

May 8, 2018

**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 6:35 PM by Board Chairman Doug Whalen.

ATTENDANCE: Members present- Steve Humes, Janet Montano, Joel Zimmerman, Doug Whalen, and Rich Kingston.

Member absent – Gavin Cartiera and Sonia Dudas

No members of the public were present.

Approval of the 4/10/2018 Board of Governors Meeting Minutes: A motion was made (Humes/Cartiera) to accept the minutes from the April 10, 2018 Board of Governors meeting. Rich noted that Doug had noted in the last draft sent to Board members that two references were incorrectly made to the Department of Energy and Environmental Protection. The references should have been to the State of Connecticut Department of Housing. The motion to accept the minutes with this change passed.

Treasurers Report (Janet Montano): Janet presented the Treasurer Summary through April 30, 2018 (Attachment 1). A motion (Humes/Kingston) was made to accept the Treasurer Summary as presented. There was no discussion. The motion to accept the Treasurer Summary passed unanimously. Janet informed the Board that the recently Board approved FY2019 budget needed to be adjusted to reflect a \$300 cost increase to the Fire Protection (Hydrants) line. The Board agreed to reduce the following lines by \$100 each: Insurance, Electricity, and (Recreation) Merchandise. A motion (Montano/Humes) was made to adjust the budget lines as indicated by a total of \$300 as indicated by this discussion (Attachment 2). There was no further discussion. The motion passed unanimously. Doug reported that he is concerned that the Board may need to approach the membership at its June meeting for approval to move a total of more than \$2,500 between line items for the FY2018 budget in accordance with Article VIII, Section 3 of the By-Laws. Doug presented two issues in this regard. He noted that the Professional Fees line of the budget currently exceeds the budgeted amount by more than \$3,200. Doug also outlined plans to expend additional Public Works funds in excess of the amount budgeted to do necessary work to the beach. After some discussion about the need for additional work on the beach Joel indicated that he would work to address these issues the best he could from his current budgetary resources. The immediate issues he will address will include regrading the volleyball court and moving sand from the Gorton and Breen Avenue beach entrances southward. At this time it was determined that, as the total Budget adjustments needs are not yet certain at this time, any final adjustments should be presented to the membership at its September meeting.

Action Items Update: Rich again reported that he had not yet started working on Action Item #37 (Develop a Records Retention Policy). Doug noted that Item #53 regarding warning letters to be sent to delinquent 2018 taxpayers and Item #56 about developing a new list of fines remain open. Item #54 about obtaining quotes from food vendors for the annual picnic has been completed. Item #55 regarding a contract for summer security will be considered completed after discussion later in this agenda. Item #57 regarding asking landowner to remove a berm also remains open as of this date.

Committee Reports-

Chairman's Report (Doug Whalen): Doug reviewed his written report he submitted prior to the meeting (Attachment 3).

Clerk's Report (Rich Kingston): Rich stated that he made arrangements for the meeting space at the Shoreline Church for the General Membership Meeting scheduled for June 23rd. Rich also stated that he has printed beach passes but needs to have them protected in plastic. Doug said he will make the necessary arrangements to do this. A motion (Kingston/Montano) was made to make a \$100 donation to the Shoreline Church in appreciation for providing meeting space for the General Membership meeting in June. There was no discussion. The motion passed unanimously.

Tax Collector (Sonia Dudas): In Sonia's absence Janet reported that there continues to be three (3) delinquent taxpayers with a total due of \$1,678.31 plus interest. Janet will assist Sonia, if necessary, in sending out letters to these three (3) taxpayers warning them that a lien will be placed upon their property for unpaid taxes after July 1.

Recreation (Gavin Cartiera): In Gavin's absence Doug reported that the Association will sponsor a Karaoke Night on Saturday, August 11th on the beach. Doug also presented this summer's Recreation Schedule (Attachment 4). Doug added that there will be coffee and donuts on the beach on the Sunday morning after the Saturday, June 23rd General Membership meeting.

Public Safety (Steve Humes): Steve reported that he has almost finalized arrangements with USA Security to provide summer security guard services at \$21 an hour exclusive of overtime. A motion (Kingston/Zimmerman) was made to adopt the contract with USA Security as provided by Steve. The Board discussed the contract as regards overtime costs, cancellation procedures, the termination process, and the level of confidentiality required in the contract language. Steve said he would make appropriate adjustments to the contract language to address these concerns. The motion was amended to allow for minor modifications to address the issues raised at this meeting. There was no further discussion. The motion passed unanimously.

