

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF  
BURGESSES ON MONDAY, DECEMBER 16, 2019 AT  
4 NIBANG AVENUE, FENWICK, CONNECTICUT**

**PRESENT:** Warden Newt Brainard, Art Wright, Frank Keeney, Julie LeBlanc, Ann Pulver, General Manager Jeff Champion, and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols.

**MEMBERS OF THE PUBLIC:** Chuck Chadwick, Cindy Patterson, Attorney Edward Cassella.

The Warden called the Meeting to Order at 5:03PM.

**Approval of the Minutes**

A Motion was made by Frank Keeney seconded by Julie LeBlanc to approve the November 4, 2019 Minutes as presented.  
PASSED UNANIMOUSLY.

**Floor Opened for Public Comment:** There were no comments from the public.

**General Manager's Report**

Jeff Champion provided his Report to the Burgesses prior to the Meeting. He discussed the following items:

**-Club Prophet Systems (CPS):** Atty. Campbell Hudson has reviewed the contract. The cost for the hardware is \$3,580 up front and \$535 per month thereafter. The Borough will also enter into an agreement with 1-2-1 Marketing for the website. There are no up front costs associated with this agreement. There is a monthly fee of \$199. It is a one-year agreement which then automatically renews every 30 days and we may cancel at any time. It was a long, thorough process. Four companies made presentations and the committee (Jeff Champion and 4 starters who reported to Frank Keeney) narrowed it down to two. The committee concluded that CPS, which currently serves approximately 2,000 golf courses, was the best fit for Fenwick's business model, as CPS writes its own software and customizes it. CPS will most likely meet with our staff on site by late February, 2020 and the program should be up and running by April 1, 2020. Frank Keeney stated that Fishers Island, which is probably a fairly demanding club, uses CPS as well.

A Motion was made by Art Wright seconded by Ann Pulver to approve use of Club Prophet Systems and 1-2-1 Marketing for costs as outlined in the General Manager's Report dated December 16, 2019.  
PASSED UNANIMOUSLY.

**-Office Transition:** Two part-time administrative employees have been hired as well as one part-time employee to help organize municipal files. We are making continued steady progress in organizing the office, albeit with a few challenges. Overall, the audits have been completed and everyone is satisfied. The Warden asked what the effect of the office changes would be during the summer. Jeff Champion replied that one starter would arrive at the starter shack at 6:30AM. The second starter would work in the office beginning at 8:00AM, answering phones and emails. Jeff added that on days with inclement weather, he would call employees in/out as needed. The office layout is still being reorganized for maximum efficiency.

**-QuickBooks:** After a long process of transition, we have converted back to the most current desktop version of QuickBooks. Financial reports will be available for the next meeting.

**-Credit Cards:** The addition of Jeff Champion's name to the Bank of America credit card is being held up despite the authorization provided by the Burgesses. Bank of America requires the user of the card to have their Social Security number attached to the account. Cindy Patterson suggested a debit/credit card through Essex Savings Bank. Jeff Champion stated that a debit card cannot be used because it allows direct access to Borough account.

**-Security Cameras:** Approximately 8 weeks ago, the computer that handles our security cameras crashed. The cameras we have now are old, repurposed cameras that were designed for indoor use only. Because of this, there are several areas that cannot be viewed with the current system. When a new system was put out to bid, Cyclone Home Alarm quoted \$8,000.00, which includes new cameras and installation. There would be a nominal monthly fee to support the cameras with web storage and allow the Borough remote access. The Warden asked when the current cameras were installed. Frank Keeney replied that it was approximately 2013. There was brief discussion about Ring and Nest systems. Ann Pulver asked why the current cameras are outdated after only 6-7 years and if the Borough would need new cameras again in 7 years. Jeff Champion replied that the current cameras are repurposed ones that were designed for indoor use and new ones should not be needed in 7 years. The Warden asked if most of the \$8,000 cost was for hardware. Jeff Champion replied that 2/3 of the cost was hardware and 1/3 was installation. The new cameras will have full coverage of the parking lot and maintenance barn. Art Wright inquired if there were funds available for this project. The Warden replied that we have some excess cash and there is definitely a need to update the current system. Frank Keeney asked where/how the Borough can access the cameras. Jeff Champion answered that they can be accessed by phone as well as by his office computer.

**A Motion was made by Frank Keeney seconded by Ann Pulver to approve up to \$8,000 for purchase and installation of new security system cameras, with monthly monitoring fees not to exceed \$60 per month.**

**PASSED UNANIMOUSLY.**

**-Pier:** GNCB Consulting Engineers have been slow in providing their report. The recommendation is likely going to be to fill the existing holes, possibly cut some more, and then pressure in a synthetic, low-viscosity concrete, which will travel into as many channels as possible. There is a company in Clinton or Madison which has much more modern, impressive equipment than Connecticut Dock and Dredge. The Warden stated that the matter would be discussed at the next meeting, after the GNCB report is received.

