

**May 25, 2016**

**Old Colony Beach Club Association Board of Governors Meeting  
Doug Whalen's Cottage, 41 Old Colony Rd., Old Lyme**

The meeting was called to order at 6:33 PM by Board Chair Doug Whalen. Doug stated that a quorum was present and that there were not any members of the public in attendance.

**ATTENDANCE:** Members present- Janet Montano, Steve Humes, Gavin Cartiera, Doug Whalen and Rich Kingston. Member absent - Jerry Brocki.

**Approval of 4/27/2016 Board of Governor Meeting Minutes:** A motion was made (Humes/Cartiera) to accept the minutes from the April 27, 2016 Board of Governors meeting. The motion to accept the minutes passed unanimously.

**Treasurers Report (Janet Montano):** Janet has re-contacted the two members who have yet to pay their 2015 taxes asking for payment. She also reported that one Association member is due a small credit for overpayment of last year's taxes. Doug stated that any Board member who expends their own funds for an Association purchase should be reimbursed in full including any state taxes paid. Janet reported that the Board's current tax collection procedure needs to be updated as it does not conform to standard municipal procedures. Rich will send out a copy of the procedure to all Board members to review. Janet presented the Treasurer Summary through May 25, 2016 (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:** The Board reviewed and updated the listing of Action Items for April 2016. Gavin addressed Item #35 about conducting a review of the Board's Special Events Policy. Gavin passed out a revised policy with the application form and instructions attached (Attachment 2). The major change is the addition of an insurance requirement that holds the Association harmless. Rich suggested adding the insurance requirement language to the policy (it already appears in the amended application form as revised). After the Board reviewed the policy a motion (Humes/Kingston) was made to accept the Special Events Policy as revised at this meeting. There was no discussion. The motion passed unanimously. Rich reported that he has contacted the State of Connecticut's Public Records Administrator who will assist him in addressing Item #37 about developing a Records Retention Policy. Items #40 and #48 concerning the Purtill Avenue stub sale will be addressed later in the meeting as a specific agenda item. Rich stated that he still not has posted a paper sign to inform boat owners who to call to reclaim their kayaks/boat that was removed last fall (Item #45) but will do so. Rich has contacted the Association's insurance agent to determine if additional coverage is necessary for the summer use of a rented golf cart for Security (Item #47). He reported that the Association does have liability insurance coverage for the golf cart but not for any property damage that occurs to the cart. Doug will check with the lessor to see if it carries such insurance.

## **Committee Reports-**

**Chairman's Report (Doug Whalen):** Doug reported that he attended the town's Inlands Wetlands Committee meeting on Tuesday night at which they approved the Sheffield Brook Project. He also attended the Sound View Commission meeting on Monday evening and he reported that there would be a town meeting in July to approve the Hartford Avenue Project. ***The Board encourages the membership to support this project.*** Doug also reported that the town will host an Osprey Festival on Saturday, June 18<sup>th</sup> on Hartford Avenue. The town hopes to join the three beach associations involved in the sewer project by hosting the pump station in the Hartford Avenue parking lot. In return for this lease of space the three beaches would build rest rooms to be attached to the pump house building. Doug has been meeting with representatives from Fuss & O'Neill about the Sheffield Brook Project. The work on the brook should begin after Labor Day. Doug has signed the three beach cost sharing agreement for the sewer project.

**Clerk's Report (Rich Kingston):** Rich reported that the Shoreline Community Center has been rented for the Saturday, June 25<sup>th</sup> Semi-Annual General Membership meeting from 6:00 to 10:00 PM. The meeting will begin at 6:30 PM. The next Board of Governors meeting needs to be changed from Wednesday, June 8<sup>th</sup> to Monday, June 6<sup>th</sup> in order to have the best attendance. This meeting will be used to prepare for the June 25<sup>th</sup> meeting and will be held at Synagogue Beth El.