Public Works (Joel Zimmerman): Joel reported that the three (3) contracts for summer work; beach cleaning, swim buoy maintenance, and landscaping; have been completed. Joel reported that the swim buoys are in the water and the swim lines will be in the water before Memorial

Day weekend. Joel reported that the Association is asking for limited permission from NRCS to mow in a few specific areas of the Sheffield Brook easement. Joel stated that the new beach entry signs have been completed and will be erected soon. Rich informed the Board that he was approached by an Association member regarding unswept driveway stones that impede bare foot walking on the road on Breen Avenue. Doug said he will speak to the homeowner about this driveway stone.

WPCA Report – Steve, the Board liaison, reported that there have not been any WPCA meetings since his last report. Doug reported that he signed the WPCA's contract with New London for the necessary waste water treatment capacity. An agreement with East Lyme is expected soon.

List of Fines for Infractions (New Charter) – Rich reported that he and Gavin, as a subcommittee of the Board, have been developing a list of fines for the entire Board to review. Rich passed out this draft list of fines and asked the Board members to review and be prepared to discuss at a subsequent Board meeting.

Requests to Hold Private Events on the Beach – Doug stated that he has received three Special Events Venue Reservation Requests from Association members to use the volleyball court for private events this summer. The three requests are for Saturday, June 23 (Noon to 7PM); Saturday, July 28 (2PM to 10PM); and Saturday, August 4th (10 AM to 10PM). A motion (Humes/Montano) was made to approve the three events. There was no discussion. The motion passed unanimously. There was some discussion after the vote about the need to review our policy if private event requests become too numerous to accommodate.

Sheffield Brook Project Progress Report – Doug stated that he had a contract from the Department of Housing in the total of \$318,975.38 for the southern portion of the Sheffield Brook Project. This contract will give the two beach associations (OCBCA and Old Lyme Shores Beach Association) additional funds to offset seventy-five (75%) per cent of the additional expenses accrued by using the Woods Hole Group to supervise the final portion of the groin construction. Joel would like Dichello Construction to remove the rocks along the beach that were deposited during groin construction. Doug stated that he would like to finalize the Sheffield Brook Project payments and officially close these contracts. Rich expressed surprise about how fast the process has moved from potential litigation by the Board to accepting all work as completed. Other Board members stated that closing out this project at this time was the best option open to the Association. A motion (Whalen/Zimmerman) was made to close out the project and pay off all remaining balances to Dichello Construction and Fuss & O'Neill. There was no further discussion. The motion passed with one abstention.

Agenda for June 23rd General Membership Meeting – Rich distributed a draft agenda (Attachment 5) for the June 23rd General Membership meeting. A motion (Kingston/Montano)

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was made to accept the draft agenda as presented with the removal of the FY2019 Budget item. There was no discussion. The motion passed unanimously.

Board Meeting Schedule FY2019 – Rich stated that the Board needed to establish a meeting schedule for July 2018 to June 2019. The Board agreed to continue meeting on the second Tuesday of the month. Rich stated that if there were any conflicts with Jewish holidays he would alter the schedule to avoid such conflicts. A motion (Humes/Zimmerman) was made to meet as indicated by this discussion.

Other Old Business – Janet brought up her concerns about the lack of responsiveness from the current accounting firm the Association is using. The Board believes that it might be time to look around for a different firm to provide financial statement services. Doug informed the Board that a cell phone will be provided to USA Security personnel and that he will give the Board members this phone number.

New Business – Doug stated that a resident had asked about the ability to have a sand washing shower at beach entrances and a raft in the water. The Board agreed that the cost of the showers is prohibitive, as one would be needed at each beach entrance, and that the raft idea had been voted down by Association members at the June 2014 General Membership meeting. Doug will have a new Association newsletter to pass out at the General Membership meeting.

Public Comment – No members of the public were present.

NEXT MEETING - The next Board of Governor's meeting is scheduled for Tuesday, June 5th, meeting location to be determined.

A motion (Kingston/Zimmerman) was made to adjourn at 8:31 PM. The motion passed.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Richard Kingston', written in a cursive style.

Richard Kingston
Clerk
May 17, 2018

Results of Voting at the May 8, 2018 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present- Steve Humes, Janet Montano, Joel Zimmerman, Doug Whalen, and Rich Kingston.

FY2019 Budget Adjustment - The recently Board approved FY2019 budget needed to be adjusted to reflect a \$300 cost increase to the Fire Protection (Hydrants) line. The Board agreed to reduce the following lines by \$100 each: Insurance, Electricity, and (Recreation) Merchandise. A motion (Montano/Humes) was made to adjust the budget lines as indicated by a total of \$300 as indicated by this discussion. There was no further discussion. The motion passed unanimously.

