

MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF BURGESSES

Thursday, March 23, 2023

4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, March 23, 2023. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

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

PRESENT via ZOOM: Art Wright, Duby McDowell, Anne Pulver, Pam Christensen.

ABSENT: Jonathan Gengras.

MEMBERS OF THE PUBLIC:

Present: Carol Robertson.

Present via Zoom: R. Neely, B. Gay, JD Rehm, B. Chadwick, A. Marikar.

1. Call to Order

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

2. Approval of Burgess meeting Minutes from February 23, 2023

A Motion was made by F. Keeney, seconded by D. McDowell, to approve the February 23, 2023 minutes.

PASSED UNANIMOUSLY

3. Open Forum for Fenwick Residents to Speak

Carol Robertson raised a concern about improving the current surveillance camera for safety reasons and as a deterrent. She cited several incidents of concern. She also asked for clarification of the process needed for consideration of installing a Pickle Ball court in the Borough. N. Brainard suggested that a proposal be written and presented to the Burgesses.

Speaking on behalf of Dinny Bush, C. Robertson inquired about the installation of a streetlight on Agawam Ave. between the Bush home and the Robertson home.

JD Rehm asked for clarification of the process needed to explore the burying of utility wires and the process for enabling FIF funding. After a discussion, the Burgesses suggested this be placed on the April agenda.

4. Attorney Campbell Hudson – LPLT discussion

Attorney Campbell Hudson presented clarification and answered questions regarding the LPLT easement policy.

5. General Manager's Report

a. Golf Course: Daily ticket revenue remains strong. Annual ticket holders on the waiting list are being contacted to fill vacancies.

b. CPS: Matt and Vic are working with CPS to fix some irregularities. There is renewed enthusiasm in the team. The addition of the 1st Tee Starter and Golf Operations Manager is allowing retention of some team members that were previously struggling to handle the pace of operations.

- c. EZGO Golf Carts: Cart delivery expected on March 29, 2023.
- c. Beach/Pier Gate: Construction has begun. Delivery of additional materials is expected in about two weeks.
- d. Water Fountains: Contracts have been signed. Start date to be determined.
- e. Seawall Sidewalk Repair: Once access to sidewalks is clarified, contractors will provide bids.
- f. Grove Entrance: Completed
- g. Jr. Program: There is considerable turnover in the volunteer staff this year. J. Champion is waiting to hear from the 2023 volunteer team. Upgrading of the signup process is being reviewed with the hopes of making the process less confusing.
- h. Cyber Liability Insurance: Awaiting a quote from CIRMA. Quote might come in after budget is adopted.
- i. Surveyor: The project to get a Borough-wide map that shows proprietary underground utilities is completed. The report arrived Monday, March 20, 2023.
- j. Road Repair Pettipaug Ave: This will be a fall project. J. Champion will seek quotes from JJ Dibble and 1-2 other contractors during the summer.
- k. Water Leak: Quotes are being sought from Duncan Downie and another qualified contractor to run a new water line between the water main on Park Ave. and the maintenance building.
Borough water usage may go up with a requirement to use 100% city water for irrigation.
- l. Tennis Courts & Wall: The tennis wall has been ordered. Oval Tennis is scheduled to have the tennis courts open by Memorial Day.
- m. LoCIP: The Borough has received official approval for \$8,188. The Borough has also applied for additional funds of about \$1,500. Once the additional funds are approved, they can be applied to the Pettipaug Ave road repair.
- n. Employee Handbook: The internal review is completed. Since it has been five years since an attorney has reviewed the handbook, we are in the process of submitting the handbook to our Labor Attorney for review.
- o. Office Help: Our part-time Administrative Assistant is leaving in June. Mary Jane, her replacement, will start training next week.
- p. Pier Repairs: There is some structural damage including concrete repairs to the railing. CT Dock and Dredge has been contacted. Daryl will schedule the work.
- q. 4 Nibang Camera: The current camera does not capture clear images. Replacement cost would be about \$5,500. After a discussion,
A motion was made by F. Keeney, seconded by A. Pulver to allocate up to \$5,500 for the purchase and installation of a High Definition Camera to be installed at 4 Nibang Ave.

PASSED UNANIMOUSLY

- r. Park Monitor: Current Park Monitor will only be available on weekends.

6. Treasurer's Report

J. Champion reviewed the Financial Report adding that the Borough remains in good financial shape.

The audit process for 2021/2022 is complete including final copies of the auditor's report.

The 2023/2024 budget process is underway. A rough draft will be ready for review in March. After a review by the Treasurer, Warden, A. Wright and R. Neely, it will be presented at the April Burgess meeting.

7. Appellate Court Decision (short term rental appeal)

The Borough of Fenwick lost the appeal. Attorney M. Zizka filed an appeal with the Supreme Court. Further discussion, the Burgesses will be needed to determine the need to explore the possibility of a new short-term rental regulation or ordinance. Attorney Mike Zizka and C. Chadwick will be consulted.

8. Memorial Committee – Discussion and Possible Vote

A. Pulver presented the Final Memorial Policy. After a discussion,

A motion was made by P. Christensen, seconded by D. McDowell to approve the Fenwick Memorial Policy.

