

March 21, 2017

**Old Colony Beach Club Association Board of Governors Meeting
Gavin Cartiera's Home, 24 Wedgewood Drive, Wethersfield**

The meeting was called to order at 6:30 PM by Board Secretary Rich Kingston as Doug Whalen is attending by conference call.

ATTENDANCE: Members present- Janet Montano, Steve Humes, Gavin Cartiera, Joel Zimmerman, Doug Whalen (conference call), and Rich Kingston. Member absent – Sonia Dudas There was one member of the public in attendance.

Approval of the 1/10/2017 Board of Governors Meeting Minutes: A motion was made (Cartiera/Zimmerman) to accept the minutes from the January 10, 2017 Board of Governors meeting. The motion to accept the minutes passed unanimously.

Treasurers Report (Janet Montano): Janet presented the Treasurer Summary through February 28, 2017 (Attachment 1). A motion (Humes/Cartiera) was made to accept the Treasurer Summary as presented. The motion to accept the report passed unanimously

Action Items Update: Rich reported that he is still working on Action Item #37 (Develop a Records Retention Policy). Rich views this task as a long term project. Rich reported on Item #50 (Seek Further Information to Ensure that Newly Revised Charter is Approved by State Legislature). Rich reported that he will be testifying before the Connecticut Legislature's Planning and Review Committee tomorrow, Wednesday, March 22. Rich said we would not know the final outcome of our efforts until close to the end of the legislative session in May. The last open Action Item concerning the tagging to trees to save within the Sheffield Brook project area will be discussed later in the meeting.

Committee Reports-

Chairman's Report (Doug Whalen): Doug informed the Board that he had nothing to report at this time.

Clerk's Report (Rich Kingston): Aside from reporting that he would be testifying in front of the Legislature tomorrow Rich had nothing to report.

Tax Collector (Sonia Dudas): In Sonia's absence Janet reported that all FY2017 taxes have been collected.

Recreation (Gavin Cartiera): Gavin reported that he has put together a draft schedule of summer events. He shared this schedule with the Board for discussion purposes. Gavin asked Doug to coordinate the Sand Castle Contests dates with the Beth El Synagogue which hold and

ice cream social on the same dates. Doug added that he has been exploring the possibility of buying souvenir mugs for the Association to sell to its members. Doug also suggested that souvenir beach towels with Old Colony Beach printed on the towels might also be a popular item to sell. The Board agreed to have Doug and Gavin work together to pick out designs and souvenir items to present to the Board for its final approval before the items are purchased.

Public Safety (Steve Humes): Steve reported that he will address the summer security guard contract in a subsequent agenda item. Steve will speak to Jerry Brocki about the gate access card database, the activation of the video cameras, and the replacement of the video camera removed from the Sheffield Brook outlet area during construction this winter. Joel will be meeting with a representative of Eversource to replace the two poles removed prior to the construction and will talk to Eversource about mounting a camera on one of the two poles. Rich suggested a camera in this location could assist in monitoring the outflow of Sheffield Brook. Doug reported that the light that was focused on the rocks and that was removed was 250 Watts can now be replaced with a 450 Watt light. Doug was informed by Eversource that the two replacement poles can be placed wherever the Association wanted. Joel will pursue these Eversource issues.

Public Works (Joel Zimmerman): Joel reported that, aside from the Sheffield Brook Progress Report item on the agenda, he had nothing to report. Rich stated that he has worked well with Tom Montano, the snow plowing contractor, to remove the ice left on the roads after the last storm.

Issues with Contracted Account Firm – Janet reported that our current accounting firm, Merrick & Associates, has yet to complete the FY2015 and FY2016 end of year reports. Janet is concerned about this delay in providing the required reports. After making a call a few days ago Janet was assured by Merrick & Associates that the FY2015 report will be sent to OCBCA very soon but that the FY2016 report would not be completed until after the current tax preparation season ends in April. Janet reported that we have not been billed by this firm to date for any period of time. The Board discussed the possibility of rebidding these services in the near future. Rich will put this item on next month's agenda for further discussion.

Sheffield Brook Project Progress Report & Discussion – Doug reported that the engineers of Fuss & O'Neill reported that the Coastal Waterways Project was designed by scientists at Woods Hole. The project for the northerly portion of the brook has been awarded to Dichello Construction. They are the same firm that did the outflow portion of this project. It is clear that NRCS is in charge of this part of the project and the Association is not involved in any way in the supervision of this project. Rich expressed his concerns about the local flooding that occurred after the last ocean storm. Doug counselled patience for now to await the outcome of the report from the Woods Hole group engaged by Fuss & O'Neill. Doug reminded the Board that a joint agreement between Old Lyme Shores and Old Colony Beach has been completed that will allocate funds for maintenance of the outflow area. Rich hopes that the town of Old Lyme will continue to remove sand buildup prior to forecasted storms as it has in the past. Rich commended

Doug for the direction he has provided to this project from his home in Florida. Doug expects to receive the Woods Hole comments from Fuss & O'Neill in the near future. Joel has not yet received an official start date for the upper portion of the project from NRCS. Joel did work with the NCRC project coordinator to select trees to save in the upper portion of the Sheffield Brook Project area.

