

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF WARDEN
AND BURGESSES MONDAY, NOVEMBER 13, 2017 AT 4 PM AT 4
NIBANG AVENUE, FENWICK, CT.**

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

Not Present: Pam Christensen

Others Present: Cindy Patterson, Chuck Chadwick

The Warden called the Meeting to Order at 4 PM.

The Warden opened the Floor for Public Comment. There were no comments.

Approval of the Minutes

**A Motion was made by Frank Keeney seconded by Art Wright to approve the October 6, 2017 Minutes as presented.
PASSED UNANIMOUSLY.**

General Manager's Report

Jeff Champion, the new General Manager, provided a Report prior to the Meeting. Noted in his Report is the damage to the lattice construction surrounding the Port O Potty at the Pier that occurred during the last rain/wind storm. Daryl and Jeff will look into rebuilding a more permanent structure and the costs associated. Proceeds from insurance may be available. In addition, there were a few trees that were damaged on the golf course and were a safety issue and were removed. The Land Trust has been notified of other trees that need to be cut down that are under their jurisdiction.

Founders Technology was selected to assist in modernizing the technology in the Borough Office. They will design a back up security system, provide voice and internet service and be the point person with the new First Class Email System which has had many glitches in the changeover. Comcast will no longer be needed and there will be a cost savings.

The Burgesses cleared the General Manager to move forward with Founder's Technology.

Treasurer's Report

Bob Gay is working with Jeff Champion to consolidate accounts and to streamline Reports.

The Preliminary Audit has been completed and the estimated deficit from last fiscal year is \$22,000 which is \$13,000 less than what was forecast earlier this Fall.

This fiscal year is on track to meet the Operating Budget. Golf course revenues from October were good and the number of golfers playing the Course is significantly up which indicates that the golf course is appealing to the people who play golf. On a national level the number of golfers is decreasing so we are in a favorable place.

Refinancing Mortgage: Bob Gay led a discussion concerning the opportunity to refinance the existing Mortgage loan on the Maintenance Building, which would enable paying off pay off short term debt on some leased equipment. He presented three scenarios and the Burgesses discussed the pros and cons of each. In addition, the Burgesses discussed the need to have a “rainy day fund” for emergencies. Bob Gay indicated that the Borough Accountant stressed that a contingency fund equal to four months of operating expenses would be appropriate for this purpose.

A Motion was made by David Savin seconded by Frank Keeney to refinance the existing mortgage for up to \$1,150,000 and to pay off two existing equipment loans and secure and establish a rainy day fund with the remaining balance.

MOTION FAILS, 0-5-0.

The Discussion continued with recognizing that the philosophy behind consolidating the debt would be to free up cash in the near term and to provide funding for a healthy reserve fund. Essex Savings Bank has given the Borough a Letter of Intent with proposed terms which would be contingent on an appraisal of the collateral and a formal bank commitment. In addition, the Burgesses expressed their preference to utilize the annual savings resulting from the prepayment of the short term equipment leases to save for when the equipment needs to be replaced. Last, concern that the Borough might not be able to sell the adjacent lot to the Maintenance Building was debated if we were to refinance. Bob Gay stated that Essex Savings would allow the sale but that at this point the Borough still has to work out the details concerning LPLT issues and the reversionary rights associated with the property and whether it can be sold.

A Motion was made by Frank Keeney seconded by David Savin to authorize the Treasurer, Bob Gay, to spend up to \$1500 on a new appraisal on the Maintenance Building and pursue a commitment letter on a new mortgage instrument to replace the existing mortgage from Essex Savings Bank.

FOR: Savin, Wright, Gengras, Keeney

AGAINST: Brainard Jr.

MOTION PASSES.

A Motion was made by Jonathan Gengras seconded by Peter Brainard Jr to consolidate the Junior Programs accounts as unrestricted funds into the Borough’s accounts.

PASSED UNANIMOUSLY.

Board, Commission Committee Reports

ZBA: No Report

Harbor Management: No Report

Park Commission: Frank Keeney reported that the Shoreline News named the Fenwick Golf Course one of the three best courses on the Shoreline. He would like to congratulate Daryl and his staff for all their hard work and for a job well done.

P & Z: Art Wright reported that a Public Hearing was held concerning the Plan of Conservation and Development. One individual attended the Hearing. Comments were considered and the Plan was adopted as presented. He also reported that they are proposing that air conditioner and generator requests only need administrative approval rather than having to go before the Commission. A Public Hearing will be held on December 2nd at 9 am for this regulation and for the merging vacant land with an existing home regulation.

Warden's Report

The Warden congratulated Frank Keeney for his election to the Old Saybrook Police Commission.

Upcoming Burgess Meetings:

December 7th- 5 PM.

January 26, 2018- 4 PM

February 28, 2018- Wednesday 5 PM

April 13, 2018- Friday 4 PM

May 11, 2018- Friday 4 PM

Other Business

David Savin spoke to the issue of AirBnB's in the Borough. He believes that they are illegal in the Borough. He would like to further discuss the issue and have a Public Hearing with the Community.

The Concerns Committee has not yet met. Jonathan Gengras and Pam Christensen will meet to develop a Mission Statement for the Committee and present at the next Meeting.

Being there was no further business, a Motion was made by Jonathan Gengras seconded by David Savin to adjourn the Meeting at 6:15 PM.

Respectfully Submitted,

Julie G. LeBlanc, Clerk