**Tax Collector (Steve Humes):** Steve reported that the two unpaid tax bills are still delinquent. Steve will work with Janet to determine the appropriate next steps to collect these taxes.

**Recreation (Gavin Cartiera):** Gavin reported that the caterer for the annual dinner on the beach on Saturday, July 16<sup>th</sup> has been selected. The price for 250 guests is \$4,000. Gavin estimates that with the other related costs the annual dinner will cost approximately \$7,400 before any income generated by ticket or raffle sales. The Board agreed to set the ticket price at \$10 for adults and children over five. Children five and under will be free. Last year the dinner cost the Association \$1,145 after all income and expenses were tallied. The Board agreed to set capacity for the dinner at no more than three hundred (300). The Board agreed that tickets for the dinner should be available for sale at the June 25<sup>th</sup> General Membership meeting. Gavin explained the summer activities he has planned which include two evenings of musical entertainment, an "open mike night," a sand castle contest, and weekly movies on the beach. Gavin is looking into the possibility of offering yoga classes on the beach. The Board is also interested in the possibility of conducting a beach Olympics for the kids. There will be coffee and donuts at the beach on Sunday morning June 26<sup>th</sup> at 10:00 AM. Gavin and Doug will issue a recreation schedule once the planned events have been finalized.

**Public Safety (Jerry Brocki):** In Jerry's absence Rich reported that he had attended a recent Federation of Old Lyme Beaches meeting at which the resident State Trooper Gary Inglis

explained the summer plans for the local police and the Beach Rangers. The Beach Rangers are young adults who assist the local police in their duties. These Rangers will be utilized at Sound View Beach and the main entrance to Miami Beach. Doug reported that he had signed the summer security guard contract with Securitas. Doug will be meeting with Securitas to share the post orders prior to the guards beginning employment this Saturday, May 28<sup>th</sup>. The Board agreed that the person who opened that gates last year when Security was not around should do so again this year. She will be paid the same amount as last year, \$300.

**Public Works (absent position):** Doug thanked Rich for assuming the Public Works duties during the winter after Don DuBaldo resigned from the Board. Doug is planning to ask Nickerson Landscaping to improve the landscaping in front of Breen Avenue and do some additional maintenance to the Old Colony Road plantings that were done last year. Doug reported that the swim buoys have been deployed and that the jet-ski lines would be put in place tomorrow. Doug also noted that the new swim buoys have been labelled as OCBCA property.

**Purtill Avenue Stub Sale Update:** Janet reported that one of the adjacent property land owners wants to meet with Board representatives sometime after the first of July before making a decision whether to purchase their half of the Purtill Avenue stub. The other adjacent property owner asked for additional time to secure the funds necessary to purchase their half of the stub. The Board agreed that both adjacent property owners should be invited to a meeting with representatives of the Board and the Association's attorney as soon as possible after July 1 to discuss final sale details. Doug and Janet will represent the Board at this meeting

**WPCA Report:** Steve missed the last meeting of the WPCA. Doug reminded the Board that two current WPCA members need to be elected to new terms. They both wish to continue serving. A motion (Humes/Montano) was made to reappoint Frank Noe and Frank Nicotera to new five year terms on the WPCA. There was no discussion. The motion passed unanimously. Doug reported that under the current planning Miami Beach, Old Lyme Shores, and Old Colony Beach will have operating sewers by December 2018. Construction will take eighteen months and will impact both the summers of 2017 and 2018.

**Rule Enforcement:** Doug wants to develop a process to enforce rules without personalizing these actions when and if they need to be taken. Doug prefers that tickets for rule violation be distributed by Security rather than by individual Board members. Doug asked all Board members to think about how to implement strategies for both immediate and projected issues that could entail fines being assessed so that a process can be developed at the next Board meeting.

