

MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES
THURSDAY, November 17, 2022
4 NIBANG AVENUE and VIA ZOOM

A Special Meeting of the Warden and Board of Burgesses was held on Thursday, November 17, 2022. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT: Frank Keeney, Jonathan Gengras, General Manager Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

PRESENT via ZOOM: Warden Newt Brainard, Pam Christensen, Duby McDowell, Art Wright and Treasurer, Bob Gay

NOT PRESENT: Ann Pulver

MEMBERS OF THE PUBLIC: Present: None

Present via Zoom: Chris Millard, JD Rehm, Nancy Haviland,

1. Call to Order

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

2. Approval of Meeting Minutes from October 27, 2022

A Motion was made by J. Gengras, seconded by F. Keeney, to approve the October 27, 2022 minutes.

PASSED UNANIMOUSLY.

A Motion was made by D. McDowell, seconded by J. Gengras, to approve the November 14, 2022 minutes.

PASSED UNANIMOUSLY.

3. Open Forum for Fenwick Residents to Speak

None

4. General Manager's Report

J. Champion reviewed the items in his report:

Golf Course: Warm weather in early November will make for a record-breaking month for daily ticket sales.

EZGO Golf Carts: Legal review of the contract by M. Zizka is underway.

Beach/Pier/Tennis: These areas are in the final phase of closure.

Beach/Pier Gate: F. Keeney expects a proposal to be ready for the next meeting and anticipates this to be a spring 2023 project.

Water Fountains: The water fountains at the beach, tennis courts, and Ryder course are all in need of major repairs. The fountains at #2 and #7 are stable. Rebuilding might be a capital project to approve and run through FIF. Rebuilding will require outside help. Water bottle fillers will also be considered.

Grove Entrance: Plans are being made to move the Grove entrance over the winter. Plans were shared with LPLT.

Jr. Program: Fees are still outstanding from two renters. A big issue to be addressed before next year is the lack of a roster. This not only affected planning but also allowed children to participate without paying or signing the release of liability form. The plan for next year is to implement policy whereby no one can sign up for programs until: 1). Their recreation fee is paid in full; 2). Classes are paid in full and 3). A roster is kept, by the schedulers, for instructors to cross-reference.

Cyber Liability Insurance: Waiting for a new date for a scheduled appointment with Larry Hayden, Municipal IT Manager, Old Saybrook. A meeting with CIRMA is being scheduled to get a quote for insurance.

Surveyor: The project to get a Borough-wide map showing proprietary underground utilities is being scheduled and was previously approved for an amount not to exceed \$4250.

Road Repair Pettipaug: N. Brainard reports that this project may not require full engineering services. A meeting will be scheduled with J. Champion, D. Aresco, and JJ Dibble to determine needs and a plan.

Seawall Sidewalk Repair: Jacobson Engineering will be providing specifications for the sidewalk in front of Van Itallie/Chadwick, on Borough property. Sidewalks on private property can be addressed at the same time with the property owner responsible for the cost. N. Brainard will contact property owners. N. Brainard stated that currently, homeowners are responsible for seawall repairs.

Water Leak: A leak between the water main and the maintenance building was discovered and repaired by CT Water Company. Eversource nicked the line while drilling a guy wire. The Borough carries insurance through CT Water to repair the break, however, there is no insurance for the water lost during the leak. The Borough will need to bear the cost of the water and will need to budget for new water lines from the water main at Park Avenue to the maintenance barn, a distance of nearly 1,000 feet. Flow meters will also be considered in order to alert the Borough sooner when this kind of incident occurs. J. Champion will pursue the issue with CT Water and then Eversource.

Tennis wall: F. Keeney has asked Aaron to research this project.

LoCIP: Unofficial approval for \$8,188 has been received. Status will become official when it appears on the State of CT printed list of approved monies. These funds will be applied to the Pettipaug Ave road repair.

Cleaning Services: Portable toilet company bids are being accepted. A current Borough of Fenwick employee has been hired to clean restrooms and offices for the winter season.

Employee Handbook: An internal review is underway. The last legal review of the handbook was done in April 2018. This will need to be done this winter.

Capital Projects: see below

Golf Operations Manager: J. Champion will start interviewing candidates for this position

Adding Golf Season Ticket Holders: N. Brainard requested that the Park Commission analyze current use and the impact of adding Ticket Holders. F. Keeney suggested looking more closely at current use. Keeney also wanted time to see the impact of recent fee increases.

