

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF WARDEN
AND BURGESSES WEDNESDAY, JANUARY 31, 2018 AT 5 PM AT 4
NIBANG AVENUE, FENWICK, CT**

APPROVED

Present: Warden Newt Brainard, Frank Keeney, David Savin, Pam Christensen, Peter Brainard Jr., Jonathan Gengras, Bob Gay, General Manager Jeff Champion, ZEO Marilyn Ozols.

Not Present: Art Wright

Members of the Public: Cindy Patterson, Bill Webster

The Warden called the Meeting to Order at 5:02 PM.

The Floor was opened for Public Comment.

Cindy Patterson asked if there would be a Member Guest Tournament this summer and whether a date has been set. Frank Keeney has reserved the weekend of August 3, 4 and 5th at the Golf Course however to date the Board is unaware if anyone has volunteered to plan the Event. The Warden will put out a request for volunteers on the Borough website to plan the Tournament.

Bill Webster reported that the Borough office phone message that picks up when the Office is closed is not clear to potential golfers. Presently, the course is closed and the tape does not indicate that so golfers come to the course and are disappointed. In addition, the starter is there to answer the phone and it is not necessary when the course is closed. If the recording is clear the starter is not necessary and it is a cost savings to the Borough. The Warden indicated that they are aware of the issue and are trying to rectify the issue. In addition, he mentioned the lighting at Saybrook Inn and that it is bothersome and asked if anyone else in the Community was upset about it.

APPROVAL OF THE MINUTES

**A Motion was made by Frank Keeney seconded David Savin to approve the December 7, 2017 Minutes as presented.
PASSED UNANIMOUSLY.**

Hepburn Dune Preservation Project

ZEO Marilyn Ozols reported that the GZA contact will be at the next Burgess Meeting to discuss the options available to repair the Dune. A draft of their findings was delivered today and she will email the draft to the Burgesses and to the Shoreline Committee. For any comments or questions, please have them to Marilyn by February 14th so they may be addressed by GZA for the next Burgess Meeting on February 28th.

Marilyn reported that the Borough has received a \$66,645 Grant from CIRCA (Connecticut Institute for Resilience & Climate Adaptation). These funds will cover the cost of the next step in the process which is the engineering design for a “shovel ready” project plus a pre/post monitoring plan. This is one of the first projects of this type in the State of Connecticut and DEEP and CIRCA are actively interested seeing it completed as a demonstration project. They will help identify funding sources. Additionally, companies looking to work on, or supply materials, for this type of project may be interested in offering reduced rates. The work is primarily on LPLT property so they will be a player in moving any project forward; they also may have access to additional funding sources. The Warden reiterated that in receiving the Grant for the next Phase the Borough would not be obligated to move forward.

A Motion was made by Frank Keeney seconded by Pam Christensen to authorize the Warden to sign the contract for the Grant from CIRCA after it has been reviewed. PASSED UNANIMOUSLY.

General Manager’s Report

General Manager Jeff Champion provided his Report to the Burgesses prior to the Meeting. He noted following:

- the Hot Water Heater may have to be replaced in the Borough Office due to an odor coming out of the faucets
- the Coyotes are roaming in the Borough. Frank Keeney will follow up as to options available to the Borough and report back at the next meeting
- the tree work to clean up after the last storm has not been completed-we are waiting for more favorable weather conditions.
- reviewed quotes for repairing the west side of the Pier. Discussion surrounded whether to fully repair the west side this year or patch the Pier to get through the next season. Either way it is necessary to reserve the contractor so that any work can be completed by the start of the season.

A Motion was made by David Savin seconded by Jonathan Gengras to authorize the General Manager to spend up to \$10,000 on a deposit to repair or rebuild the west side of the Pier and to further gather additional information and assessments for the Project and to report back at the the next Burgess Meeting. PASSED UNANIMOUSLY.

- Solar Panels are being investigated for the Maintenance Building. Jonathan will provide potential contacts for Jeff to pursue if it is a feasible project for the Borough.
- the Golf Course has been closed for the last six weeks. No one should be walking on the Course as the Course could be damaged.
- All the Beach furniture has been inventoried and given a serial number. Replacement Parts have been ordered and one large and one small umbrella need to be purchased. FIF will only provide funds for capital projects. Pam Christensen will research needs and put together a Beach needs list and provide to Art Wright to present to FIF for potential funding.
- the First Class Email System is going to be replaced with another system. Founders Technology is looking into a replacement and how to merge the old system into the new.

-phone system will be changed over from Comcast. It will provide a cost savings of \$238 a month.

-Jeff introduced his new reporting documents for the Burgesses including a report “Fenwick Fleet” that inventoried every piece of equipment including a ten year schedule for repair and replacement. The goal is to be able to schedule a capital budget moving forward. Also included, are a new financial report and a variance report.

Treasurer’s Report

Bob Gay provided his report to the Burgesses prior to the Meeting. He reviewed the new reporting documents and asked if there were any comments or items that they would want to have included. In addition, he discussed that to meet the Golf Course revenue goal, a good March and April will be needed. Season ticket holders are down but he believes that it is because the winter has been so harsh individuals aren’t thinking about golf. There is \$78,000 left for Capital Projects this fiscal year.

Finally, he reviewed the Refinancing Mortgage Loan.

A Motion was made by Frank Keeney seconded by Jonathan Gengras to adopt the Borrowing Resolution between the Borough and Essex Savings Bank for \$1.2 million and to authorize the Warden Newt Brainard to sign the documents. (Attachment #1-Borrowing Resolution)

PASSED UNANIMOUSLY.

Warden’s Report

There has been an Application for the use of Borough Property for a Wedding by the McGrath/Reynolds Family for the weekend of September 14, 2018. The Borough Land to be used is by the Pier.

A Motion was made by Pam Christensen seconded by Jonathan Gengras to approve the Application for the use of Borough land for the McGrath/Reynolds wedding for the weekend of September 14, 2018.

FOR: Christensen, Gengras, Brainard Jr., Keeney

ABSTAIN: Savin

MOTION PASSES.

The Warden reviewed items that are currently being discussed with Borough Counsel. Outstanding issues: FYC lease with the Borough, potential privatization of Pier in the FYC Model, LPLT and Borough Golf Course, and strengthening the Hammer Law.

The Park Ranger from last year is unavailable to work the first two weeks in July. The Burgesses discussed that this would not be acceptable and it was determined to have Jeff Champion look for another candidate. The Warden will discuss the requirements and responsibilities for the position with Jeff.

The Warden reviewed the Flood Insurance Policy. Flood insurance is a requirement for the Refinancing of the Mortgage. The General Manager was asked to look into cost neutral alternatives that would provide coverage for the contents of the maintenance building.

Other Business

Pam Christensen requested monies for the Concerns Committee. The Warden directed the Committee to meet first and come back with a Plan of Action.

Frank Keeney noted that although the Coyotes are an issue the Borough, the bigger problem in the Borough is the Canadian Geese population. He would look into options on how to control the population. Some golf courses use fake coyotes to scare the birds.

At 7:15 PM, a Motion was made by Frank Keeney seconded by Peter Brainard Jr. to go into Executive Session to discuss a Borough Legal Matter and to invite ZEO Ozols to attend.

No actions were taken.

**As there was no further business, at 7:39 PM, a Motion was made by Frank Keeney seconded by David Savin to adjourn the Meeting.
PASSED UNANIMOUSLY.**

Respectfully Submitted,

Julie G. LeBlanc, Clerk