

April 8, 2020

**Old Colony Beach Club Association Board of Governors Meeting
Remote Meeting Hosted with Zoom**

The meeting was called to order at 6:33 PM by the Board Chair, Douglas Whalen. All Board members attended by means of Zoom videoconference software. *An audio recording of this meeting will be made available to the General Membership.*

ATTENDANCE: Members present- Janet Montano, Nancy Zimmerman, Lester Webb, Gavin Cartiera, Steve Humes, Rich Kingston and Doug Whalen.

Joe Frutuoso, OCBCA Webmaster, attended as a member of the public.

Approval of 3/11/2020 Board of Governors Meeting Minutes: A motion was made (Humes/Zimmerman) to accept the minutes from the March 11, 2020 Board of Governors Meeting. There was no discussion. The motion passed.

Treasurers Report (Janet Montano): Janet presented the Treasurers Summary for the period ending March 31, 2020 (Attachment 1). A motion (Cartiera/Kingston) was made to accept the Treasurers Summary. There was no discussion. The motion passed unanimously.

Action Items Update: Rich reported that there were no outstanding Action Items.

Committee Reports-

Chairman's Report (Doug Whalen): Doug stated he wanted all the Board members to know that he has spoken to All Habitat Landscaping and that they would be spraying the invasive fragmites in the Sheffield Brook easement area. Doug stated that NRCS would pay for this treatment.

Clerk's Report (Rich Kingston): Rich stated that he had nothing to report except to remind the members that the May Board of Governors meeting will be the last one before the scheduled June 6th General Membership meeting. Doug asked Rich to make tentative arrangements with the Shoreline Church for this meeting. This meeting will be held in person if the current state's Covid-19 virus prohibitions are removed or modified by that date.

Tax Collector (Nancy Zimmerman): Nancy reported that she had nothing to report.

Recreation (Gavin Cartiera): Gavin stated that discussions need to be held regarding the necessary preparations for the summer's annual picnic.

Doug commented that he had discussed the newly Board approved Recreation Assistant position with the Association's new attorney, Brendan Sharkey. The attorney believes that this position can be funded as a private contractor rather than as an Association employee. The attorney stated that the state contract portal can be used, in addition to an internal Association posting, to recruit for this position.

Public Safety (Steve Humes): Steve reported that he has notified Investigative Consultants LLC that the Board had approved their verbal proposal to provide summer security services. Steve has asked for written confirmation of their proposal. He will then be able to write the formal contract with this firm. Steve notified the vendor that the Association would probably add special instructions to the post orders to comply with the Executive Orders surrounding the Covid-19 emergency. Doug reported that he is still waiting for Hawkes Golf Carts to give him a quote on the purchase of a golf cart. This issue will be addressed at the May Board meeting.

Public Works (Lester Webb): Les asked the Board about the number of buoys that should be placed on the swim line. Janet stated that two of the seven buoys purchased by OCBCA have not been used in the past. Doug suggested that Lester speak to Harry of H.S. Plaut Environmental Services about this issue. Doug also asked Lester to discuss Harry's plan to prepare the beach for the summer season.

WPCA Report - Steve reported that he raised the Board's and his concern with the WPCA Chair Frank Noe about the draft agreement proposed for the four beaches to replace the current agreement which does not include Soundview Beach. Steve pointed out that the effective date needs to be made immediate to the signature of the document rather than to the completion date of the sewer project. Doug added that an agreement has been reached with Frank Marotta to grant an easement to allow the sewer lines to traverse his property. Doug also reported that the Association's attorney has advised the Board that the easement granted at its last meeting is not needed. Rich asked if the approved motion to approve the easement should be rescinded. Doug said he would check with the attorney about this issue.

Cost Sharing Agreement for Four Beaches – Doug reported that the bond attorney, Bruce Chudwick, is working to revise the existing draft cost sharing agreement to address the Board's concern as stated in the previous agenda item.

Webster Bank Loan/Bonding Proposal for Storm Drainage System – Doug reported that he spoke to the Webster Bank executive handling the loan application for OCBCA's Storm Drainage System and Doug was advised that Webster Bank will be sending out a revised term sheet with a

commitment letter the second week of May. Doug stated that the Board would then consider and if acceptable, approve the terms of the loan in order to present to the general membership at the June 6th semi-annual meeting. As commitment letters usually expire within thirty (30) days this timeline would allow the Board and the membership to vote on accepting the loan from Webster within this thirty day period. Doug reported that the revised cost for the storm drainage system would be \$638,000 rather than the \$1.4 million quoted on August 12th. The final amount that needs to be borrowed would now be \$800,000 rather than the \$1.1 million originally anticipated. This amount would be paid back over fifteen (15) years. Rich asked in which fiscal year the first loan installment would need to be paid. Doug stated that the budget year would be 2021-2022.