WPCA Report - Steve reported that the next meeting of the WPCA is on April 5th. The method to determine an EDU (Equivalent Dwelling Unit) remains the main topic of discussion. Steve reported that the town of Old Lyme has not yet acted on the proposal to lease space in the Hartford Avenue parking lot for the sewer system's pump station. The town may bring this issue to a town referendum. Joel asked if the OCBCA owned land is still available if a pumping station should ever need to be located within the Association. Doug informed the Board that this land is still available for this purpose or for any other purpose the Association determines. Steve informed that Board that grant language that the three beaches objected to regarding alterations to existing buildings has been removed.

Summer Security Services Contract – Steve contacted last summer's security service to see if they were interested in providing the service again this summer. He was informed by Securitas Security that the hourly rate would need to change from last year's rate of \$17.75/hour to about \$25/hour. Steve has yet to receive a formal proposal from Securitas Security formalizing this quote. Steve contacted Swift Security Services at the recommendation of Fred Callahan, the security service contact for the Federation of Old Lyme Beaches. Fred McCann of Swift Security informed Steve that he is very interested in bidding to provide these services. Swift Security has provided security for a number of Old Lyme beach communities in the past. Steve received a proposal from this firm to provide summer security services for \$18.75 per hour. Steve updated last year's security schedule in order to secure this quote. Steve stated that he can add more service hours as the Board sees fit. The Board is concerned about the impact of Miami Beach's plan to erect a fence and charge a convenience fee which might send the public toward OCBCA's border seeking an alternate way to gain access to the beach. The Board agreed that a golf cart should be rented again for the summer for Security's use. Rich expressed his concerns about vehicles exceeding the speed limit and failing to observe one-way and stop signs. A motion (Montano/Zimmerman) was made to allow Steve to negotiate a contract for summer 2017 security services with Swift Security Service. The motion passed unanimously.

Fiscal Year (FY) 2018 Budget – Doug asked the Board members to review the draft budget for FY2018 which he has started working on (Attachment 2). Doug discussed some of the changes he made as compared to the FY2017 budget. Doug requested that Steve ask Frank Noe, the WPCA Chairman, to submit a budget for next fiscal year for inclusion in the Association's FY2018 budget. Steve asked why the Association pays property taxes to Old Lyme for OCBCA owned property. This issue needs further research. Doug asked the Board to consider if this

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budget needs further revision. Under the current plan the mil rate for taxation will not change. Rich will put this issue on the next meeting's agenda.

Other Old Business: The Board reviewed the situation regarding the sale of the Purtil Avenue stub to the two adjacent homeowners. The OCBCA membership had approved a sale price of \$14,000 for the stub (\$7,000 for each homeowner). The homeowners submitted a counter-offer of \$6,000 each for a total of \$12,000. Doug recommended that the OCBCA attorney prepare a sales contract for \$12,000 with a quit claim deed. Any attorney fees borne by the homeowners will be their responsibility. This contract will be contingent on the final approval of the Association's membership. The homeowners will be presented this contract prior to the June General Membership Semi-Annual meeting for their approval. If agreed to, a voting agenda item will be put on this meeting's agenda to approve the final sale of the stub. Doug will ask the attorney to present the sales agreement to the Board for its approval at the next meeting.

Doug asked Joel to review the current beach signs to see if they need updating prior to the start of the summer season. Doug also informed the Board that the house and parking lot on the southwest corner of Breen and Purtil will be put up for sale.

New Business: Rich asked the Board if they had a chance to review the paperwork that he had sent out about the planned installation of a Verizon cell antenna at The Pavilion at Sound View. The Board is in favor of measures that would improve cell phone reception in the area.

Public Comment: The only member of the General Public present (Harvey Schiller) noted that the issues he was concerned with had already been addressed earlier in the meeting.

NEXT MEETING - The next Board of Governor's meeting is scheduled for Tuesday, May 9th at 6:30 PM. The Board agreed that the April meeting should be cancelled. The meeting will be held at Gavin Cartiera's house at 24 Wedgewood Drive, Wethersfield, CT.

A motion (Cartiera/Montano) was made to adjourn at 8:47 PM. The motion passed.