5. Treasurer's Report

J. Champion presented a review of the financials. The audit process for 2021/2022 is underway.

6. Capital Projects – Discussion and Possible Vote

The following Capital Projects List was reviewed:

- Borough Entrance – almost complete
- Finish the Pier, east side, reinforce the front with wood – Engineering underway
- Crab Creek Bridge – Engineering underway
- 4 Nibang Ave. Refurbishment, new windows, siding, internal repairs/improvements (handicap accessibility)
- Chip Seal Roadways – N. Brainard urged identifying asphalt cracks, with regular repair to maintain road integrity.
- Dirt Road refurbishment – Add material – Engineer required - Area near St. Mary's identified as worn.
- Underground Utilities – likely will be a shared venture with residents.
- Tennis Court Refurbishment – rebuild courts, nets, fencing, and electric court roller – Putnam Tennis Company will be asked for evaluation. Last refurbishment was ten years ago.
- Water Fountains – see GM report
- Water Line from Park Avenue to Maintenance Barn (through the grove) – estimate forthcoming. F. Keeney recommended evaluating other water lines in the Borough.
- Street Light replacement – light are 8-10 years old. J. Champion will ask Daryl to evaluate the condition of each light this winter.

B. Gay urged the Burgesses to keep resiliency project in mind, especially Sequassen and Scum Beach areas.

J. Champion will work on prioritizing the Capital Project list and coordinate with the Fenwick Improvement Fund (FIF) Committee.

7. Play Class/Aquatics Director – Discussion and Possible Vote

No candidates have been identified to date. A search will continue over the next few months. The Burgesses indicated agreement with providing some financial support, coordinating the cost with Play Class. Plan may need to be altered if no candidate is found by January or February.

8. Memorial Policy – Discussion and Possible Vote

Memorial policy will be carried on the next agenda, 1/26/2023.

9. Landscape Committee

N. Haviland presented a written proposal for the creation of a Fenwick Landscape Committee. The goal of the committee would be “To establish a natural (and cohesive) landscape plan that harmonizes with the land and beauty of the Borough of Fenwick, that can consistently be applied for years to come.” After a discussion,

A Motion was made by D. McDowell to form a Fenwick Landscape Committee as set forth in the proposal, to include as members representatives from the following: Burgess, Parks Commission, Memorial Committee, Golf Course Superintendent and up to 5 members of the public. Seconded by J. Gengras.

After further discussion, **D. McDowell amended her motion to include a member of the LPLT. J. Gengras, seconder agreed to the amendment.**

The motion as amended PASSED UNANIMOUSLY

A Motion was made by J. Gengras to appoint the following to serve on the Fenwick Landscape Committee: Pam Christensen, Burgess Representative; Daryl Aresco, Superintendent; Robyn Gengras, Park Commission Representative; Tim Haviland and Meg Reynolds, members of the public to the Fenwick Landscape Committee, seconded by P. Christensen.

PASSED UNANIMOUSLY

Additional members can be added at a future meeting.

10. Resiliency Report

M. Ozols reported that the LISFF/NFWF grant awards will be announced on December 12, 2022.

11. 4 Nibang Committee Report

Two contractors have evaluated the building. They have not reported back yet. P. Christensen will follow up.

12. Nominating Committee Report

D. McDowell stated that the committee is scheduled to meet on 11/22/22. A report will be made after the meeting.

13. Board, Commission, and Committee Reports

1. Park Commission: Frank Keeney – No meeting
2. FIF: Art Wright – No meeting.
3. P&Z: Art Wright – No meeting.
4. ZBA: Ann Pulver – No meeting.
5. HDC: Pam Christensen – Meeting was held on 11/5/22; Officers were elected: M. Myers, Chair; V. Bulkeley, Vice Chair; D. Neely, Clerk.
6. Concerns Committee: Pam Christensen – No meeting.
7. Harbor Management: Jonathan Gengras – Meeting scheduled 11/29/22
8. LPLT: Pam Christensen – No meeting
9. Commissions Coordinator: Doby McDowell – See Nominating Committee Report.

14. 2023 Meeting Schedule

After a brief discussion, the Burgesses agreed to schedule regular meetings on the fourth Thursday of each month with the exception of the November meeting, which will be scheduled for the third Thursday.

15. Warden's Report

Nothing further

16. Other Business

- 1). F. Keeney reported that A. Fisk has resigned his position as Executive Director of the Connecticut River Watershed Council (CRC). His assistance will be missed.
- 2). F. Keeney was informed of a gift of chestnut trees to the Borough. He will work with Daryl to determine how to best use the trees, including amount and location.
- 3). F. Keeney proposed considering making Agawam avenue one- way, going east to improve traffic flow. This will be carried on the next agenda.
- 4). Monthly financial reports are available in the Fenwick office.
- 5). F. Keeney urged better communication to residents when event parking is approved.
- 6). F. Keeney announced the Turkey Day Dunk on Thursday, November 24, 2022 at noon, at the pier.

17. Burgess Comments

None.

18. Next Meeting

Members agreed to cancel the December 22 regular meeting. The next meeting is Thursday, January 26, 2023.

19. Adjournment

On a motion by F. Keeney, seconded by J. Gengras, it was voted unanimously to adjourn at 5:43 p.m.

Respectively Submitted,
Nancy Marikar, Clerk