

**BOROUGH OF FENWICK
BOARD OF WARDEN AND BURGESSES
SPECIAL MEETING
FRIDAY, FEBRUARY 24, 2017**

APPROVED

PRESENT: Warden Fran Adams, Frank Keeney, Valerie Bulkeley, Ethel Davis, Pam Christensen, Jonathan Gengras, ZEO Marilyn Ozols

NOT PRESENT: Arthur Wright, Robert Gay, General Manager Larry DeBlasiis

OTHERS PRESENT: Robert Boody, William Webster, Cindy Patterson

The Warden called the Meeting to order at 4 PM.

PUBLIC COMMENT: The Floor was opened to the public for comment. No one spoke.

**A Motion was made by Valerie Bulkeley seconded by Ethel Davis to accept the Burgess Minutes from December 16, 2016 as presented.
PASSED UNANIMOUSLY.**

ELECTION UPDATE: The Clerk gave an update of the Voter Canvass and upcoming Election to be held on May 1, 2017.

April 6 - Absentee Ballots available

April 17- last day to register to vote by mail

April 24 - last day to register to vote in person.

There will be no same day voter registration.

There are a few outstanding voter canvas forms that have not been returned and the Clerk will follow up by email or phone.

General Manager's Report- General Manager Larry DeBlasiis was not in attendance but provided his Report. The first item under discussion was the replacement of three pieces of equipment that have been worn out or leased. A loan will be drawn from the Essex Savings Bank for the equipment.

**A Resolution was made by Ethel Davis seconded by Jonathan Gengras to authorize the Treasurer to enter into a loan agreement with Essex Savings Bank for \$82,000 for the purchase of three pieces of equipment.
PASSED UNANIMOUSLY.**

The purchase was agreed upon last year and is in the Budget.

A Resolution was made by Valerie Bulkeley seconded by Pam Christensen to appoint Sandra E. Welwood, LLC as Borough Auditor for the fiscal year ending June 30,2018.

PASSED UNANIMOUSLY.

Auditor will be retained for 2017 and 2018 for \$7500 per year with adjustments as stated in the proposal letter.

A Motion was made by Valerie Bulkeley seconded by Ethel Davis to start the discussion of the Job Description for the position to replace Kay Tucker, Office Manager.

PASSED UNANIMOUSLY.

After much discussion as to what the Office Manager Position should entail it was decided that it would prudent to look at all the positions presently at the Office and determine exactly what the present and future needs are of the whole organization and how all the positions fit together. The Warden will ask the General Manager to create a “Business Plan” that includes division of responsibilities, present needs, future needs as well as the responsibilities of the Warden. Also included will be number of employees, training, hiring, and developing of employees. It was noted that all this information is available; it is just not in one place.

Last item under discussion was Health Care Coverage for full time employees over age 65.

A Motion was by Valerie Bulkeley seconded by Frank Keeney to support the concept of having full time employees 65 and over to use Medicare as the primary health coverage and to move forward with the correct language and legal approval.
PASSED UNANIMOUSLY.

The Medicare Part B will be paid by the employee while the cost of the supplemental will be paid by the Borough

Treasurer’s Report- Bob Gay was not in attendance but gave his report to the Warden. The Report stated that the winter weather has not cooperated with the golf course as last winter was exceptional for revenues for the golf course. Given that, no new initiatives should be considered at this time.

Update of Meeting with Chief Spera- Frank Keeney and Jonathan Gengras met with Chief Spera concerning the issue of the Borough closing Roads. The meeting was cordial but Chief Spera would not be in favor of closing the main road through Fenwick nor

would he enforce the closing of a Main road. Closing a certain area of a road would be acceptable as long as there was access was in and out of the Borough. The request to close a Road should go through him. He was complimentary towards Larry DeBlasiis and indicated that relations have improved while he has be in his position. Chief Spera also would be happy to speak to the Fenwick community during Memorial Day Weekend.

The Burgesses again discussed privatizing as many roads as possible within the Borough.

Living Seashore Committee- Bill Webster gave an update of where the dune restoration stands. The Burgesses stated that Mr. Webster is required to put together a proposal and an engineering plan that includes the dune including rocks and the cost. It is required to go before Zoning and after approval will need to come before the Burgesses for final approval. The dune fencing request will need to go before the Road Committee. In addition, the Burgesses requested the he provide a written report to the Burgesses before he presents at the next Burgess Meeting.

Park Commission-Frank Keeney reported that Season Ticket sales were ahead of last year and that collection of Recreational fees are way ahead of last year. The Playscape at the Pier would be ready earlier than prior years. For informational purposes, Mr. Keeney reported the significant change in the dealings of the Park Commission and the LPLT concerning work requests on land under easement specifically in the areas of trees. A form is required to be filled out for any tree work before it can be done. It was requested that a meeting be held between the Park Commission and the LPLT to review guidelines and discuss moving forward. Based on research and advice from their Attorney, the LPLT believes that it is its fiduciary responsibility to approve, modify or disapprove work on land under easement.

LPLT- Pam Christensen reported on three items from the last meeting. One: the LPLT is looking into opportunities for fundraising to replace trees in the Borough. Two: they are putting together a committee for residents that are interested in planting within the Borough. Three: an easement evaluation review to ensure that the property appears as indicated on the easement. Last, the request for a view easement on the Ethel Davis property was denied.

P & Z- ZEO Marilyn Ozols reported that the applications for generators on the Davis and Bush properties were approved with stipulations. It was noted that more generator requests are forthcoming and the Borough may want to consider requiring testing of the generators be done at the same time within the Borough. This would need to be an Ordinance rather than a Zoning regulation.

ZBA- The Warden reported that Mr. Wise, Borough lawyer for the Sciamme case, has filed the brief and the plaintiff has responded with his rebuttal and it is moving through the

appellate court system.

Warden's Report- ZEO Marilyn Ozols is looking into having Burgess emails be put on the website network rather than on Gmail. The Warden has a meeting with Carl Fortuna on Monday at his request. Tim McDonald will not be available to be the Parkland Supervisor this summer season and we are looking for a replacement. The Junior Program is professionalizing all aspects of their activities. All employees will be insured and accounting will be through the Borough office. Background checks will be conducted by an outside agency. Finally, the Warden has asked Borough Counsel to look into a Bill being introduced into the legislature concerning residency of individuals voting in a Municipality.

Other Business- None.

**A Motion was made at 6:10 pm by Pam Christensen seconded by Frank Keeney to enter into Executive session to discuss Kay Tucker retirement.
PASSES UNANIMOUSLY.**

**A Motion was made at 6:30 pm by Ethel Davis seconded by Jonathan Gengras to close Executive Session.
PASSED UNANIMOUSLY.**

**Being no further business, A Motion was made at 6:30 pm by Ethel Davis seconded by Valerie Bulkeley to close the meeting.
PASSED UNANIMOUSLY.**

NEXT MEETING: FRIDAY, MARCH 31, 2017 AT 4 PM.

Respectfully Submitted,

Julie G. LeBlanc, Clerk