**-Keys:** Traditionally, residents have kept a set of their house keys in the Borough office in case of emergency. Campbell Hudson advises that this is not a good idea and may expose the Borough to liability. The Warden asked how many residents the Borough is currently holding keys for. Jeff Champion replied "Over 100." He added that some of the names were completely unfamiliar to him and were probable former residents. The Warden stated that the Borough needs to discontinue this practice. He will discuss it with Campbell Hudson and then email residents to pick up their keys by a certain date or they will be discarded.

**-Financial Status:** Overall the Borough is in very good shape, with golf revenues up and building permits at an all time high. The Warden stated that there are upcoming expenditures and added that some of the recent income was due to one-time revenues, such as permits, etc.

### **Treasurer's Report**

The Warden stated that he spoke with Bob Gay, who was unable to attend today's meeting at the last minute, and who echoed Jeff Champion's financial summary.

### **Board, Commission and Committee Reports**

**-Wilson Utility Easement:** Attorney Edward Cassella presented on behalf of Hall and Connie Wilson, who are seeking a utility easement off Sequin Avenue, a discontinued road. He stressed that the utility easement is to the Wilsons, not the utility company. He added that Connecticut Water would send him a draft easement which he would add to as necessary. As shown on the plans, the easement is proposed for the southerly 20 feet of Sequin Avenue that is still owned by the Borough and that is adjacent to the Gilhool property. Art Wright stated that it seems that the Borough, in granting the easement, would not be granting anything that it doesn't already grant by state statute. Attorney Cassella agreed.

**A Motion was made by Frank Keeney seconded by Art Wright to consent to the granting of a utility easement to the Wilsons over Borough property on Sequin Avenue, subject to approval by Attorney Campbell Hudson.**  
**PASSED UNANIMOUSLY.**

**-Corrections to Planning & Zoning Commission Fee Schedule:** Marilyn Ozols distributed the Borough of Fenwick Fee Schedule Proposed – Planning & Zoning Commission, Zoning Board of Appeals. She noted the proposed changes in red. There was brief discussion.

**A Motion was made by Frank Keeney seconded by Art Wright to approve the proposed rate changes as outlined in the fee schedule presented by Marilyn Ozols.**  
**PASSED UNANIMOUSLY.**

**-Appointment of Clerks Pro Tempore:** Marilyn Ozols reported that the Special Act allows the Burgesses to appoint clerks pro tem for filing and assistance with election responsibilities. She added that the two new part-time admins, Kris Schiavi and Marcy Casey, could serve as clerks pro tem. There was brief discussion.

**A Motion was made by Frank Keeney seconded by Ann Pulver to appoint Kris Schiavi and Marcy Casey as Clerks Pro Tempore of the Borough.**  
**PASSED UNANIMOUSLY.**

**-Limitations on Use of Borough Land for Private Events:** Continued to next meeting.

Marilyn Ozols reported that the COP was received for the breakwater permit and it is valid for 5 years. COP was also received for the Hepburn Family Preserve.

**Park Commission:** Frank Keeney reported that the first check for the new playground has been issued. The response to the fund drive was incredible, with enough money raised to install and maintain the new playground as well as a few tables and umbrellas.

**Lynde Point Land Trust:** No report.

**Concerns Committee:** No report.

**Harbor Management Commission:** No report.

**Zoning Board of Appeals:** Ann Pulver reported that variances were granted for the Reynolds property.

**Planning and Zoning Commission:** Art Wright reported that the Commission met on 11/19/19 and 12/2/19. There was discussion of regulation changes at the meetings, as well as discussion of the Piece of Paradise application, which was approved at the 12/2/19 meeting.

**Historic District Commission:** Marilyn Ozols stated the next meeting is scheduled for 1/4/2020.

**Borough Entrance Reconstruction:** The Warden stated that the engineer is finishing the design and it should be complete by late January, 2020. He added that he hopes to have the project priced out in February with the work beginning in late spring. There are some practical issues to address due to a lot of construction currently being performed in the Borough.

### **Warden's Report**

The Warden stated that he continues to receive feedback regarding short-term rentals from approximately 6-10 residents who are especially concerned about the grandfathering aspect of the October 1, 2019 regulation. He added that he believes two months is not a long enough time to see how people comply with the regulation and that, if the regulation does not prove satisfactory, he would be happy to entertain the idea of a zoning or ordinance remedy. Marilyn Ozols stated that, with regard to grandfathering, applicants have to convince the Commission to its satisfaction that the short-term rental use was previously legally established.

### **Other Business**

Frank Keeney asked when the Hammer Law would be discussed again. The Warden asked the Clerk for clarification. The Clerk stated that, at the 11/4/2019 Burgess meeting, the Warden stated that there could be a public hearing on the proposed amended ordinance in March or April.

There was brief discussion of the possibility of providing telephone and internet service to 4 Nibang Avenue. Frank Keeney stated it might be a worthwhile expenditure and that the availability of such service might get more people involved in boards and commissions, as they could attend meetings via telephone.

**Next Meeting:** Thursday, January 30, 2020, 5:00PM.

**Pending Litigation:** The Warden stated there would be no executive session as there is nothing new to report regarding the litigation.

There being no further business, a Motion was made by Art Wright, seconded by Julie LeBlanc, to adjourn the meeting at 6:31PM.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Suzanne M. Stanners