**FY2017 Budget:** The Board made its final review of the draft 2017 Association Budget (Attachment 3) so that it can be presented to the General Membership at the June meeting. The following changes to the draft budget were made as follows: under Revenue decrease Town of Old Lyme to \$9,000 and under Expenditures General Fund increase Fire Protection to \$10,000, reduce Professional Fees to \$10,000, and reduce Recreation to \$10,000. A motion

May 25, 2016  
OCBCA Board of Governors Meeting

(Humes/Cartiera) was made to approve the FY2017 Budget in order to present it to the General Membership for their approval at the June 25<sup>th</sup> General Membership meeting. There was no discussion. The motion passed unanimously.

**Preparation for June 25<sup>th</sup> General Membership Meeting:** This topic will be tabled and discussed at the June 6<sup>th</sup> OCBCA Board meeting. Rich will be sending out a draft agenda for the June 25<sup>th</sup> meeting sometime next week.

**Other Old Business:** Janet reported that our Annual Report from our accountant will be received prior to the June 25<sup>th</sup> meeting. Rich stated that we also need to renew our efforts to obtain a replacement for the current Board vacancy.

**New Business:** Janet provided a copy of a notice of a public hearing on Monday, June 13<sup>th</sup>, about building alterations to 45 Gorton Avenue.

**Public Comment:** There was no public comment due to a lack of a public presence at this meeting.

**NEXT MEETING -** The next Board of Governor's meeting is scheduled for Monday, June 6th at 6:30 PM. The meeting will held at Synagogue Beth El on Gorton Avenue.

A motion (Humes/Cartiera) was made to adjourn at 8:26 PM. The motion passed.

Respectfully submitted

Richard Kingston  
OCBCA Clerk  
May 30, 2016

May 25, 2016  
OCBCA Board of Governors Meeting

Results of Voting at the May 25, 2016 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present- Janet Montano, Steve Humes, Gavin Cartiera, Doug Whalen, and Rich Kingston.

**Revision of Special Events Policy:** A motion (Humes/Kingston) was made to accept the Special Events Policy as revised at this meeting. There was no discussion. The motion passed unanimously.

**FY2017 Budget:** A motion (Humes/Cartiera) was made to approve the FY2017 Budget in order to present it to the General Membership for their approval at the June 25<sup>th</sup> General Membership meeting. There was no discussion. The motion passed unanimously.

May 25, 2016  
OCBCA Board of Governors Meeting

**ATTACHMENT 1**

May 25, 2016 OCBCA Board Meeting  
Treasurer's Summary

Balance July 1, 2015: \$151,198.21

Income: \$193,676.25 plus \$25.78 overpayment of 2015 taxes

Expenses: \$140,409.97

Balance May 25, 2016: \$204,490.27

General Fund Checking	\$ 12,197.71
General Fund MM Savings	142,505.62
Capital Fund MM Savings	<u>49,786.94</u>
Balance 5/25/16	\$204,490.27

**ATTACHMENT 2**



Complete this form to reserve a space at the Old Colony Beach Club Association for your event. The completed form must be forwarded to the OCBCA Board of Governors for approval and confirmation.

- Private Event       Public Event

**Venue Requested:**

- Volleyball Court / Movie viewing area  
 Other:

\_\_\_\_\_

**Applicant Contact Information (PRINT):**

**First Name:** \_\_\_\_\_ **Last:**

\_\_\_\_\_

(hereinafter referred to as the "Applicant")

Beach Address:	
Permanent Address:	
City, State:	
Phone Number:	
Email Address :	

**Event Information**

Date of Event :	
Event Name :	
Event Information:	

May 25, 2016  
OCBCA Board of Governors Meeting

Anticipated Attendance:	
Start Time of Event (include set up time):	
End Time of Event (include clean up time):	
Does this event involve an outside organization, group or persons? :	
Type of activities:	<input type="checkbox"/> Food/Catering <input type="checkbox"/> Guest speakers <input type="checkbox"/> Entertainment
Type of entertainment:	<input type="checkbox"/> DJ <input type="checkbox"/> Live solo performer <input type="checkbox"/> Band /Group

