

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES
ON TUESDAY MARCH 30, 2021
VIRTUAL MEETING**

A Special Meeting of the Warden and Board of Burgesses was held using the Zoom meeting format on Tuesday, March 30, 2021. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

PRESENT: Warden Newt Brainard, Frank Keeney, Julie LeBlanc, Pam Christensen, Ann Pulver, Art Wright, Jonathan Gengras, General Manager Jeff Champion (GM), and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols (ZEO).

MEMBERS OF THE PUBLIC: Several members of the public were in attendance.

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

Approval of the Minutes

A Motion was made by Frank Keeney, seconded by Ann Pulver, to approve the March 2, 2020 Minutes as presented.

PASSED UNANIMOUSLY.

Open Forum for Residents – No comments.

General Manager's Report

General Manager Jeff Champion provided his report to the Warden and Burgesses prior to the meeting. He discussed the following items.

-4 Nibang Avenue – Phone/Internet Service: The communications system has been installed.

-Security Cameras: The cameras are backordered. The GM is investigating alternatives.

-Park Monitor Cart Replacement: The cart should arrive by 4/15/21.

-Park Monitor: Pete Dombrowski is ready to return as Park Monitor.

-Golf Course: Course is open and very busy. Tee boxes will open shortly after Easter.

-6th Tee Box Project: Project is nearly complete.

-Golf Course Staffing: GM is very close to hiring a new employee who has good mechanical skills. Offer was negotiated today and just needs to be drafted and signed.

-Garbage Collection: The GM and Frank Keeney have been reviewing and discussing bids. One company has estimated \$70,000/year for 2 garbage and 2 recycling pickups per week during the season. There is currently 1 garbage and 1 recycling pickup per week.

-Playclass: Office staff is working with Playclass coordinators to get signups and payments online by 5/15/21. Sailing instructor is needed. The Warden inquired if the Borough was being paid for taking over the registration and billing. The GM replied that the Borough would be paid approximately \$4,000 for those services.

-Office Hours: Hours were changed due to the pandemic. GM proposed permanent adoption of the current hours of Monday through Saturday 8 a.m. to Noon, or by appointment. Residents may also contact the GM on his cell phone in case of emergency. The Warden asked if Saturday hours were necessary. The GM said probably not, though he is often in the office then anyway. Art Wright commented that if those hours work for the GM and staff, then they should be permanently adopted. Marilyn Ozols stated that contractors seem to have no problem with those hours. Frank Keeney said residents seem satisfied with the proposed hours as well.

-2021-2022 Budget: Budget template is done and rough draft is complete. The Warden stated he reviewed the rough draft and he will forward it to the Burgesses in a week or two. He added that with increased revenues such as the Borough has had over the last year, comes pressure to increase spending. The Borough must use caution in its spending, as a decline in revenues from these historical highs will likely happen over time.

-Burning the Grove: The GM met with the Fire Marshal, the Fire Chief, a DEEP representative and the Connecticut fire officer to discuss the project. Borough insurance company said as long as required permits are obtained, no extra insurance is necessary. The Fire Chief asked that the Borough notify neighboring Fenwood property owners of the project. The burn is tentatively scheduled for 5/1/21 but may have to be postponed until next winter.

-Email Security: There has been an increase in hacking into Outlook accounts. Multi-factor authentication (MFA) may be implemented to increase security. The Warden commented that MFA makes sense, as many smaller municipalities have had their networks

held for ransom. He asked that the GM keep him and the Burgesses updated on this matter. The GM said he would do so.

-Capital Project List: Tennis courts need overhaul in order to have better drainage and overall function. They were last repaired 7 years ago. The windows at 4 Nibang need to be replaced and the interior of the building needs a few basic repairs. Handicap access should be made available. Art Wright said it would be useful for the Fenwick Improvement Fund (FIF) to have a list of proposed projects in prioritized order, and he requested an agenda item at a future meeting to discuss and prioritize future capital projects.

Treasurer's Report – The GM, reporting for Treasurer Bob Gay, stated the Borough's cash position is approximately \$400,000 stronger than in March, 2020. Expenses are in check except for those affected by golf revenue; e.g. starter wages and credit card fees are up due to more golfers. Forecasted revenues should be up approximately \$300,000 and forecasted expenses should be up \$150,000. The Borough budgeted for a \$50,000 surplus but it looks like it will be about \$200,000.

Board, Commission and Committee Reports

Planning and Zoning Commission: Art Wright reported the Commission would be meeting 4/5/21. He anticipated an Executive Session to discuss the recent Court decision.

Concerns Committee: Pam Christensen stated that the Concerns Committee would like to add Christopher Rehm to the Committee.

**A Motion was made by Pam Christensen, seconded by Ann Pulver, to approve the addition of Christopher Rehm to the Concerns Committee.
PASSED UNANIMOUSLY.**

Historic District Commission (HDC): No report.

Zoning Board of Appeals (ZBA): No report.

