

**February 6, 2014**

**Old Colony Beach Club Association Board of Governors Meeting  
Don DuBaldo's Office, 16 Harrison St., Manchester, Ct.**

The meeting was called to order at 6:25 PM by Rich Kingston, Clerk, for Doug Whalen, Board Chairperson who was present by Skype. This is the first meeting of 2014 as there was not a meeting in January. This meeting will suffice as the January/February meeting.

**ATTENDANCE: Members present-** Don DuBaldo, Harry Plaut, Jerry Brocki, and Rich Kingston (Doug Whalen was present by means of Skype from his home in Florida). **Members absent** - Michael Cohen and John Melonopoulos **Guest:** Janet Montano

**Minutes:** A motion was made (DuBaldo/Plaut) to accept the minutes from the December 19, 2013 Board of Governors' meeting. There was no discussion. The motion to adopt the minutes passed unanimously.

**Election of New Board Member – Janet Montano:** The Board accepted Michael Cohen's resignation submitted December 20, 2013 (content of resignation correspondence with Doug Whalen attached at the end of these minutes as Attachment 1.) In accordance with Section 7 of the Old Colony Beach Club Association Charter a motion (DuBaldo/Plaut) was made to nominate Janet Montano to fill the vacancy created by Michael Cohen's resignation. Janet has agreed to serve until the September 2014 Semi-Annual General Membership Meeting. She will decide prior to that meeting if she will complete the remainder of Michael Cohen's term which expires September 2016. The motion passed unanimously (4 yeas, 0 nays). Doug Whalen, although present by Skype, cannot vote as he is not physically present at the meeting as required by the OCBCA Charter.

**Realignment of Board Member Responsibilities:** Due to Michael Cohen's resignation the Board needs to reassign the Treasurer and Director of Public Safety positions. A motion (Kingston/DuBaldo) was made to appoint Janet Montano as Treasurer and Jerry Brocki as Public Safety Director. There was no discussion. The motion passed unanimously (5 yeas, 0 nays). {Janet Montano can now vote as a member of the OCBCA Board of Governors.}

**Treasurers Report (Don DuBaldo):** Don e-mailed the December Treasurer's Report to the members in January. The January 2014 Treasurer's Report will not be available until after the 10<sup>th</sup> of February in accordance with Board policy. As of the end of December 2013 the Treasurer had collected \$135,952 in property taxes. Approximately \$1,500 in taxes was still due at that time. Half of the town's annual stipend of \$13,500 had been received and in addition to miscellaneous income received the total income for FY2014 stood at \$147,795.35. Don reported that current operating expenses to date totaled \$58,718.46. There were no capital expenses to

date. A motion (Plaut/Kingston) was made to accept the December 2013 Treasurers Report. The motion passed unanimously (5 yeas to 0 nays). Janet Montano will assume the role of Treasurer for all future meetings.

**Committee Reports:**

**Chairman's Report (Doug Whalen):** Doug had nothing to report at this time.

**Secretary's Report (Rich Kingston):** Rich had nothing to report. He did offer to make bank deposits for Janet during the winter months.

**Tax Collector (Don DuBaldo):** Don said that now that the Board roles have been redefined he will spend more times on his Tax Collector duties. Don stated that he will contact those Association members who still owe taxes before he puts liens on their property for delinquent taxes due. He believes that there may be five tax bills still due. Don will keep a list of delinquent taxes regardless of the year in which taxes were due. Currently the Board is not aware of any taxes from fiscal years prior to 2014 that are still due.

**Recreation (Harry Plaut):** Harry would like the Association to host a wine and cheese party on Friday, June 27<sup>th</sup>, the evening before the Semi-Annual General Membership Meeting. The Board was pleased with this suggestion. Saturday night movies will continue and he would also like to hold American Idol type competitions on the beach. He also intends to have bands perform on the beach. The Board set Saturday, July 19<sup>th</sup> as the date for the annual dinner event with Sunday, July 20<sup>th</sup> as the rain date. Harry will present the summer recreation calendar to the Board at its March meeting.

**Public Safety (Jerry Brocki):** Jerry informed the Board that he would know more about this summer's security guard contract by the March meeting. He will contact the Federation of Old Lyme Beaches contact Fred Callahan to offer a new bidder for the security guard contract which the Federation's bids for all member beaches. Plans continue to place cameras at the rocks on the beach border with Old Lyme Shores, on the Broughel gate and on the guard shack which is placed at the summer entrance to the Association. There are currently funds available to purchase these cameras this fiscal year.