Storm Drainage Design – Doug reported that the Fuss & O'Neill design team had presented a number of potential designs for the storm drainage system for OCBCA. Doug stated that he and Rich participated in a remote meeting with two representatives of Fuss & O'Neill to discuss these designs. After this discussion Fuss & O'Neill took Option 2 of the four options and modified it to address OCBCA concerns calling it Option 5. Doug reported that Option 5 will allow the Association to address the one, two and five year flood plans at a lower cost than the more expensive Option 4 would have offered for the same result. Rich added his comments to those offered by Doug in support of Option 5. A motion (Whalen/Humes) was made to accept the Storm Drainage Design plan using Option 5. The approved plan would then go to the state DEEP and other agencies for final approval. Doug stated that this project would fix the flooding problems that the Association currently experiences, especially the collection of water in front of resident's homes. Steve asked that the design plan be shared with the Association's attorney to allow for additional efficiencies that can be achieved by modifying existing permits. Doug will check with Fuss & O'Neill to determine if the permits obtained for the Sheffield Brook Project have expired or if they can be modified for the new use. The motion passed unanimously.

Easement for Sewers – This issue had been discussed earlier in the meeting.

Budget for FY2021 – Doug presented a draft version of the FY2021 Budget (Attachment 2). This version has a three quarter ($\frac{3}{4}$) increase to the mil rate to 4 mills from the last year's 3.25 mill rate. Janet asked if the WPCA could forgo the \$15,000 unspent funds from the current fiscal year and also forgo next year's projected appropriation of \$13,400. These funds could then be added to the Capital Improvements Fund and also allow a reduction of next year's tax rate to 3.75 mills. Steve said that the WPCA would need about \$2,000 to fund a study of the tentative EDU formula. Doug asked the members to review the budget so a final adoption vote can be made at the

May meeting. The budget would then be presented to the general membership at the June meeting for final approval. Rich asked about the funding for the Recreation budget lines if a raffle was not going to be held this summer. Janet suggested that OCBCA should not have a summer picnic this year. Janet stated that arrangements for the picnic would need to be made now and with the uncertainty surrounding the Covid-19 pandemic that this would be impractical. Janet also does not believe we will need a Recreation Assistant position this summer. Doug believes that if we commit to a picnic we are at risk of losing our investment if the event cannot be held. Nancy Zimmerman stated that she does not think we should plan anything for this summer. She stated that even if the state lifts its restrictions many members would not be comfortable attending events of any kind this summer. Doug agreed with Nancy. Doug stated that he and Gavin could look at holding small events if the conditions would change enough to allow it. The Board's consensus was not to plan any social events this summer.

Summer Recreation Program/Position – This issue was discussed earlier in this meeting.

Other Old Business – There was no Other Old Business.

New Business – Rich asked the members to consider the implications of a remote Zoom meeting for the June 6th General Membership meeting. Janet asked about what happens if someone asks for a paper ballot at this meeting. Steve stated that a survey can be conducted with the Zoom platform/application.

Public Comment – Doug complimented Joe Frutuoso for the good work he is doing as the Association's Webmaster. Joe commented, in regards to the Board's discussion about cancelling summer recreation programs, that he has heard that in order to reduce the number of fatalities the social distancing measures might be continued into August. Joe suggested that the Association may want to produce guidelines about how to handle social distancing strategies this summer. Nancy asked three questions of the Board related to the deck that someone is building out onto the beach. Nancy asked if the homeowner had a permit, has the setback requirement been checked, and is the placement of the footing for the wall correct. Doug stated that he would call the town to check on these questions. Doug stated that Rich has been down to the property to review the situation. Rich stated that he is not sure that the owner has stayed within the correct boundary line along the beach. Doug stated that he had spoken to the brother of the owner of the house about this situation and advised him that the Association would pursue this matter if necessary. Steve stated that the setback might be an issue. Joe commented that he believes that the Board should pursue

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the issue regarding the property line but Joe does not believe that building issues related to the town's permit should be questioned by the Board.

NEXT MEETING - The next Board of Governor's meeting is scheduled for Wednesday, May 13, 2020 at 6:30 PM. If the Governor's mandates are lifted the meeting will be held at Doug's cottage if not, the meeting will be held remotely using Zoom.

A motion (Zimmerman/Humes) was made to adjourn at 7:49 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
April 13, 2020

Minutes Approved at May 13, 2020 Board of Governors Meeting

Results of Voting at the April 8, 2020 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor Members present- Janet Montano, Nancy Zimmerman, Lester Webb, Gavin Cartiera, Steve Humes, Rich Kingston and Doug Whalen.

