

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF WARDEN AND BURGESSES THURSDAY, DECEMBER 7, 2017 AT 5 PM 4 NIBANG AVENUE, FENWICK, CT.

Present: Warden Newt Brainard, Frank Keeney, Arthur Wright, David Savin, Peter Brainard Jr., Jonathan Gengras (arrived at 5:25pm), Robert Gay. General Manager Jeff Champion.

Not Present: Pam Christensen, ZEO Marilyn Ozols.

Members of the Public: Ethel Davis, Chuck Chadwick

The Warden called the Meeting to Order at 5:05 PM.

The Floor was opened for Public Comment.

Ethel Davis approached the Burgesses with her concern that there were many Roads in the Borough that were very dark and dangerous at this time of year. Neponset Avenue has no lights and there are lights in storage and available in the Borough that can be installed. The Warden agreed to have the Safety and Concerns Committee review.

Moment of Silence: The Warden had a Moment of Silence to remember Amy Louise Riggio McDougall who passed away on November 26th.

Approval of the Minutes:

**A Motion was made by Frank Keeney seconded by David Savin to approve the November 13, 2017 Minutes as presented.
PASSED UNANIMOUSLY.**

General Manager's Report

Jeff Champion provided his Report to the Burgesses prior to the Meeting.

Pier: The West side of the Pier has had significant structural damage that needs to be addressed immediately if it is to be repaired by next summer. The Wave Boards are gone and the stringers are in bad shape. The Pilings are indeterminate until an engineer reviews the damage. The work to repair this damage is not in the Budget. Presently, bids to repair the work are being sought and will be available at the next Burgess Meeting. The issue to be resolved is to either rebuild the Pier to the same level as the East Side of the Pier or to rebuild to the prior state before the damage occurred. There could be a considerable difference in cost.

Solar Panels: Solar Panels are being investigated to be installed on the Maintenance Building. Large subsidies are available from the State and the energy savings could be substantial. Tree work would need to be done to allow the Solar Panels to work.

Audit: The only issues that were noted were the need to have an Emergency Fund and to tighten a few issues in the Office concerning time cards. The need to have the Employee Handbook is essential in making sure all Employees are aware of the Policies and Standards of the Office. The Employee Manual has been reviewed by lawyers.

**A Motion was made by Arthur Wright seconded by Frank Keeney to approve the Employee Handbook as presented for use for the General Manager to implement and deliver to all Borough Employees.
PASSED UNANIMOUSLY.**

Treasurer's Report

Bob Gay reviewed with the Burgesses the options available to refinance the Maintenance Building Mortgage and to pay off short term equipment loans. Discussion surrounded the benefits of the different options and what would be the best option long term for the Borough's finances given the present interest rate environment. Creating an Emergency Fund and Reserve Fund and demanding that the Burgesses be fiscally responsible with the additional funds were agreed upon. Further discussion will take place at the next Burgess Meeting to determine where to put the funds specifically.

**A Motion was made by David Savin seconded by Frank Keeney to accept the Twenty year \$1.2 Million refinancing loan (10 years fixed at 5% with rate reset every five years thereafter) as outlined in the Commitment Letter from Essex Savings Bank.
FOR: Savin, Keeney, Gengras
AGAINST: Brainard Jr., Wright
MOTION PASSES.**

Board, Commission and Committee Reports

Park Commission: Frank Keeney has met with Daryl and Jeff concerning the repairs needed at the Beach i.e.: umbrellas, beach furniture etc. and the creation of an inventory of items at the Beach. At this point the organization of the items has been completed and repair items are on order. There should be no issues for next summer. January 1 the Resident letter will be sent out with the Fee schedule. There will be no change in Fees for the next year. A clarification was made concerning what Renter's information that is included in this letter. It is the responsibility of the Owner to inform the Borough Office to send information to the Renter concerning the Activity Fees.

Planning and Zoning: Art Wright reported that a Public Hearing was held concerning two issues: Air Conditioners/Generators to change from site plan review to administrative permit and to address the issue whereby adding additional land to developed property renders existing building nonconforming as to side setbacks or rear setback. After the Public Hearing was closed, the Commission met and approved the new regulations. Other issues discussed were: the Robertson and Millard Applications. He also informed the Commission that Short term Rentals was still an issue with some Burgesses that feel this should be looked into by their Commission.

Safety and Concerns Committee: Jonathan Gengras handed out the proposed Mission Statement and the Statement of Purpose for the Committee for the Burgesses to comment and review for the next Meeting.

Warden's Report:

The Warden reported that Frank Keeney and he met with Campbell Hudson. Issues discussed were:

-The different interpretations the Land Trust and the Borough have concerning the easements on the Golf Course and the requirement to approve "regular maintenance and operations on the Golf Course." Presently, the Borough has been notifying the Land Trust of work done but it is the view of Borough Counsel that the Borough does not need permission from the Land Trust to perform "regular maintenance and operations". The Land Trust lawyer and Borough Counsel will meet to discuss and will report back to the Warden before the next Burgess Meeting.

-Hammer Law: The Warden discussed tightening up the Hammer Law and increasing the fine for disregarding the Policy from \$100 per day to \$1000. Borough Counsel will draft up the proposed changes for the Burgesses to review for the next Meeting.

-Lease with Fenwick Yacht Club: The Borough and the Fenwick Yacht Club never executed the lease for the use of the Borough land at the FYC. Borough Counsel is redrafting and will have it available for the Burgesses to review for the next Burgess Meeting so that it can be approved and then signed with FYC. The Warden is exploring the use of the FYC lease model as a template to be used to privatize the Beach/Pier in the same manner. It would be a simpler mechanism to manage the Public and other issues. One issue that could be a challenge is the tax exempt status of the space and Mr. Hudson is going to research and get back to the Warden.

Other Business: None

Next Meeting: Friday January 26, 2018 at 4 PM and Wednesday February 28, 2018 at 5 PM.

**Being no further business, A Motion was made by Frank Keeney seconded by David Savin at 6:51 PM to close the Meeting.
PASSED UNANIMOUSLY.**

Respectfully Submitted,

Julie G. LeBlanc