

September 23, 2019

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

The meeting was called to order at 6:32 PM by Board Chairman Doug Whalen.

ATTENDANCE: Members present- Janet Montano, Nancy Zimmerman, Gavin Cartiera (by phone), Steve Humes, Rich Kingston and Doug Whalen.

There were no members of the public present.

Approval of 8/13/2019 Board of Governors Meeting Minutes: A motion was made (Hughes/Montano) to accept the minutes from the August 13, 2019 Board of Governors Meeting. There was no discussion. The motion passed with one abstention.

Treasurers Report (Janet Montano): Janet then presented the Treasurers Summary for the period ending September 7, 2019 (Attachment 1). Janet stated that this is the same report that she presented to the membership at the September 7th General Membership meeting. Janet also reported on the financial results of the July 20th annual dinner. A motion (Kingston/Humes) was made to accept the Treasurers Report. There was no discussion. The motion passed unanimously.

Action Items Update: Rich reported that there was one outstanding Action Item. Rich stated that Item #64 to send a letter of thanks to Joe Frutuoso for painting the speed bumps has been completed. Rich provided a copy of this letter to the Board members present.

Committee Reports-

Chairman's Report (Doug Whalen): Doug reviewed his Chairman's report, the same as presented at the General Membership (Attachment 2), with the Board. Doug stated that the Association is ready for the winter. Doug stated that he received a letter from Peggy Figione, the new owner of 19 Hartung Place, requesting permission to cut into Hartung Place in order to install underground utilities. A motion (Whalen/Humes) was made to allow the road cut to be made on the provision that the road be immediately repaired and if the road is in disrepair after the winter the owner of 19 Hartung Place would be financially responsible for the repair. There was no discussion. The motion passed unanimously.

Clerk's Report (Rich Kingston): A motion (Kingston/Zimmerman) was made to send a \$100 donation to the Shoreline Church to thank them for

hosting the September 7th General Membership Meeting. There was no discussion. The motion passed unanimously.

Tax Collector (Gavin Cartiera): Gavin reported that all but two homeowners have paid their July 2019 tax bills. There was some discussion about a small unpaid tax collection issue from last fiscal year. Gavin stated that sending one more certified letter to this owner might be advisable before placing a lien on the property.

Recreation (Vacant): Doug stated that there was nothing to report.

Public Safety (Steve Humes): Steve reported that he had nothing to report. Steve will be using the winter to listen to proposals from security companies prior to choosing a firm for next summer.

Public Works (Vacant): Doug stated that Joel did an “awesome job” cleaning up the materials he handed over to the Association as he is no longer serving on the Board. Doug stated that Tom Montano worked about three hours cleaning out the area between the rock jetties.

Election of Board Officers and Directors: Doug asked the members which responsibilities they would like to fill for the upcoming Board year. Doug stated that Gavin is willing to hand over the Tax Collector position to Nancy Zimmerman and he is willing to, once again, take on the Entertainment (Recreation) Director position. Doug stated that he is willing to serve as Chairman again and asked the remaining Board members if they would continue in their current positions: Janet as Treasurer, Rich as Clerk, and Steve as Director of Public Safety. All three indicated that they are willing to do so. Doug stated that the Public Works position remains open. Janet stated that Lester Webb indicated to her that he would be willing to serve as Public Works Director. A motion (Kingston/Humes) was made to add Lester Webb to the Board to serve as the Public Works Director on the basis that he would be willing to attend meetings remotely while he is away. There was no discussion. The motion passed unanimously. A motion was made to reappoint Board members to positions as indicated above. There was no discussion. The motion passed unanimously.

WPCA Report - Steve had nothing new to report. Rich asked about the RFP process to obtain appraisal services to assist in determining a preferred method to establish the definition of Equivalent Dwelling Units (EDU). Steve stated that there was no response to the RFP and that the WPCA has determined that it will proceed without this assistance. Steve did state that necessary professional services can be obtained at an hourly rate when needed. The goal of the WPCA is to present the final EDU definition with a solid estimate of project costs at the June Semi-Annual General Membership meeting. Doug stated that he will check with the Association’s attorney to

see if Nancy can continue to serve on the WPCA now that she is a member of the Board of Governors.

By-Law Article VIII Finance, Section 4 Revision – Rich asked to reverse the order of this item on the agenda with the following item so that official language can be reviewed before the proposal itself is discussed. After some review it was determined that the Board can take the necessary steps to amend an existing By-Law although conflicting language appearing in the Charter and the current By-Laws needs to be resolved.

