras suggested PayCom.

Recreation Fees

To date, thirty fees have not been collected.

Cameras

Cameras are not working properly and will require some trouble shooting.

6. Treasurer's Report

R. Neely submitted a summary financial report and Treasurers' report. The Borough remains on strong financial ground.

Going forward, R. Neely recommends establishing 1. Working Capital Reserve account. 2. Operational Reserve account. 3. Adverse Times account and 4. Capital Projects account.

Once the Capital Planning phase is complete, R. Neely recommends setting aside a Capital Reserve. Additionally, R. Neely recommends creating a 3-5 year Capital Budget.

**A Motion was made by D. McDowell, seconded by F. Keeney, to set aside \$250,000 for a Rainy Day (adverse times) reserve fund.
PASSED UNANIMOUSLY.**

7. Capital Projects Questionnaire – Discussion and Possible Vote

F. Keeney asks that all Burgesses complete the Capital Projects List Survey as soon as possible. Discussion and Vote anticipated in April.

8. Harbor Engineering – Discussion and Possible Vote

Gus is still working on permits from DEEP for the Crab Creek Bridge and the 4th tee box. We are still waiting for divers to be scheduled (Atlantic Marine) to look at the pier.

The first payment for engineering expenses of \$24k (with an approved budget of \$28k) has been paid. The remaining anticipated fees are as follows: 1. Bridge Condition Assessment (complete). 2. Forth Tee Box Seawall Assessment (complete). 3. Pier Inspection ~ \$9k. 4. CT-DEEP Maintenance Application ~ \$3k. 5. Project Meetings Coordination & Support ~\$1k. Total: ~\$13,000

A Motion was made by F. Keeney, seconded by P. Christensen, to increase the Harbor Engineering Budget by \$10,000 to cover anticipated engineering costs. PASSED UNANIMOUSLY.

9. Road Repairs – Discussion and Possible Vote

The current bid from Dibble is \$142,000 for the following road repairs

(a) \$57,000 to pave from Fenwick Ave to the seam on Nibang Ave (4th hole) - 2,141 sq yds

(b) \$45,950 to pave from the flagpole to Pettipaug Ave – 1,711 sq yds

(c) \$38,650 to pave from Pattaquasset/Agawam intersection to Fenwick Ave – 1,440 sq yds

A discussion focused on prioritizing this work and whether to use gravel or blacktop.

Burgesses will consider polling residents in these areas. J. Champion will request quotes from Dibble for both gravel and blacktop.

10. Goodwin Trust Property Transfer – 15 Pettipaug Ave – Discussion and Possible Vote

A Motion was made by F. Keeney, seconded by P. Christensen for the Board of Burgesses to authorize the Warden to sign off on the transfer of the old Goodwin Trust property in front of the Brostowski property contingent upon the completion of the appropriate legal documents and the payment of fees by the Brostowskis.

PASSED UNANIMOUSLY.

Discussion included clarification of how this added property is treated. N. Brainard confirmed that the property would be treated as follows: It cannot be built upon. It cannot be used for a future subdivision. It can be counted for coverage and set back. F. Gilhool asked the Burgesses to consider the potential for homeowners to move their homes closer to Long Island Sound, potentially obstructing views, after acquiring added acreage. N. Brainard confirmed that restriction could apply, on a case-by-case basis, for any future property transfers. M. Ozols confirmed that this transfer will not allow the house to move forward any farther than it already can, but no forward movement is currently proposed.

11. Frelinghuysen and Banc Jones Properties

Nothing new at this time.

12. Gilhool – 10 Sequin Ave. – Adjacent road transfer of Bulkeley Avenue and Sequin Avenue Parcels

A Motion was made by F. Keeney, seconded by C. Millard for the Board of Burgesses to authorize the Warden to sign off on the transfer of discontinued road property on Sequin Ave and Bulkeley Ave to the Gilhools contingent upon the completion of the appropriate legal documents and the payment of fees by the Gilhools.

PASSED UNANIMOUSLY

13. Resiliency Report

The consultants for both the Resiliency Plan and the Hazard Mitigation Plan are putting together first drafts. Public information meetings for both plans will be held later this spring.

14. Board, Commission, and Committee Reports

Park Commission – Frank Keeney – After nine years of service, F. Keeney asked the nominating committee not to put his name forward for another term as Park Commission President. He thanked Warden, Newt Brainard, current and past Burgesses, and the Fenwick staff. At the May meeting, the Warden will recommend Margaret Wade as the next Park Commission President.

FIF – Margaret Wade – No meeting

P&Z – Margaret Wade – No meeting

ZBA – Chris Millard – Met 2/27/24. Considered Munn family request. ZBA approved changes.

HDC – Pam Christensen – Met 3/2/24. D. Neely elected Chair, M. Reynolds elected Vice Chair, B. Keeney elected secretary.

Harbor Management – No meeting

LPLT – Pam Christensen – Met in March. LPLT is working on a plan to remove invasives from the Grove. This will be funded by LPLT with the hope that once removal is complete, Borough staff will resume maintenance. LPLT is hiring an attorney to clarify and modify easements so it is clear what can be done for appropriate maintenance.

Landscape Committee - Pam Christensen – Met 3/26/24. Focus was on the 4th and 8th golf cart paths and plans for planting and landscaping. Golf cart path material considerations include: gravel, crushed clamshells, decomposed granite. Current recommendation is for approval of installing gravel temporarily while other options are considered.

F. Keeney expressed concern that the approval process has become cumbersome, potentially involving the Park Commission, HDC, Burgesses and FIF for project approval. M. Ozols suggested a blanket application from the Park Commission to HDC to cover path material recommendations.

4 Nibang Committee – Pam Christensen – No Report

Memorial Committee – Pam Christensen – No Report

Concerns Committee – Pam Christensen – No Report

Commissions Coordinator – Duby McDowell –

A Motion was made by D. McDowell, seconded by F. Keeney, to add an agenda item nominating Kim Gilhool to a full member of the Historic District Commission.

PASSED UNANIMOUSLY

A Motion was made by D. McDowell, seconded by F. Keeney, to nominate Kim Gilhool to a full member of the Historic District Commission for a term ending June 30, 2024.

PASSED UNANIMOUSLY

15. Warden's Report

Lighthouse amended application is due on April 8.

16. Other Business

None

17. Next Meeting – Thursday, April 25, 2024

18. Burgess Comments

None

19. Adjournment

On a motion by F. Keeney, seconded by J. Gengras, it was voted unanimously to adjourn at 6:07 p.m.

Respectively Submitted, Nancy W. Marikar, Clerk