Vote:

In Favor: P. Christensen, D. McDowell, A. Pulver, N. Brainard

Opposed: F. Keeney, A. Wright

Abstained: None

Motion Carried: 4-2-0

9. Landscape Committee - Will be discussed at next meeting.

10. 4 Nibang Ave. Committee - Will be discussed at next meeting.

11. Election Update:

- The election is Monday, May 1. In person voting is from 6:00 am to 8:00 pm.
- There are still some eligible electors who have not returned their canvass forms. They will be moved to the inactive elector list effective March 31, 2023.
- Absentee ballots will be available beginning March 31, 2023. A blast to that effect will go out soon. The application form for a ballot is available on the Government page of the Borough website and a link will be included in the blast. Please remember that we need to receive an original signature application in order for the ballot to be counted on election day.

12. Resiliency Report

- The four municipalities of Fenwick, Old Saybrook, Clinton, and Westbrook have received a NFWF/LIS Futures Fund grant in the amount of \$150,000 for development of a regional resiliency plan. The grant is being run through the town of Westbrook since the Westbrook planner is the one who put the application together.
- Fenwick is an equal jurisdiction at the same level as Clinton, Westbrook, and Old Saybrook.
- The total project cost is \$200,000 and the match is being made up by staff time from all four municipalities and up to \$50,000 each from Westbrook and Old Saybrook.
- The plan will be regional/multi-jurisdictional for the area from the Hammonasset River to the Connecticut River but will include an executive summary for each of the four municipalities along with concept plans for the priority projects in each of the municipalities. The concept plans will be sufficient to apply for implementation grants.
- Each municipality is organizing in its own way but there is an Executive Committee made up of one staff person and one resident from each municipality that will directly interface with the consultant.
- The Request for Qualifications has been reviewed and finalized and will be advertised shortly. The closing date for responses is April 21, 2022 at 11:00 am.
- The Executive Committee will shortlist the applicants, interview the finalists on May 11, and select a consultant.

- The grant timeframe requires the work to be complete by July, 2024 and the process will include municipality specific outreach and input.

13. Boards, Commission and Committee Reports

- a. Park Commission: F. Keeney – No report
- b. FIF: A. Wright – approved funding for the new tennis wall.
- c. P&Z: A. Wright – No report
- d. ZBA: A. Pulver - No meeting
- e. HDC: P. Christensen – approved Pier Gate and fencing at Bulkeley Ave.
- f. Concerns Committee: P. Christensen - No report
- g. LPLT: P. Christensen – No report
- h. Commissions Coordinator: No report
- i. Harbor Management: No report

14. Warden's Report

Nothing further.

15. Other Business

F. Keeney announced that the Town of Old Saybrook First Responders are offering a free “Hands Only” CPR training class on Sunday, March 26, 2023 at Old Saybrook High School. There will be four sessions: noon, 1pm, 2pm and 3pm.

16. Next Meeting Thursday, April 27, 2023

17. Burgess Comments

None

18. Adjournment

There being no further business, a motion was made by F. Keeney, seconded by D. McDowell, to adjourn the meeting at 6:27 p.m.

PASSED UNANIMOUSLY.

Respectively Submitted,

Nancy W Marikar, Clerk

Fenwick Memorial Policy

The Fenwick Memorial Policy will be a set of guidelines to simplify and mainstream the process of honoring a loved one. The purpose of a Memorial Policy is to recognize individuals who have made contributions to the community and to create a lasting legacy for them.

Purpose of the Memorial Committee

The purpose of the memorial committee is to ensure that the Memorial Policy is followed and that any funds established in remembrance of those who have lived in the community are managed responsibly. The committee will help in assisting with decisions on how best to honor those being memorialized as it relates to Fenwick and the donor's needs. Ultimately, the memorial fund committee helps to create a legacy for these individuals in the community, in helping to preserve their memory.

Consistency in Design

To ensure a consistent approach with all donations as it relates to Fenwick's design standards, as a small coastal community, the committee will make sure that we work in partnership with the landscape committee and that the memorials created are cohesive and attractive. Consistency can be achieved through the use of the same materials, creating a unified sense of beauty. Additionally, a consistent approach allows the memorials to be created in such a way that they honor the individuals both in a respectful manner, as well as blend into their surrounding environment.

Naming Rights

Naming rights will be managed uniformly by category of gift, regardless of which type of memorial is being created. A consistent approach should be taken in regards to what forms of payment are accepted and how people can submit their donation requests. By taking a consistent approach with all donations, Fenwick can ensure that their memorials are unified and respectful, and that the donors' rights are respected and honored.

Future Maintenance

The maintenance of the gift will be the donors' financial responsibility. This includes any costs associated with establishing the memorial, such as purchasing the materials to create the memorial. Ultimately, the responsibility of all maintenance lies with the donor, and they will need to have the financial resources to cover these costs in order to create a lasting memorial.

Process Steps

- The Memorial committee meets with the family to discuss what the family has in mind for their memorial. Review Memorial Policy with them, so there is full understanding of responsibility as it relates to them etc.
- The Memorial committee meets with the appropriate people to discuss the feasibility of the memorial (ie Landscape Committee if a family requested a garden, Parks Commission if they family wanted to contribute something to the tennis courts)
- The Memorial committee relays information to the Burgesses and wait for approval.
- The Memorial committee would then finalize plans with the family.