

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF
BURGESSES THURSDAY, April 28, 2022
4 NIBANG AVENUE and VIA ZOOM**

A Special Meeting of the Warden and Board of Burgesses was held on Thursday, April 28, 2022. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

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

PRESENT via ZOOM: Art Wright, Pam Christensen, Dube McDowell, Jonathan Gengras

MEMBERS OF THE PUBLIC:

Present: None

Present via Zoom: John Coutts, Penelope Jones, Maggie Stokes, Connie Wilson, Matt Myers

1. Call to Order

The Warden called the meeting to order at 4:01p.m.

2. Moment of Silence: Wendy Savin

A moment of silence was observed in memory of Wendy Savin.

3. Approval of Burgess Meeting Minutes from March 24, 2022

A Motion was made by Frank Keeney, seconded by Jonathan Gengras, to approve the March 24, 2022 minutes. PASSED UNANIMOUSLY.

4. Open Forum for Fenwick Residents to Speak

None

5. General Manager's Report

J Champion reviewed the items in his report:

- Maintenance equipment: Orders have been placed. Due to supply chain issues, there are no confirmed delivery dates.
- Pier Update: Charles Brown, GNCB, remains unresponsive. Harbor Engineering will be contacted to 1). Check the Crab Creek bridge erosion and 2). Inquire about the pier work. A search continues for someone to seal the pier. Current options include using an in house crew to apply a sealant.
- Golf Course: Due to unfavorable weather, March was a slow month for daily ticket sales. YTD revenues are slightly behind last year. The shortfall should be covered by the new daily ticket fee structure and improving weather conditions. Rental carts are onsite and being rented. There has been a Starter meeting. Spring aeration of the course and the Starter shack renovations are complete.
- Survey of Proprietary Underground Utilities – discussion/possible vote: Daryl is looking for a Borough-wide map showing proprietary underground utilities showing wires and water lines installed by the Borough. **A Motion was made by Pam Christensen, seconded by Art Wright, to engage the services of a surveyor to identify and map proprietary underground utilities in an amount not to exceed \$4250. PASSED UNANIMOUSLY**

- Widen sidewalks at Pier Entrance: No repair plan is in place currently. The goal is to reduce muddy ruts that become a problem annually.
- Seasonal Help: Lifeguards, Beach Monitors, Golf Course and Starter/Rangers are being recruited and interviewed. Positions that are proving harder to fill include Life Guards, Park Monitors and Sailing Instructors.
- Trash/Recycling waivers: Forty-five waivers were emailed to residents last week. To date, three waivers have been returned. A follow-up email is planned for next week.
- Bulletin Boards for Golf Course: New Bulletin boards with synthetic posts have been ordered.
- Local Capital Improvement Plan (LoCIP): The State of Ct annually grants the Borough approximately \$744.36 for approved capital projects. The Borough has not submitted a request to LoCIP for the past eleven years. With proper submission, the Borough could request a reimbursement of up to \$8188. **A Motion was made by Pam Christensen, seconded by Frank Keeney, to approve the Capital Improvement Plan changing FY22-23 Roads to \$10,000 and submit an application to LoCIP for funds to improve roads. PASSED UNANIMOUSLY**

6. Treasurer's Report

Treasurer Bob Gay reported that the Borough is in good financial shape, with good reserves. He added that this is a good time to consider repairs. Bob also raised concern about costal fragility issues. He cited work completed at the entrance to the Borough and the Hepburn dune, urging the Burgesses to consider the Sequassen area and the Scum Beach marsh in the future.

7. Use of Borough Property, Sequassen Avenue Parking – Matt Myers/Martha Staniford. July 2 & 3, 2022.

A motion was made by Pam Christensen, seconded by Jonathan Gengras to approve this application. PASSED UNANIMOUSLY

Use of Borough Property by the Yacht Club

John Coutts presented a request from the Yacht Club for the use of Borough of Fenwick Property on July 7, August 4 and August 14. After a brief discussion, John Coutts was asked to submit Use of Borough Property applications for each event.

The Burgesses decided to revisit the Use of Property process at the next meeting to determine if the requirements should be different for different types of activities (e.g. wedding compared to parking only).