Donation to Shoreline Church - A motion (Kingston/Montano) was made to make a \$100 donation to the Shoreline Church in appreciation for providing meeting space for the General Membership meeting in June. There was no discussion. The motion passed unanimously.

Contract with USA Security for Summer 2018 - A motion (Kingston/Zimmerman) was made to adopt the contract with USA Security as provided by Steve. The Board discussed the contract as regards overtime costs, cancellation procedures, the termination process, and the level of confidentiality required in the contract language. Steve said he would make appropriate adjustments to the contract language to address these concerns. The motion was amended to allow for minor modifications to address the issues raised at this meeting. There was no further discussion. The motion passed unanimously.

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Sheffield Brook Project Contracts –Doug stated that he would like to finalize the Sheffield Brook Project payments and officially close these contracts. A motion (Whalen/Zimmerman) was made to close out the project and pay off all remaining balances to Dichello Construction and Fuss & O'Neill. There was no further discussion. The motion passed with one abstention.

Agenda for June 23rd General Membership Meeting –A motion (Kingston/Montano) was made to accept the draft agenda as presented with the removal of the FY2019 Budget item. There was no discussion. The motion passed unanimously.

Board Meeting Schedule FY2019 –The Board agreed to continue meeting on the second Tuesday of the month. Rich stated that if there were any conflicts with Jewish holidays he would alter the schedule to avoid such conflicts. A motion (Humes/Zimmerman) was made to meet as indicated by this discussion.

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ATTACHMENT 1

Treasurer's Summary

OCBCA Board of Governors
Meeting
May 8, 2018

Balance July 1, 2017:	\$170,317.36	
Income:	\$218,971.16	
	\$41.10	FY 2018 tax overpayment*
Expenses:	\$113,353.76	
Balance January 31, 2018:	\$275,975.86	
General Fund Checking	\$22,997.72	
General Fund MM Savings	\$150,857.94	
Capital Fund MM Savings	<u>\$102,120.20</u>	
Balance 4/30/18	\$275,975.86	

*QuickBooks does not consider tax overpayments made in one FY as income in that year but as income in following FY.

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Attachment 2

**Old Colony Beach Club Association 2019 Fiscal Year Proposed Budget
and Actual Expenditures to 3/31/18**

	Actual FY 2016	Actual FY 2017 -	Budget FY 2018 APPROVED	Actual 3/31/2018	Budget FY 2019 PROPOSED
Revenues					
Property Taxes + finance charges	141,160.49	144,007.62	141,500.00	142,699.83	141,500.00
Town of Old Lyme	9,100.00	9,000.00	8,450.00	8,900.00	8,470.00
Vendor Fees		500.00	500.00	500.00	500.00
Reimbursement for Liens & Lien Releases					
Registrations	350.00	450.00	200.00	300.00	200.00
Reimbursement for Bank Charge					
Gate Swipe Cards	445.00	470.00	200.00	150.00	200.00
Fines	40.00			40.00	
Sign damage payment					
Boat storage cost reimbursement	30.00	30.00			
Federation 1/2 dues returned		289.50		289.50	
CT Water funds overpayment returned		4,751.95			
Overcharged fees returned		1,166.00			
Interest Income General Fund	186.74	150.70	75.00	149.00	75.00
Interest Income Capital Account	99.87	123.43	75.00	126.13	75.00
Easement Funds	8,250.00				
State of Connecticut grant money	52,930.01	247,070.00			
Old Lyme Shores 1/2 cost Sheffield Brook Project				47,355.51	
Purill stub sale				12,000.00	
Recreation	2,800.00	2,460.00	2,000.00	2,510.00	2,000.00
Raffle	2,744.00	2,531.00	2,000.00	3,580.00	2,000.00
Merchandise	1,570.50	1,241.00		340.00	
Total Revenues	219,506.61	414,241.20	155,000.00	218,939.97	155,020.00
Expenditures General Fund					
Public Safety	24,145.03	21,876.91	26,000.00	17,718.68	30,000.00
Public Works	31,367.65	27,194.90	40,000.00	19,738.39	37,000.00
Insurance	5,241.00	5,309.00	6,400.00	5,439.00	6,300.00
General Administration	6,499.06	3,663.13	6,000.00	4,380.25	6,000.00
Electricity	5,022.24	4,586.25	5,800.00	4,042.43	5,700.00
Fire Protection (Hydrants)	9,139.94	9,787.10	10,200.00	7,489.22	10,500.00
Recreation	8,038.42	11,073.44	9,000.00	6,310.55	10,000.00
Raffle	100.00	512.32	500.00	778.73	500.00
Merchandise	1,219.50	1,658.40	1,600.00		1,500.00
Professional Fees	9,816.11	4,812.50	10,000.00	13,281.00	8,320.00
Donations		200.00		100.00	200.00
Property Taxes	929.56	955.71	1,500.00	920.92	1,000.00
Subtotal	101,518.51	91,629.66	117,000.00	80,199.17	117,020.00
Contingency Fund Capital Account	13,000.00	18,000.00	16,000.00	16,000.00	16,000.00
General Fund Expenditures after \$ transfer	114,518.51	109,629.66	133,000.00	96,199.17	
Capital Improvements/Expenditures					
WPCA	22,000.00	22,000.00	22,000.00		22,000.00
Fencing				1,399.68	
Sheffield Brook Permits	1,685.00	1,250.00			
Sheffield Brook	49,530.00	325,015.48		25,837.53	
Subtotal	73,215.00	348,265.48	22,000.00	27,237.21	38,000.00
Total	174,733.51	439,895.14	155,000.00	107,436.38	155,020.00
Mill Rate	3.25	3.25	3.25	3.25	3.25
Profit/Loss	44,773.10	(25,653.94)			