Storm Drainage Design – A motion (Whalen/Humes) was made to accept the Storm Drainage Design plan using Option 5. The approved plan would then go the state DEEP and other agencies for final approval. Doug stated that this project would fix the flooding problems that the Association currently experiences, especially the collection of water in front of resident's houses. Steve asked that the design plan be shared with the Association's attorney to allow for additional efficiencies that can be achieved by modifying existing permits. Doug will check with Fuss & O'Neill to determine if the permits obtained for the Sheffield Brook Project have expired or if they can be modified for the new use. The motion passed unanimously.

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Attachment 1

Treasurer's Summary
OCBCA Board of Directors Meeting
April 8, 2020

Balance July 1, 2019:	\$270,083.37
	\$160,238.35 *
	(\$1.00) FY 2019 tax overpayment made in 2018*
	<u>\$0.49</u> FY 2019 tax overpayment credit*
Income:	\$160,237.84
Expenses:	\$135,290.46
Balance March 31, 2020:	\$295,030.75
General Fund Checking	\$47,897.08
General Fund MM Savings	\$168,303.35
Capital Fund MM Savings	<u>\$78,830.32</u>
Balance March 31, 2020	\$295,030.75

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

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Attachment 2

**Old Colony Beach Club Association 2021 Fiscal Year Proposed Budget
and Actual Expenditures to 3/31/2020**

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Actual 3/31/2020	Budget FY 2021
			APPROVED		Proposed
Revenues					
Property Taxes + finance charges	144,654.63	144,033.74	143,000.00	142,867.00	176,000.00
Town of Old Lyme	8,900.00	8,700.00	8,450.00	8,645.00	8,450.00
Vendor Fees	500.00	500.00	500.00	500.00	500.00
Reimbursement for Liens & Lien Releases					
Registrations	650.00	510.00	100.00	250.00	100.00
Reimbursement for Bank Charge				20.00	
Gate Swipe Cards	350.00	315.00	100.00	135.00	100.00
Fines	40.00	20.00			
Sign damage payment		80.00			
Federation 1/2 dues returned	289.50	289.50		289.50	
CT Water funds overpayment returned					
Overcharged fees returned					
Interest Income General Fund	205.22	239.47	150.00	168.32	150.00
Interest Income Capital Account	164.37	180.73	100.00	117.28	100.00
State of Connecticut grant money	18,975.38				
Old Lyme Shores 1/2 cost Sheffield Brook Proj	52,176.59			1,006.25	
Purill stub sale	12,000.00				
Recreation	2,510.00	3,481.00	3,000.00	2,157.00	
Raffle	3,580.00	3,032.00	2,000.00	2,729.00	
Merchandise	1,046.00	1,720.00	600.00	1,354.00	600.00
Total Revenues	246,041.69	163,101.44	158,000.00	160,238.35	186,000.00
Expenditures General Fund					
Public Safety	25,394.72	27,112.73	36,000.00	21,330.37	36,000.00
Public Works	33,963.98	38,586.43	37,000.00	24,973.03	37,000.00
Insurance	5,439.00	5,718.00	6,600.00	5,955.00	7,000.00
General Administration	6,471.85	4,268.73	7,000.00	5,687.04	7,000.00
Electricity	5,295.42	5,758.72	6,200.00	4,279.23	6,400.00
Fire Protection (Hydrants)	10,068.06	10,564.32	12,000.00	7,903.95	12,000.00
Recreation	9,691.03	8,368.42	10,000.00	4,186.51	6,000.00
Raffle	778.73	503.64	500.00	473.97	
Merchandise	1,820.50	1,117.00	2,000.00	3,242.50	2,000.00
Professional Fees	13,281.00	3,107.50	16,400.00	10,282.50	18,000.00
Donations	200.00	200.00	300.00	200.00	200.00
Property Taxes	920.92	927.70	1,000.00	948.86	1,000.00
Subtotal	113,325.21	106,233.19	135,000.00	89,462.96	132,600.00
Contingency Fund Capital Account	16,000.00	16,000.00	8,000.00	8,000.00	40,000.00
General Fund Expenditures after \$ transfer	129,325.21	122,233.19		97,462.96	
Capital Improvements/Expenditures					
WPCA	22,000.00	22,000.00	15,000.00		13,400.00
Stormwater Study				45,827.50	
Fencing	1,399.68				
Sheffield Brook Permits					
Sheffield Brook	44,420.03				
Subtotal	67,819.71	22,000.00	23,000.00	45,827.50	53,400.00
Total	181,144.92	128,233.19	158,000.00	135,290.46	186,000.00
Mill Rate	3.25	3.25	3.25	3.25	4.00
Profit/Loss	64,896.77	34,868.25			