

**BOROUGH OF FENWICK  
HISTORIC DISTRICT COMMISSION  
REGULAR MEETING – JULY 9, 2016  
4 NIBANG AVENUE, 5:00 PM**

A Regular Meeting of the Fenwick Historic District Commission was held at 4 Nibang Avenue, Old Saybrook, Connecticut on Saturday, July 9 2016. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and in the Borough office.

Members Present: Matthew Myers, Patsy Jones, Joan Wright, Valerie Bulkeley, Deborah Neely (Alternate), Christine Duncan (Alternate), Suzanne Webster (Alternate)

Members Absent: David Savin.

Others Present: Marilyn Ozols, ZEO and HDC Compliance Official.

**1. Call to order.**

Chairman Myers called the meeting to order at 9:00 and seated C. Duncan as a voting member. A quorum was established (Myers, Jones, Wright, Bulkeley, Duncan).

**2. Election of Officers.**

**V. Bulkeley moved to elect Matt Myers as Chairman, Valerie Bulkeley as Vice Chairman, and Patsy Jones as Secretary. M. Myers seconded the motion and the slate was approved unanimously.**

For: Myers, Jones, Wright, Bulkeley, Duncan.

Against: None.

Abstain: None.

V. Bulkeley recommended that the Commission make a conscious effort to rotate alternates and all agreed.

**3. Statutory Approvals:** None.

**4. Administrative Permits:** None.

**5. Approval of Minutes:** June 28, 2016.

**P. Jones moved that the minutes of the previous HDC meeting on June 28, 2016 be accepted as distributed. V. Bulkeley seconded the motion and it passed unanimously.**

For: Myers, Jones, Wright, Bulkeley, Duncan.

Against: None.

Abstain: None.

**6. Old Business / Other Business.**

**a. Application Form.**

Members reviewed the proposed revisions to the application form to make the after-the-fact fee more apparent. Members proposed that the language in the note for item 7 on the form be reversed to be more clear.

M. Ozols stated that going forward she will also include a reminder about the need to have modifications approved in the email that forwards the C of A to the applicants and owners. It was also recommended

that the Commission utilize the regulated activity list to note those items which may not have been submitted so that it is easier for them to keep track and that the applicants be reminded of this list when they receive their C of A's.

V. Bulkeley noted that HDC members have agreed to make themselves available for special meetings in order to assist builders with timely reviews of proposed changes. She added that people generally do not intentionally proceed with changes that have not been approved, but since the HDC must abide by statutory guidelines relative to design elements that require review, applicant awareness of the requirements and Commission availability for additional meetings should help address the issue.

**J. Wright moved that Item #7 of the draft application form be modified to reverse the order in the note. V. Bulkeley seconded the motion and it passed unanimously.**

For: Myers, Jones, Wright, Bulkeley, Duncan.

Against: None.

Abstain: None.

**P. Jones moved to approve the revised application form as modified. J. Wright seconded the motion and it passed unanimously.**

For: Myers, Jones, Wright, Bulkeley, Duncan.

Against: None.

Abstain: None.

**b. Regulations and Design Standards.**

- i. proposed modifications to list of Regulated Activities
- ii. consideration of any other updates

No additional changes were discussed. The proposed modification to the list of Regulated Activities will be sent to members and the amendment will be considered at the next public hearing.

**c. Photographic Inventory.**

V. Bulkeley stated that she had no progress to report since the last meeting.

**d. Property Owner Attendance at Meetings**

J. Wright noted that frequently the contractor or architect attends the meetings on behalf of the owner and the owner is not present. She added that it would be to the owner's advantage to be present in order to better understand the Commission's actions and the owner's obligations. Although the HDC cannot require the owner's attendance, she suggested that Commission members personally encourage owners to attend the meeting where their application is heard.

**7. Adjourn.**

**On a motion by V. Bulkeley, seconded by J. Wright, it was voted unanimously to adjourn at 9:26 a.m.**

Respectfully submitted,

Marilyn M. Ozols, Acting Clerk