Bonding Proposal for Storm Drainage System - The Board discussed the amount of borrowing needed to fund the new storm drainage system which is not covered by Clean Water Fund Act funding. Doug reported that he and Frank Noe have been meeting with banks to get the best interest rate possible. Doug suggested that hiring a financial consultant at \$3,000 to assist in this effort might be a good idea. Doug would like to pursue this issue at our next Board meeting. Doug reported that the WPCA is changing its bond counsel for the storm drain project to a less expensive firm. However, the WPCA will continue with the current bond counsel for the Clean Water Fund sewer project.

Part Time Paid Positions for Recreation and Public Works – Doug believes that hiring a private contractor and not an employee would be the way to approach hiring summer assistance for recreation activities. Doug is proposing that this position work for a total of 80 (eighty) hours over the summer at \$12 an hour. Doug wrote up a draft job description for this position which he read to the Board. Rich suggested that \$15 an hour would be more attractive to any potential job applicants for this contracted position. The Board agreed with this suggestion. Gavin as Entertainment Director would supervise this position. A motion (Kingston/Montano) was made to actively pursue a contractor to perform 2020 summer recreation duties as directed. There was no further discussion. The motion passed unanimously. The Public Works position discussion will be tabled to a future meeting.

Construction Ordinance Review – Doug asked the Board to consider this issue for discussion at a subsequent winter meeting.

Revision of 2019-2020 Board Meeting Calendar – Rich stated that the existing 2019-2020 Board meeting schedule needs to be revised due to Nancy's inability to attend meetings on Tuesday. The Board decided that the second Wednesday of the month is preferable. The Board then reviewed and changed the meeting schedule for the remaining months in fiscal year 2020 (Attachment 3).

Other Old Business – There was no Other Old Business.

New Business – There was no New Business.

Public Comment – There was no public comment.

NEXT MEETING - The next Board of Governor's meeting is scheduled for Wednesday, October 9, 2019 at 6:30 PM at Nancy Zimmerman's home in South Windsor.

A motion (Humes/Montano) was made to adjourn at 7:38 PM. The motion passed.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Richard Kingston'.

Richard Kingston

Clerk

September 28, 2019

Minutes Approved at November 13, 2019 Board of Governors Meeting

Results of Voting at the September 23, 2019 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present- Janet Montano, Nancy Zimmerman, Gavin Cartiera (by phone), Steve Humes, Rich Kingston and Doug Whalen.

Road Cut into Hartung Place: A motion (Whalen/Humes) was made to allow the road cut to be made on the provision that the road be immediately repaired and if the road is in disrepair after the winter the owner of 19 Hartung Place would be financially responsible for the repair. There was no discussion. The motion passed unanimously.

Donation to the Shoreline Church: A motion (Kingston/Zimmerman) was made to send a \$100 donation to the Shoreline Church to thank them for hosting the September 7th General Membership Meeting. There was no discussion. The motion passed unanimously.

Election of Board Officers and Directors: Doug asked the members which responsibilities they would like to fill for the upcoming Board year. Doug stated that Gavin is willing to hand over the Tax Collection position to Nance Zimmerman and he is willing to, once again, take on the Entertainment (Recreation) Director position. Doug stated that he is willing to serve as Chairman again and asked the remaining Board members if they would continue in their current positions: Janet as Treasurer, Rich as Clerk, and Steve as Director of Public Safety. All three indicated that they are willing to do so. Doug stated that the Public Works position remains open. Janet stated that Lester Webb indicated to her that he would be willing to serve as Public Works Director. A motion was made to reappoint Board members to positions as indicated above. There was no discussion. The motion passes unanimously.

Appointment of New Board Member - A motion (Kingston/Humes) was made to add Lester Webb to the Board to serve as the Public Works Director on the basis that he would be willing to attend meetings remotely while he is away. There was no discussion. The motion passed unanimously.

Part Time Paid Positions for Recreation - A motion (Kingston/Montano) was made to actively pursue a contractor to perform 2020 summer recreation duties as directed. There was no further discussion. The motion passed unanimously.