**Public Works (John Melonopoulos):** In John's absence Rich passed out a written report provided by John to serve as his report to the Board (see Attachment 2 to these minutes). A motion (DuBaldo/Kingston) was made to proceed with the stoning/re-facing of the last four piers at the entrances to Breen Avenue and Old Colony Road to match the work already done to the two piers at the entrance to Gorton Avenue as long as sufficient funds are available within the Public Works budget. Doug noted that the construction of matching piers at the entrance to

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Brookside Avenue might be considered at a future date. The motion passed unanimously (5 yeas to 0 nays.) A discussion followed about placing a swim (life) raft by the swim buoys for use by residents' children. Although some members believe that the raft would be a real addition to the beach the issue of insurance coverage and resident safety was of great concern to the Board. Some members believe that the raft is a safer alternative than the use of the "Rock." Rich suggested that the issue regarding insurance be researched and if the majority of the Board agrees that a raft would be a good idea to present this issue to the general membership for a vote at the June 28 Semi-Annual meeting. Jerry would like to have someone review whether the Board's Directors and Officers insurance policy coverage is sufficient. Doug will contact an Association member who he knows has expertise in insurance matters to see if he is interested in assisting the Board in this matter. Rich reminded the members that the beach cleaning and the swim buoys contracts need to be renewed by the Board prior to final approval. The issue of winter use of sand and salt on beach roads was discussed. It appears that John is concerned about the amount of cleanup that will be required in the spring as a result of using sand and salt. The consensus of the Board is that the current system as employed by the contractor is working and that the Board should remain aware of this issue through the remainder of the winter. Doug will send the snow removal contractor, Tom Montano, an e-mail stressing the Board's concern about the appropriate use of sand and salt.

**WPCA Report** – Harry reported that there has not been a recent WPCA meeting. Harry will contact Frank Noe, the WPCA Chair, to request supporting documentation for the amount appropriated to the WPCA in FY2014 and a formal request for the amount needed in FY2015. This amount can then be included in the OCBCA Budget for FY15 which the Board will be preparing for the June Semi-Annual General Membership Meeting.

**USDA Sheffield Brook Project** – Doug reported that Old Lyme Shores has been working with Joe Wrenn of Indigo Land Design to attempt to determine the cost of replacing the current pipe at the end of Sheffield Brook with a new larger one. The USDA will be working to determine the cost of the necessary easement which will be paid to Old Colony Beach Club Association prior to any work being performed on Sheffield Brook. This easement and the project itself will be presented to the general membership for a vote at the Semi-Annual General Membership Meeting. A general discussion of the project itself ensued. As the only property involved belongs to Old Colony Beach Club Association we are the sole signatories to any agreement to proceed with the project. The easement does not impact the beach itself.

**FY2015 Budget** – Harry attended the Old Lyme Board of Selectmen's Meeting on Tuesday at which they discussed beach stipends. Harry does not anticipate that the town's stipend will change for FY2015. The Board of Selectmen referred this issue to the town's Finance Committee for further study. The Board reviewed the draft budget as prepared by Doug Whalen. Rich would be interested in what the WPCA will be requesting for next fiscal year. The current projected

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figure of \$21,000 is only a best guess at this time. Doug stated that John is satisfied with the \$38,000 put aside for Public Works and he asked Jerry to review the Public Safety number of \$25,000. The mil rate would remain at 2.5 under the current draft budget. Doug would like to finalize the FY2015 budget at the April Board meeting.

**Old Business** – Jerry and Don would like to move to a cloud based QuickBooks at some time in the future. A motion (Plaut/Kingston) was made to purchase an all-in-one office machine to provide printing, scanning, faxing, and copying services for the Treasurer at a cost not to exceed \$300. The motion passed unanimously (5 yeas to 0 nays). Don will purchase this office machine.

**New Business** – The Board thanked Janet for joining us. Harry informed the Board that he has been appointed as the interim Harbor Master waiting for permanent political appointment to this position.

**NEXT MEETING** - The next Board of Governor's meeting is scheduled for Tuesday, March 18<sup>th</sup> at 6:00 PM. The meeting site will be held at Jerry Brocki's Office, 10 Pine Street, Plainville, Ct. A motion (Plaut/DuBaldo) was made to adjourn at 7:56 PM. The motion passed.

Respectfully submitted  
Richard Kingston  
OCBCA Clerk  
February 7, 2014

Minutes Approved at March 18, 2014 Board of Governors Meeting

**Results of Voting at the February 6, 2014 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present: Don DuBaldo, Harry Plaut, Jerry Brocki, and Rich Kingston.**

**Election of New Board Member – Janet Montano:** The Board accepted Michael Cohen’s resignation submitted December 20, 2013. In accordance with Section 7 of the Old Colony Beach Club Association Charter a motion (DuBaldo/Plaut) was made to nominate Janet Montano to fill the vacancy created by Michael Cohen’s resignation. The motion passed unanimously (4 yeas, 0 nays). Doug Whalen, although present by Skype, cannot vote as he is not physically present at the meeting as required by the OCBCA Charter.

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**Realignment of Board Member Responsibilities:** Due to Michael Cohen’s resignation the Board needs to reassign the Treasurer and Director of Public Safety positions. A motion (Kingston/DuBaldo) was made to appoint Janet Montano as Treasurer and Jerry Brocki as Public Safety Director. There was no discussion. The motion passed unanimously (5 yeas, 0 nays). {Janet Montano can now vote as a member of the OCBCA Board of Governors.}

**Treasurers Report (Don DuBaldo):** A motion (Plaut/Kingston) was made to accept the December 2013 Treasurers Report. The motion passed unanimously (5 yeas to 0 nays).

