

MINUTES OF THE REGULAR MEETING OF THE WARDEN AND BOARD OF BURGESSES THURSDAY,
June 22, 2023
4 NIBANG AVENUE and VIA ZOOM

A Regular Meeting of the Warden and Board of Burgesses was held on Thursday, June 22, 2023. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT:

Warden Newt Brainard, Frank Keeney, Jonathan Gengras, Art Wright,
Pam Christensen, Duby McDowell, Ann Pulver, General Manager
Jeff Champion (GM), Superintendent Daryl Aresco

PRESENT via ZOOM:

Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols
(ZEO)

MEMBERS OF THE PUBLIC:

Present: David Savin, Martha Staniford, Bill Webster, Bruce Baird,
Ann Schmitt, Rick Neely,
Present via Zoom: None

1. Call to Order

Warden Newt Brainard called the meeting to order at 4:01pm.

2. Approval of Meeting Minutes from May 25, 2023.

A Motion was made by F. Keeney, seconded by A. Pulver, to approve the May 25, 2023 minutes as submitted.

PASSED UNANIMOUSLY.

3. Approval of Residents' Meeting Minutes from May 27, 2023.

A Motion was made by F. Keeney, seconded by A. Pulver, to approve the May 25, 2023 minutes.

Discussion: A. Pulver's term as Burgess corrected to 2018-2023.

Minutes approved with correction.

PASSED UNANIMOUSLY

4. Approval of Meeting Minutes from May 27, 2023.

A Motion was made by F. Keeney, seconded by P. Christensen, to approve the May 27, 2023 minutes.

PASSED UNANIMOUSLY

5. Open Forum for Fenwick Residents to Speak

None.

A Motion was made by F. Keeney, seconded by J. Gengras, to move agenda item #9 to #6.

PASSED UNANIMOUSLY

6. (Formerly #9) Moore Meadow Restoration Project

Martha Staniford presented a review of the Moore Meadow, emphasizing a need for improvements including irrigation and plantings. Funds donated to FIF in memory of Wendy Savin would be used

to support the project. (see attachment). After a discussion, which included a clarification by A. Pulver that the Moore Meadow would not be intended as a dedication area,

A motion was made by P. Christensen to approve the Moore Meadow project as outlined in the proposal by M. Staniford, seconded by J. Gengras.

PASSED UNANIMOUSLY

7. General Manager's Report

Golf Course:

The golf course daily ticket revenue remains strong.

Cyber Liability Insurance:

J. Champion reviewed insurance coverage costs from three sources: 1) current coverage, 2) Trident and 3) CIRMA. After comparison and discussions with the Town of Old Saybrook, CIRMA will provide the best, most cost effective coverage. Burgesses agreed to go with CIRMA.

Beach/Pier Gate:

The new gate was installed; we are waiting to see how some final repairs hold up and questioning some of the charges before making the final payments.

Water Fountain: Postponed due to availability of the contractor.

Sidewalk Repair:

Postponed due to the availability of the contractor.

Jr. Program:

The website is up and running and signups are coming in. Currently, there is no sailing instructor and no sailing assistant. There is a concern that some aspects of the program are falling to J. Champion and the office staff, which is quite time consuming. The plan is to move these tasks out of the office and back to the volunteers.

Road Repair Pettipaug:

This is a fall project. Bids from JJ Dibble and one or two other contractors will be requested over the summer. F. Keeney questioned whether consideration should be given to moving the project to the spring of 2024, avoiding possible damage from plowing during the winter of 2024. The Warden requested that a start date be set, either fall or spring. Staff will investigate how delaying the construction might affect the cost.

CT Water Company:

Quotes to run a new water line from the water main on Park Ave to the maintenance building are being sought from Duncan Downie and JJ Dibble. Some survey work needs to be done beforehand. A Park Ave. homeowner has encroached on Borough property in an area where trenching work needs to take place.

Upgrading Borough irrigation is a work in progress.

LoCIP:

The Borough has official approval for \$8,188. We have applied for an additional \$1,500. All funds will be earmarked for the Pettipaug Ave road project. LoCIP will forward payment to the Borough once the project is completed and paid for.

Employee Handbook:

An updated handbook has been received. Due to the business of staff, the book has not been reviewed or distributed as of yet.

Holidays:

In keeping with the neighboring towns of Old Saybrook, Westbrook, Madison, Essex Old Lyme and Deep River, the Borough of Fenwick will observe 14 holidays including New Year's Day, MLH, President's Day, Good Friday, Memorial Day, June-teenth, 4th of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and day after, Christmas Eve and Day. Burgesses concurred.

Pier Repairs: Completed

Magazine Scam:

A local realty office has been scammed by an "advertiser" selling spots in a picture book publication of "Fenwick Golf Club".

Harbor Engineering:

The engineering team assessed the pier, Crab Creek Bridge, and the fourth tee box. We are awaiting their report. Updated surveys will need to be done. If the 4th tee box has any historical significant or hindrances, that would need to be incorporated into the plans.

Front Entrance:

Mulching is complete, awaiting invoice.

Playground:

The "non-rust parts" are rusting. Replacement hardware parts (per warranty) were ordered and have arrived. There is no warranty coverage for installation. FIF will cover installation costs. The work will be completed in the spring of 2024.

Summer Help:

We are fully staffed with Park Monitors, Beach Monitors and Lifeguards. We anticipate being short staffed with beach Monitors and Lifeguards by mid-August when team members start returning to school.