September 23, 2019
OCBCA Board of Governors Meeting

Attachment 1

Treasurer's Summary
OCBCA Board Meeting
September 23, 2019

Balance July 1, 2019	\$270,083.37
	\$154,978.33*
	(\$1.00) FY2019 tax overpayment made in 2018*
	<u>\$0.49</u> FY2019 tax overpayment credit*
Income	\$154,977.82
Expenses	\$ 50,724.87
Balance September 7, 2019	\$374,336.32
General Fund Checking	\$ 81,589.67
General Fund MM Savings	\$168,177.87
Capital Fund MM Savings	<u>\$124,568.78</u>
Balance September 7, 2019	\$374,336.32

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

Attachment 2

Chairman's notes for September 23, 2019 Board of Governors meeting.

- To everyone that helped with small projects throughout the summer, thank you, to my wife who listens to my complaints and many of the Association members complaints thank you for your patience and love for the Association.
- Worked with NRCS to finalize plans for easement area. Both dead trees were taken down by tree service and paid for by NRCS. All Habitat will monitor the easement area monthly for invasive plants and will treat for same over the next 3-years under a NRCS contract. Once during the winter months (November-March) the easement area upper and lower sections will be mowed. Winter mowing is recommended for better wildflower growth in the spring. OCBCA will continue to do a full site mowing every 2 or 3 years to keep the area looking good.
- Spoke at the Point of Woods 100th anniversary event on Friday 7/26 as Chairman of OCBCA. Congratulated the Beach Association on 100 years of service.
- Worked on many handyman activities in community, cleaning street signs, replacing broken street signs, replacing entrance light batteries, calling in Eversource streetlight repairs, worked on pedestrian gate repairs, cleaned security shed and took out blue garbage barrels by shed every week..
- Worked with Fuss & O'Neill on WPCA project informational packets to residents, worked with Fuss & O'Neill survey team to go over storm drain program, assisted Fuss & O'Neill with street marking for boring tests, worked 32 hours providing traffic coverage for boring truck in complex. Assisted McVac Company that removed over 9 ton of sediment in 32 storm drains providing 7-hours of traffic control with large vac truck. Provided assistance to Fuss & O'Neill with signatures for the monthly CWF 644D & CWF 720D reimbursement documents filed with the State of CT.
- Provided recreation program assistance including; movie showings, setting out A frame on beach with weekly activities each week, setup for music on the beach, setup for picnic on the beach, worked with Brenda Massa & Claire Cutler on raffle prizes for picnic, assisted with sandcastle contest making ice cream coupons & marked ribbons. Ordered OCBCA clothing and provided OCBCA clothing to residents. Worked on getting a YOGA program on the beach every Saturday morning.

September 23, 2019
OCBCA Board of Governors Meeting

- Worked on Public Safety programs such as; verifying Security company bill and security officer issues during the day & night shifts. Provided license plates for new golf carts & scooters, provided gate cards & beach passes to residents, provided welcome packets to new residents.
- Provided responses to phone calls & Emails from residents, on Association issues like, construction issues, cars on street issues, dogs on beach issues, gates open issues
- Worked with insurance company to review insurance program, looking at other insurance companies to provide better coverage for Association
- Submitted M-20a Annual Report of Special tax District to the Town of Old Lyme clerk's office
- Attended Town of Old Lyme zoning meeting on properties associated with Old Colony Beach and attended meetings related to the pump station zoning change. Attended meeting with Federation of Beaches and other beach association meetings that were related to OCBCA. Attended Sound view commission meetings to monitor Soundview commission program updates
- Worked with Town of Old Lyme First Selectwoman and resident Trooper on issues related to OCBCA.
- Attended meetings with WPCA Chairman to discuss possible loans for Construction & design items that are outside of the Clean Water Fund program.

Attachment 3

OLD COLONY BEACH CLUB ASSOCIATION
REVISED BOARD OF GOVERNORS MEETING SCHEDULE

July 2019 to June 2020

The OCBCA Board of Governors, at its June 4, 2019 Regular Meeting, set its annual meeting schedule. The OCBCA Board of Governors, at its September 23, 2019 Regular Meeting, revised this Schedule as follows:

Meetings on Tuesdays at 6:30 PM:

July 9, 2019
August 13, 2019
September 10, 2019
October 9, 2019 (formerly October 15)
November 13, 2019 (formerly November 12)
December 2019 – No Meeting
January 8, 2020 (formerly January 14)
February 12, 2020 (formerly February 11)
March 11, 2020 (formerly March 10)
April 8, 2020 (formerly April 14)
May 13, 2020 (formerly May 12)
June 10, 2020 (formerly June 9)

Meeting Sites Dependent on Date and Time of Meeting
Summer Meetings Usually Held at Location in Old Colony Beach Club Association
Winter Meetings at Various Locations in Proximity to Board Members' Winter Homes