Printed: April 9, 2018

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ATTACHMENT 3

Chairman's report for May 8th meeting

- * Change resolution in 4-10 minutes to reflect Dept of Housing instead of DEEP.
- * Newsletter is ready for print & in PDF format for publication on website
- * Activities & rules handout ready for printer
- * Little taste of Texas tickets ready for print adults \$15.00 children 8 & under \$7.00
- * Still waiting for State to approve additional grant money, lawyers concerned about our municipal status
- * Gorton lot bushes & grass given fertilizer for new lawn and new bush feeding. A lot of deer dropping in open field. Stream running very smooth
- * Working with Old Lyme Shores to have residents with fragmities adjacent to stream to have them cut down and put roundup inside shoot
- * Working with Jerry Brocki to get security camera program up and running.
- * Received note & phone call from Fuss & Dichello looking for final payment.
- * Relocated (1) bench from beach to open lot on Gorton Ave for people to sit and watch wildlife in open field.
- * Started cleaning out Guard shack for summer use, put up volleyball net for summer.
- * Received numerous requests for private beach event, advised them to submit application
- * Attended Hartford Ave. groundbreaking ceremony on new street scape completion.
- * Worked with Town Selectwoman on OCBCA updates & Eversource pole agreement program
- * Worked on Weir Box blocked left side to get sand out of right side.
- * Checked on Verizon antenna on Pavilion- still in-progress, not active yet.

Attachment 4



Recreation Schedule

June 23	6:30pm Semi-annual Membership Meeting
June 24	10am Coffee + social on the beach
June 30	8pm Movie on the Beach
July 7	8pm Movie on the Beach
July 8	2pm Sandcastle contest
July 13	8pm "Friday Night" Movie on the Beach
July 14	Music on the beach " <i>Third Stone Band</i> "
July 21	5:30 Association Picnic on the Beach
July 27	8pm "Friday Night" Movie on the beach
August 3	8pm "Friday Night" Movie on the Beach
August 5	2pm Sandcastle contest
August 10	8pm "Friday Night" Movie on the Beach
August 11	7pm Karaoke night special
August 18	8pm Movie on the beach
August 25	8pm Movie on the beach
September 8	6:30pm Semi-annual membership meeting

ATTACHMENT 5

**OLD COLONY BEACH CLUB ASSOCIATION
SEMI ANNUAL MEETING AGENDA**

SATURDAY, June 23, 2018, 6:30 PM

Location: Shoreline Church, 287 Shore Road, Old Lyme, Ct

- Approval of September 9, 2017 Semi-Annual Meeting Minutes
- Board of Directors report:
 - Chairman: Doug Whalen
 - Treasurer: Janet Montano
 - Clerk: Rich Kingston
 - Tax Collector: Sonia Dudas
 - Public Works: Joel Zimmerman
 - Security: Steve Humes
 - Recreation: Gavin Cartiera
- Public Comment- Association member comments on Board of Directors report
- FY2019 Budget ****VOTING ITEM****
- Committee Reports
 - Water Pollution Control Authority
- New Business
- Public Comment
- Next Meeting: Saturday, September 8, 2018 at Shoreline Church

Adjournment: