

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF WARDEN AND BURGESSES  
THURSDAY, AUGUST 31, 2017 AT 4 NIBANG AVENUE, FENWICK, CT.**

**Present:** Warden Newt Brainard, Arthur Wright, Frank Keeney, Pam Christensen, Jonathan Gengras, David Savin, Peter Brainard Jr., Robert Gay, ZEO Marilyn Ozols.

**Others Present:** Tom Riggio, Edie Gengras, Debbie Neely, Jessica Gay, Bill Webster, JD Rehm, Peter Brainard Sr., Cindy Patterson, Ethel Davis, Nancy Haviland, Andy Griswold

The Warden called the Meeting to Order at 5:01 PM.

The Floor was open for Public Comment. There were no comments.

**Approval of the Minutes**

**A Motion was made by Jonathan Gengras seconded by David Savin to approve the Burgess Meeting Minutes of August 18, 2017. PASSED UNANIMOUSLY.**

**General Manager's Report**

The General Manager was not present as he retired on August 30th. However, he did provide a written report. Bob Gay reviewed the Report and stated that golf revenues were a little short in July but August has been a good month. Mr. Gay will be scheduling time with the Office Manager and the Accountant to develop improved accounting reports for the Board. In addition, he discussed the cash register for golf tickets such that we can program the register to gather marketing information such as: tracking zip codes of daily ticket holders. Last, he discussed managing the expenses for the installation of the Boards at the Pier. Further research is needed to find a better method and at a cheaper. The Board needs to budget this expense as well as other yearly maintenance costs.

David Savin discussed three issues that he felt the Board should review and research in upcoming meetings.

-Hammer Law: further define and clarify type of activities that are allowed. Consistency and fines should be clearly stated.

-Maintenance Lot: determine whether the lot is able to be sold if need be and whether there is an easement on the property.

-VRBO Ordinance: determine and clarify minimum rental regulations.

ZEO Marilyn Ozols stated that Campbell Hudson needs to review the Hammer Law. She also indicated that Residents need to let her know when there is an infraction so that she can take action. Also, Planning and Zoning is discussing the issues surrounding VRBO.

**Hepburn Dune Preservation Project Presentation: Daniel C. Stapleton SVP/ Senior Principal GZA**

Mr. Stapleton talked about the Project explaining its scope, research and goal to provide the Borough with options available concerning the Restoration of the Dune. The Report is due in early December. The Warden thanked Mr. Stapleton for his Presentation and asked him to return to additionally discuss the Project as it progresses. He also thanked Bill Webster for organizing the talk.

## **BOARD AND COMMISSION REPORTS**

**Park Commission:** Frank Keeney reported that he will be meeting with Daryl Aresco and Greg Millard for an end of season Meeting.

**Harbor Management:** A meeting is scheduled for next week.

**Historic District:** 24 Agawam was approved to be demolished and to rebuild. September 9<sup>th</sup> Meeting has a very long Agenda.

## **WARDENS REPORT**

### **Update on General Manager Search:**

The Warden stated that Larry DeBlasiis's last day was yesterday. The Warden thanked him for his service to the Community and gave a framed photo and gift from the Borough. He also read the following Proclamation:

**RESOLVED, that the Board of Warden and Burgesses of the Borough of Fenwick, here assembled, does wish to express its gratitude to Larry DeBlasiis for his thirteen years of dedicated service to said Borough. As the first General Manager in the Borough's history, Larry was able to successfully transition the Borough into the 21st century. His signature accomplishments include the building of the new Borough maintenance facility and Borough administrative offices as well as implementing numerous other complicated capital projects. The excellent quality of the current Borough staff, hired and trained by Larry, is testament to his success and will continue to benefit the Borough and its Residents for the foreseeable future.**

**NOW BE IT FURTHER RESOLVED, that on behalf of the entire Fenwick community, the Board wishes to thank Larry for his dedicated and successful service to the Borough and expressly wish him the very best as he enters the next phase of his life.**

**A Motion was made by Frank Keeney seconded by Jonathan Gengras to approve the proclamation and to read it into the Minutes.**

**PASSED UNANIMOUSLY.**

The Warden discussed the search process and indicated they're going to ask four potential candidates into the Office for personal interviews. Arthur Wright and Jonathan Gengras are also

on the Search Committee and will interview candidates as well as the Warden. The goal is to have the position filled by the end of October.

Following up from the last meeting, Bill Webster's request to have Sequassen mowed has been done. Frank Keeney followed up with Chief Spera concerning how many times the police ride through the Borough and was told a unit rides through once each shift. He further indicated that Chief Spera has been cooperative in working with the Borough for the last few issues. Pam Christensen and Jonathan Gengras have met and are in the process of asking thirteen residents if they are interested in joining the Committee to discuss and research options available to the Borough for increasing the security and safety of our Community. This will not be a decision making body but one to report short term and long term options and potential roadblocks to the Board.

### **OTHER BUSINESS**

Art Wright requested that at the next meeting the Burgesses review the Park Monitor role: strengths and weaknesses.

Frank Keeney requested the need to begin transitioning to an additional attorney for the Borough. The Warden will have a conversation with present counsel concerning expectations.

ZEO Marilyn Ozols reminded the Board that September 1st is the date for the email conversion.

Pam Christensen reminded the Board that the Beach permit for the Breakwater should have been renewed. It was thought that Larry DeBlasiis completed the renewal but it should be verified.

NEXT MEETING: Friday, September 29th 4 PM

**Being no further business, at 7:05pm a Motion was made by Jonathan Gengras seconded by Peter Brainard Jr. to close the meeting.**

**PASSED UNANIMOUSLY.**

Respectfully Submitted,  
Julie G. LeBlanc, Clerk