Respectfully submitted

Richard Kingston
OCBCA Clerk
March 27, 2017

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Results of Voting at the March 21, 2017 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present- Janet Montano, Steve Humes Gavin Cartiera, Joel Zimmerman, Doug Whalen (conference call), and Rich Kingston.

Summer Security Services Contract – A motion (Montano/Zimmerman) was made to allow Steve to negotiate a contract for summer 2017 security services with Swift Security Service. The motion passed unanimously.

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ATTACHMENT 1

OCBCA Board of Governors' Meeting

Treasurer's Summary

March 21, 2017

Balance July 1, 2016: \$195,997.09

Income: \$407,448.74

(\$407,448.74 minus \$25.80 collected in FY 2016 plus \$0.01 FY 2017 overpayment)*

Expenses: \$371,429.61

Balance February 28, 2017: \$231,990.43

General Fund Checking	\$ 63,128.66
General Fund MM Savings	100,639.88
Capital Fund MM Savings	<u>68,221.89</u>
Balance 2/28/17	\$231,990.43

*QuickBooks does not consider tax over payments made in one FY as income in that year but as income in the following FY. So where I was adding tax overpayments to actual income in my FY2016 summaries, I am now subtracting them in my 2017 summaries as well as adding in FY2017 overpayments.

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ATTACHMENT 2

	Actual FY 2015	Actual 6/30/2016	Budget FY 2017 APPROVED	Actual 3/14/2017	Budget FY 2018
<u>Revenues</u>					
Property Taxes + finance charges	139,370.80	141,160.49	141,500.00	144,007.62	141,500.00
Town of Old Lyme	13,500.00	9,100.00	9,000.00	9,000.00	8,450.00
Vendor Fees	500.00		500.00	500.00	500.00
Reimbursement for Liens & Lien Releases					
Registrations	450.00	350.00	100.00	300.00	200.00
Reimbursement for Bank Charge	51.95				
Gate Swipe Cards	280.00	445.00		230.00	200.00
Fines	400.00	40.00			
Sign damage payment	88.00				
Boat storage cost reimbursement		30.00		30.00	
Federation 1/2 dues returned				289.50	
Overcharged fees returned				1,166.00	
Interest Income General Fund	161.11	186.74	50.00	100.24	75.00
Interest Income Capital Account	73.18	99.87	50.00	91.59	75.00
Easement Funds		8,250.00			
State of Connecticut grant money		52,930.01		247,070.00	
Recreation	2,670.00	2,600.00	2,000.00	2,460.00	2,000.00
Raffle	2,417.50	2,744.00	2,000.00	2,531.00	2,000.00
Merchandise	625.00	1,570.50	400.00	315.00	
Total Revenues	160,587.54	219,506.61	155,600.00	408,090.95	155,000.00
<u>Expenditures General Fund</u>					
Public Safety	23,853.87	24,145.03	27,000.00	16,719.67	26,000.00
Public Works	40,851.17	31,367.65	38,000.00	16,474.88	40,000.00
Insurance	5,154.00	5,241.00	6,500.00	5,309.00	6,400.00
General Administration	3,802.27	6,499.06	6,000.00	2,805.92	6,000.00
Electricity	5,027.98	5,022.24	5,300.00	3,533.29	5,800.00
Fire Protection (Hydrants)	8,777.76	9,139.94	10,000.00	7,316.22	10,200.00
Recreation	6,132.84	8,038.42	9,000.00	8,846.76	9,000.00
Raffle	700.77	100.00	600.00	472.32	500.00
Merchandise	1,333.00	1,219.50	1,700.00		1,600.00
Professional Fees	7,830.00	9,816.11	10,000.00	3,622.50	10,000.00
Donations				100.00	
Property Taxes	1,329.42	929.56	1,500.00	955.71	1,500.00
Subtotal	104,793.08	101,518.51	115,600.00	66,156.27	117,000.00
Contingency Fund Capital Account	20,000.00	13,000.00	18,000.00	18,000.00	16,000.00
General Fund Expenditures after \$ transfer	124,793.08	114,518.51	133,600.00	84,156.27	
<u>Capital Improvements/Expenditures</u>					
WPCA	41,904.66	22,000.00	22,000.00		22,000.00
Sheffield Brook Permits		1,685.00		1,250.00	
Sheffield Brook	3,400.00	49,530.00		305,872.98	
Subtotal	45,304.66	73,215.00	22,000.00	307,122.98	38,000.00
Total	150,097.74	174,733.51	155,600.00	373,279.25	155,000.00
Mill Rate	2.5	3.25	3.25	3.25	3.25
Profit/Loss	10,489.80	44,773.10			