**INDEMNIFICATION, DEFENSE, and HOLD HARMLESS AGREEMENT**

The Applicant identified above, on behalf of him/her/itself, and his/her/its director(s), owner(s), member(s), agent(s), apparent agent(s), servant(s), employee(s), subcontractor(s), successor(s), and assignee(s), in return for good and valuable consideration including but not limited to the approval, permission, and license to use the venue as requested above, expressly agrees to hold harmless and indemnify the OCBCA, its Board of Governors, each governor, director, agent, servant, and/or employee, from ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, OR CAUSES OF ACTION whatsoever, including, but not limited to, any and all claims for PASSIVE AND ACTIVE NEGLIGENCE for bodily injury or death, arising from the use of the venue for the identified event, including but not limited to any occurrence during setup, the time of the event itself, and cleanup. The Applicant expressly agrees that he/she/it shall have a duty to defend any and all such liabilities, claims, demands, or causes of action, including, where applicable, the payment of all attorneys' fees.

**LIABILITY INSURANCE**

The Applicant agrees that on or before a date five (5) days prior to the identified event, he/she/it must furnish a certificate or other proof of liability insurance with a policy limit of the aggregate amount of at least \$ 500,000 applicable to the event identified herein, which certificate must name the OCBCA as an additional insured.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **OCBCA Special Events Policy**

### **Purpose/Scope:**

This policy is being put in place to provide guidance to Board of Governor (herein after referred to as the Board) members when reviewing/providing events on Association property.

### **Definitions:**

**Association sponsored events** – Events that are sponsored by the Association, on Association property or other property identified in the event. Association events are for the benefit of Association members and guests of the Association.

**Association property** – Property that is a public area within the Association property lines owned by the Association. This could be streets, beach area or open lots, etc.

**Public Event** – A public event is an event that is open to all members of the Association and their invited guests.

**Private Event** – This is a requested event that is conducted on Association property but is an event with a list of guest invited by a private member of the Association.

### **Policy:**

**Association public events** – All events that will benefit the Association members that are held on Association property or private property within the Association and are open to everyone are considered public events. Events will be posted on the website calendar and during the summer months on the beach bulletin boards. Board members will discuss Association events at a regular monthly board meeting and will post the event as soon as possible so members are aware of the event.

Association public events can be events planned by the Board or by a private member that is opening the event to all Association members. Any private Association member wishing to have an Association public event must submit the event in writing to the Board of Governors for approval.

Included in the request will be the date, time, location, a brief description of the event and the number of participants. All public events must have the approval of the Board before the event.

**Private event on Association property** – Any member of the Association may request to have a private event on Association property. This event request must be placed in writing to the Board of Governors and discussed at a monthly Board meeting or special meeting. The request should include the name of the Association member, date, time, location, a brief description of the event and the number of participants. The Board of Governors should take into consideration the impact that the event will have on the Beach Association in general and if there will be any

May 25, 2016  
OCBCA Board of Governors Meeting

distractions or issues with the normal beach operation or the flow of traffic within the Association. All requested private events must have the approval of the Board before the event can be held.

**Private event on Association property or private property within the Association**– Members of the Association must adhere to all of the rules and regulations on the Association, all Town ordinances and State laws when having an event on Association property or private property within the Association.