Harbor Management Commission: Jonathan Gengras reported that Jim Wade may be interested in serving as an alternate.

-Park Commission: No report.

-Lynde Point Land Trust (LPLT): Pam Christensen reported that the LPLT met 3/27/21 and voted to approve a \$25,000 contribution for the culvert as requested by the

Burgesses. The LPLT also signed off on the grove burn project. The LPLT asked for more information regarding a request from the Park Commission to mow strips of land on Maple Avenue and near the grove. Frank Keeney said he would follow up with the Superintendent on the mowing and get more information for the LPLT.

Julie LeBlanc asked whether the Concerns Committee and the Nominating Committee are required to notice their meetings and take minutes. Marilyn Ozols replied that the meetings need to be noticed, agendas need to be provided, and a record of any votes taken at the meetings needs to be kept.

Warden Report

-Election Update: Marilyn Ozols reported the election will be 5/3/21 with polls open from 6:00 a.m. to 8:00 p.m. There are currently approximately 120 Borough electors. Absentee ballots can be sent out after 4/2/21. Electors may download absentee ballots from the Borough website. The slate of candidates is as follows:

Warden: Newton Brainard

Treasurer: Robert Gay

Tax Collector: Laurie Goldsmith

Clerk: Nancy Marikar

Burgesses (Vote for any 6):

Pamela Christensen

Peter Duncan

Jonathan Gengras

Frank Keeney

Patience (Duby) McDowell

Gregory Millard

Ann Pulver

Arthur Wright

-Dune Project Update: The ZEO reported that most of the work should be completed by the end of April or early May.

2021 Park Ranger & Beach Monitor Update: Pam Christensen reported that the Concerns committee strongly recommends hiring Pete Dombrowski again. The committee recommends that he be on duty on weekends beginning with Memorial Day weekend (or earlier) through June 18th, and then 40 hours per week from June 25th through Labor Day. After Labor Day the schedule would revert to weekends only through the fall.

The Committee recommends hiring two full-time beach monitors with one stationed at the main beach and one going back and forth between Lynde Point area and Wilson Avenue.

The cost to implement the recommendations would be \$8,000 more than was spent on park and beach monitors last year.

There was discussion of the Committee recommendations. Frank Keeney stated he had spoken with several residents who all expressed a desire to have a park monitor on duty year round (weekends only in the off season). The Warden stated he was generally in favor of the Committee's plan. He added that all monitors should report to the GM.

The GM stated there is one candidate so far for beach monitor and he is seeking more applicants.

The Warden stated advertising for a constable position is being considered. There was brief discussion of the position and whether it is necessary, as the Borough has good coverage with monitors. Pam Christensen said that, as Atty. Zizka has said, the Borough needs a constable to enforce its ordinances that don't necessarily require a response from the Old Saybrook Police Department (OSPD). The Warden stated that he foresees a constable being hired in the future on a retainer basis, with extra pay for particular jobs. Art Wright said it might be difficult to reverse course on this [hiring of a constable] if problems arise. The Warden replied that Borough counsel hasn't foreseen any dire problems. Pam Christensen said she would distribute a copy of the most recent draft of the advertisement to the Burgesses. The Warden asked the Burgesses to provide any feedback on the ad to Pam Christensen. The Warden stated that if the Burgesses decide to hire a constable, the Old Saybrook police chief should be notified before starting any advertising for the position.

Borough Entrance: Two bids were received on the project. After review of the bids, the GM has recommended J.J. Dibble Construction, which was the lower bid at \$165,000. This amount does not include electrical, landscaping, or traffic control (to be provided by OSPD) costs, which could add \$50,000-\$60,000. The Warden recommended moving forward with the project. Frank Sciame recommended that liquidated damages be included in the contract.

A Motion was made by Frank Keeney, seconded by Jonathan Gengras, to award the contract for the Borough entrance project to J.J. Dibble Construction for an amount not to exceed \$165,000.00.

There was brief discussion of the Motion.

PASSED UNANIMOUSLY.

A Motion was made by Frank Keeney, seconded by Pam Christensen, to allocate up to \$60,000.00 for lighting, landscape design and installation, and traffic control for the Borough entrance project.

There was brief discussion of the Motion.

PASSED UNANIMOUSLY.

-Pier Update: The GM stated that Charles Brown, the structural engineer, sent out bid packages. The three bids that came in ranged from \$49,000 to \$94,000. There was discussion of the bids and the bidding companies.

A Motion was made by Frank Keeney, seconded by Pam Christensen, to award the pier repair project, as outlined by Charles Brown, to Braza Construction at a cost not to exceed \$49,000.

There was brief discussion of the Motion.

PASSED UNANIMOUSLY.

Next Meeting: Thursday, April 22, 2021 at 5:00 p.m. Virtual meeting via Zoom.

There being no further business, a Motion was made by Jonathan Gengras, seconded by Ann Pulver, to adjourn the meeting at 7:22 p.m.

PASSED UNANIMOUSLY.

Respectfully submitted,

Suzanne M. Stanners