4 Nibang Camera:

A location has been selected for the camera. Awaiting arrival of the camera.

Property Tax (Old Saybrook): The Property Tax bill does not match Borough accounting. J. Champion will meet with Old Saybrook officials to resolve. In light of the tax revaluation, R. Neely recommends considering creating a reserve account (overlay reserve) to cover tax reductions due to appeals. N. Brainard suggests further discussion.

8. Treasurer's Report

J. Champion presented and reviewed the Fiscal year 2022/2023 summary. He reports that the Borough remains in good financial shape.

9. Inner Light

There was a brief discussion of the issues regarding the Inner Light.

A Motion was made by P. Christensen, seconded by J. Gengras to submit a letter of intent by July 14, 2023.

PASSED UNANIMOUSLY

10. Board and Commission Appointments:

Duby McDowell reports the following Board/Commission appointments:

Harbor Management Commission:

Jameson Gay – reappointed (full member – term to expire 2028)

Peter Duncan reappointed (alternate – term to expire 2028)

Historic District Commission:

Michael Reynolds (full member – term to expire 2028)

J.D. Rehm (alternate – term to expire 2026)

Planning & Zoning Commission/Inland Wetlands Agency

William Christensen (full member – term to expire 2028)

Frank Gilhool (alternate – term to expire 2025)

Zoning Board of Appeals:

Peter Brainard, Jr. (reappointed – term to expire 2028)

Existing vacancies (to be filled in July): HDC (alternate); ZBA (alternate)

A Motion was made by F. Keeney, seconded by A. Pulver to approve the Board and Commission appointments.

PASSED UNANIMOUSLY

On behalf of the Borough, N. Brainard acknowledges and thanks the following residents for their years of dedicated service: Matt Meyers, Chair of HDC; Art Wright, P&Z; Scott Pulver, HDC.

11. Resiliency:

M. Ozols reported that Collier Engineering with an office in Madison has been selected as the consultant for the regional resiliency plan. A kickoff meeting has been held and the completion date is still scheduled for July 1, 2024. Collier has emphasized public participation and the value of local knowledge and there will be multiple public meetings plus a dedicated website with information and the ability to submit comments. Fenwick is an equal partner in this project with Old Saybrook Westbrook, and Clinton, and will end up with specific concept plans for priority projects that will be sufficient for construction grant applications.

F. Keeney asked for an explanation of how the project has been financed. M. Ozols stated that the four municipalities received a NFWF grant and the match is being met with staff and volunteer time plus \$50,000 from Westbrook and \$50,000 from Old Saybrook. The Old Saybrook contribution is on behalf of the entire town including Fenwick. Fenwick will be obligated to provide matching funds in the future for any construction grants it chooses to apply for.

12. Board, Commission, and Committee Reports:

1. Park Commission: Frank Keeney – Met June 17, 2023. See minutes.
F. Keeney announced that the burial service for Jack Rehm will take place Saturday, June 24, 2023 at 11:30am at St. Mary's-by-the-Sea. The golf course will be closed for 30 minutes. Fenwick and Morgan Cup Flags will be flown at half- staff, 9am – 12pm on that day.
2. FIF: Art Wright – Met May 29, 2023. Thank you party for donors 7/2/23 at the Duncan home. There is an opening on the Board of Directors.
3. P&Z: Art Wright – No report.
4. ZBA: Ann Pulver – No meeting.
5. HDC: Pam Christensen – Met 6/3/23. See posted minutes. Next meeting 7/8/23.

6. Concerns Committee: Pam Christensen – No report.
7. Landscape Committee: Pam Christensen – Will meet in the next two weeks.
8. 4 Nibang Committee: Will meet in the next two weeks.
9. LPLT: Pam Christensen – Next meeting June 24, 2023.
10. Harbor Management: Jonathan Gengras – No meeting.
11. Commissions Coordinator: see #9

13. Warden's Report

N. Brainard inquired about the pace management on the golf course. J. Champion reported that it generally seems to be going well. J. Gengras reported that it was slow on the day he played. J. Champion encouraged golfers to report slow pace as soon as possible.

Sidewalk project is delayed until fall 2023 due to contractor delays.

Property between Frelinghuysen house and pool: Two appraisals have been done. N. Brainard will proceed by consulting with Attorney Campbell Hudson or Attorney Mike Zizka.

Bank Jones property: He may approach ZBA. Matter tabled for now.

Wesleyan University film student, Hannah Carroll, present her 12-minute documentary thesis about Katharine Hepburn, titled "The Lady Fenwick." The film will be presented at The Kate on Sunday, July 2, 2023 at 2pm. This is a free event. Hannah is grateful for the courtesy shown to her by the Borough during filming and wanted to make sure that residents knew of the event.

N. Brainard will email residents reminding them of "The Lady Fenwick" film, the Hammer Law and commercial lawn service regulations.

14. Other Business

On behalf of the Borough, F. Keeney thanked and acknowledged the dedicated service of Burgesses Art Wright, Ann Pulver and Treasurer, Bob Gay.

15. Next Meeting Thursday, July 27, 2023; 4pm at 4 Nibang and via Zoom.

16. Burgess Comments

None.

17. Adjournment

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

PASSED UNANIMOUSLY

**Respectively Submitted,
Nancy Marikar, Clerk**