**Re-facing (Stoning) of Piers at Beach Entrances:** A motion (DuBaldo/Kingston) was made to proceed with the stoning/re-facing of the last four piers at the entrances to Breen Avenue and Old Colony Road to match the work already done to the two piers at the entrance to Gorton Avenue as long as sufficient funds are available within the Public Works budget. Doug noted that the construction of matching piers at the entrance to Brookside Avenue might be considered at a future date. The motion passed unanimously (5 yeas to 0 nays.)

**Purchase an All-in-One Office Machine** -A motion (Plaut/Kingston) was made to purchase an all-in-one office machine to provide printing, scanning, faxing, and copying services for the Treasurer at a cost not to exceed \$300. The motion passed unanimously (5 yeas to 0 nays).

## ATTACHMENT 1

### Board Member Michael Cohen's Resignation:

**From:** Michael [mailto:cohenopoly@yahoo.com]  
**Sent:** Friday, December 20, 2013 3:25 PM  
**To:** Douglas Whalen; 'HSPlaut Environmental Company'  
**Subject:** RE: OCBCA board meeting update

Doug, I want to apologize first of the lack of communication, I sent an e mail about a month ago and see it in my drafts folder. which never went out. I feel really bad. The letter was thanking you for the opportunity, but with my time constraints from work and family I'm Impressed on a great board we have and the hard work that gets done. Again I apologize on the lack of communication. Be safe and have a great holiday. Michael

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**From:** [Douglas Whalen](#)  
**Sent:** 12/20/2013 1:53 PM  
**To:** '[Don DuBaldo](#)'; '[Doug Whalen](#)'; '[HSPlaut Environmental Company](#)'; '[Jerry Brocki](#)'; '[john.melonopoulos@comcast.net](#)'; '[Michael Cohen](#)'; '[Rich Kingston](#)'  
**Subject:** OCBCA board meeting update

After the December OCBCA Board of Governors meeting I wanted to follow-up on a few items discussed at the meeting and also start the budget process.

Michael Cohen, it was brought up at the meeting that you do not wish to continue on the board. Your absence at the board meetings and lack of acknowledgement to emails and phone calls have made it difficult for the rest of us working to keep the Association running. We as a group would like to know your intentions ASAP. If you are not able to fulfill your duties on the OCBCA Board of Governors we would like an Email or letter so we can appoint someone that is able to fill the void. If you still want to stay on the board we need you to be more active and respond to emails and attend meetings. Please call me at 860-930-6834 with your intentions so we can proceed with the day to day operations of OCBCA.

One of the items we did not discuss at the December meeting was the FY2015 budget that starts on July 1, 2014 and goes to June 30, 2015. I have attached a proposed budget for FY2015 so each board member can review it and provide comment at the January meeting. We should use the January & February meeting to go over budget issues and changes and have a final budget for voting no later than the April 2015 meeting date. A few note on the budget, 1)it is proposed to keep the mil rate the same at 2.5. 2) I did not put anything in related to the outflow piping project and hope to get solid # for a future meeting.

**ATTACHMENT 2**

**PUBLIC WORKS REPORT – 02.06.14 submitted by John Melonopoulos**

1. Snow removal: Storm in December was handled according to the contract signed with Montano LLC; his bill was submitted for payment.
2. Second storm ending 01.21.14 was completed properly; vendor will submit his invoice end of each month.
3. Budgeting: \$38,000 as projected by Doug Whelan is acceptable.
4. Entrance Work: I believe we have sufficient money in our PW line item to complete the improvements to Old Colony and Breen to match work done on Gorton. I recommend a final review of PW budget item at the next BOD meeting and move forward to complete the work by spring, at \$2400 per entrance. If Brookside be considered at some future date it involves installation of the block posts as well. The problem there is land titles to entrance way as to how much land do we own.
5. I want to thank Don Dubaldo for working with PW to pay all the beach dump fees for HS Plaut; the delay was caused by the town. With our new contract, problems with billing from the town will cease as it the responsibility of the vendor.
6. Life Raft: Should this BOD decide to rent/purchase a life raft for this season, I recommend that it be put on an agenda for discussion.
7. Vendor required insurances: I have contacted the insurance agent to review with the carrier as to what we should require for insurance coverage for any vendor. They are contacting the carrier and will advise us on their recommendation.
8. Snow Fences: seems we have a lot of sand that blew through especially at the Breen Ave entrance. When the winter season is over, I believe the BOD should review the just what the fence accomplished vs no fencing.
9. Entrance Gates:
  - a. Gate Security holders: These have been contracted and will be completed as weather breaks.
  - b. Gate Painting: A contractor will be found and this work will be completed during spring.
10. Aluminum Fence: The 12' approx. bent fence on Old Colony has been contracted and will be installed in the spring at the same time as gates.