Policy Endorsed by OCBCA Board of Governors on May 18, 2016

May 25, 2016  
OCBCA Board of Governors Meeting

**ATTACHMENT 3**

	Actual FY 2014	Actual FY 2015	<b>Budget FY 2016 APPROVED</b>	Actual 5/25/2016	<b>Budget FY 2017</b>
<b><u>Revenues</u></b>					
Property Taxes + finance charges	140,040.07	139,370.80	<b>141,500.00</b>	141,160.49	<b>141,500.00</b>
Town of Old Lyme	13,500.00	13,500.00	<b>9,100.00</b>	9,100.00	<b>9,000.00</b>
Vendor Fees	500.00	500.00	<b>500.00</b>		<b>500.00</b>
Reimbursement for Liens & Lien Releases					
Registrations	900.00	450.00	<b>100.00</b>	250.00	<b>100.00</b>
Reimbursement for Bank Charge		51.95			
Gate Swipe Cards	360.00	280.00		285.00	
Fines	45.00	400.00		40.00	
Sign damage payment		88.00			
Interest Income General Fund	87.56	161.11	<b>50.00</b>	152.72	<b>50.00</b>
Interest Income Capital Account	55.91	73.18	<b>50.00</b>	82.03	<b>50.00</b>
Easement Funds				8,250.00	
State of Connecticut grant money				27,551.51	
Recreation	1,811.00	2,670.00	<b>1,500.00</b>	2,600.00	<b>2,000.00</b>
Raffle	1,472.00	2,417.50	<b>1,500.00</b>	2,744.00	<b>2,000.00</b>
Merchandise	1,336.25	625.00	<b>800.00</b>	1,460.50	<b>400.00</b>
<b>Total Revenues</b>	<b>160,107.79</b>	<b>160,587.54</b>	<b>155,100.00</b>	<b>193,676.25</b>	<b>155,600.00</b>
<b><u>Expenditures General Fund</u></b>					
Public Safety	24,387.23	23,853.87	<b>29,000.00</b>	19,629.46	<b>27,000.00</b>
Public Works	34,643.73	40,851.17	<b>39,000.00</b>	26,786.17	<b>38,000.00</b>
Insurance	4,870.00	5,154.00	<b>8,100.00</b>	5,241.00	<b>6,500.00</b>
General Administration	4,190.05	3,802.27	<b>5,100.00</b>	5,882.54	<b>6,000.00</b>
Electricity	4,507.35	5,027.98	<b>5,100.00</b>	4,639.06	<b>5,300.00</b>
Fire Protection (Hydrants)	8,187.89	8,777.76	<b>9,000.00</b>	8,335.41	<b>10,000.00</b>
Recreation	7,466.72	6,132.84	<b>7,000.00</b>	7,876.16	<b>9,000.00</b>
Raffle	684.74	700.77	<b>600.00</b>	100.00	<b>600.00</b>
Merchandise		1,333.00	<b>1,200.00</b>	1,219.50	<b>1,700.00</b>
Professional Fees	15,675.00	7,830.00	<b>14,500.00</b>	8,556.11	<b>10,000.00</b>
Donations					
Reconciliation Discrepancy	0.40				
Property Taxes	1,278.06	1,329.42	<b>1,500.00</b>	929.56	<b>1,500.00</b>
<b>Subtotal</b>	<b>105,891.17</b>	<b>104,793.08</b>	<b>120,100.00</b>	<b>89,194.97</b>	<b>115,600.00</b>
<b>Contingency Fund Capital Account</b>	<b>17,000.00</b>	<b>20,000.00</b>	<b>13,000.00</b>		<b>18,000.00</b>
<b>General Fund Expenditures after \$ transfer</b>				<b>122,891.17</b>	<b>124,793.08</b>

May 25, 2016  
OCBCA Board of Governors Meeting

**Capital Improvements/Expenditures**

WPCA	3,095.34	41,904.66	<b>22,000.00</b>		<b>22,000.00</b>
Sheffield Brook Permits				1,685.00	
Sheffield Brook		3,400.00		49,530.00	
<b><u>Subtotal</u></b>	<b>3,095.34</b>	<b>45,304.66</b>	<b>22,000.00</b>	<b>51,215.00</b>	<b>22,000.00</b>

<b>Total</b>	<b>108,986.51</b>	<b>150,097.74</b>	<b>155,100.00</b>	<b>140,409.97</b>	<b>155,600.00</b>
Mill Rate	2.5	2.5	3.25	3.25	3.25
Profit/Loss	51,121.28	10,489.80			