8. Identify Golf Projects for FY22-23 – discussion/possible vote

Frank Keeney presented a multi year Golf Course renovation plan. To date, three years of the plan have been completed.

A motion was made by Frank Keeney, seconded by Jonathan Gengras to request \$25,000 in the 2022-2023 budget to fund tee leveling and rebuilding projects and to request \$25,000 from FIF to fully fund the project. PASSED UNANIMOUSLY

9. FY 22-23 Budget – Preliminary Review

After a budget discussion, Newt Brainard recommended scheduling a meeting to finalize the budget on Thursday, May 19, 2022.

10. Lot on West Side of Grove Ave - discussion

Newt Brainard informed the Board that a request has been made by the Frelinghuysen family to explore the possible purchase of Borough of Fenwick property located adjacent to their land.

After a brief discussion it was agreed due to the unique location of the property to continue to pursue this and advise the property owners to move forward with the exploration.

11. Fenwick Yacht Club Lease – discussion/possible vote

Will be added to the next agenda.

12. Set Regular meeting Schedule – discussion/possible vote

The issue of setting a regularly scheduled meeting time for the Board of Warden and Burgesses was discussed. Newt Brainard and Frank Keeney commented that regular meetings would assist in planning and allow for modifications of the agenda. **A Motion was made by Pam Christensen, seconded by Frank Keeney, to schedule regular meetings for the Board of Warden and Burgesses on the fourth Thursday of each month, beginning with the July meeting on July 28, 2022. PASSED UNANIMOUSLY**

13. Board, Commission, and Committee Reports

- a. HDC: Pam Christensen – Meeting scheduled for May 7, 2022.
- b. LPLT: Pam Christensen – No report
- c. Concerns Committee: Pam Christensen – some members have offered to help recruit summer staff. Pam Christensen will refer suggestions to Jeff Champion.
- d. Commissions Coordinator: Dube McDowell – P&Z Appointment, term to expire July 1, 2027 – vote anticipated. **A Motion was made by Dube McDowell, seconded by Frank Keeney, to approve the appointment of Robin Zubretsky to the position of member of the Planning and Zoning Commission for a term to expire on July 1, 2027. PASSED UNANIMOUSLY**
- e. Harbor Management: Jonathan Gengras – No report.
- f. ZBA: Bob Gay – No meeting.
- g. Park Commission: Frank Keeney – Daily Golf fees will increase beginning May 2, 2022. The four members of the Commission (R. Gay, R. Gengras, S. Pulver, and M. Wade) have agreed to serve for the 2022-2023 fiscal year.
- h. FIF: Art Wright – Approval of Rick Worcester Landscape Design and request to FIF for funding – vote anticipated. **A Motion was made by Frank Keeney, seconded by Ann Pulver, to request funding from FIF in the amount of \$7000 to offset Rick Worcester's landscape design fee. PASSED UNANIMOUSLY**
- i. P&Z: Art Wright – Meeting scheduled for May 3, 2022.

14. Warden's Report

The trees for the entrance should arrive next week. Delay was due to the distributor.

15. Other Business

ZEO Marilyn Ozols reported that the towns of Old Saybrook, Fenwick, Westbrook and Clinton will submit an application for a grant to develop a resiliency plan that will also include concept plans and cost estimates for the priority projects. This information will help all towns in applying for funding for the various projects. She added that she is also meeting with the group of representatives of all the Old Saybrook beach associations who are looking to move forward on various projects.

16. Next Meeting

The next special meeting is scheduled for Thursday, May 19, 2022 at 4pm at 4 Nibang Ave. and via Zoom.

16. Burgess Comments

None

17. Executive Session

At 6pm, Warden Newt Brainard called for an executive session.

A Motion was made by Frank Keeney, seconded by Art Wright, to go into executive session and include ZEO Marilyn Ozols and GM Jeff Champion. PASSED UNANIMOUSLY

A motion was made by Frank Keeney, seconded by Jonathan Gengras to come out of executive session at 6:18 pm. PASSED UNANIMOUSLY

18. Adjournment

There being no further business, a motion was made by Frank Keeney, seconded by Ann Pulver to adjourn the meeting at 6:18 pm. PASSED UNANIMOUSLY.

**Respectively Submitted,
Nancy Marikar, Clerk**