

**May 13, 2020**

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

The meeting was called to order at 6:32 PM by the Board Chair, Douglas Whalen. All Board members attended by means of Zoom videoconference software.

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

Joe Frutuoso, OCBCA Webmaster, and Michael Powers attended as members of the public.

**Approval of 4/8/2020 Board of Governors Meeting and Approval of 4/15/2020 Special Board of Governors Meeting Minutes:** A motion was made (Zimmerman/Montano) to approve the April 8, 2020 Board of Governors Meeting minutes. There was no discussion. The motion passed. A motion was made (Montano/Zimmerman) to accept the minutes from the April 15, 2020 Special Board of Governors Meeting. There was no discussion. The motion passed.

**Treasurers Report (Janet Montano):** Janet presented the Treasurers Summary for the period ending May 13, 2020 (Attachment 1). A motion (Kingston/Cartiera) was made to accept the Treasurers Summary. There was no discussion. The motion passed unanimously.

**Action Items Update:** Rich reported that there was one outstanding Action Item regarding Doug checking with the town of Old Lyme officials regarding property line issues at Hartung Place. Doug reported that he spoke to both the Old Lyme Building and Zoning Departments. They informed him that an A-2 survey would need to be submitted to the town before a Certificate of Occupancy (C.O.) could be granted. Doug was assured that the town would review this survey before a C.O. is granted and if the deck extends beyond the property line the town would take appropriate action. Doug expects to hear from the town once this review is completed. This action item will remain open at this time.

**Committee Reports-**

**Chairman's Report (Doug Whalen):** In addition to reviewing his written report (Attachment 2) Doug suggested that the Board consider issuing Old Colony Beach numbered decals to boat and kayak owners to limit the storage area on the beach to Association members. Doug added that he is working with Fuss & O'Neill to provide pertinent flood control plan information to Association homeowners so that they can provide this

information to their flood insurance carriers to obtain insurance or to apply for potential discounts. Doug also purchased new batteries for the radios used by Security. He has also activated the cell phones that were used last year by Security. He is also working to get the double doors of the security shed repaired. Doug informed the Board that that the guard shack will be placed at the entrance of Breen Avenue this week. Doug is also working to get repairs made to this shack. Rich asked if it would be better to install the Covid-19 signs permanently rather than put them on easel boards. Doug will pursue further. Doug also stated that he has had the Charter-By Laws-Ordinances booklet printed in a larger format than the previous issue. Doug will also give Rich the "New Member Welcome Packets" he has prepared which contain useful information for those who have recently purchased homes in our Association.

**Clerk's Report (Rich Kingston):** Rich stated that he had made arrangements to reserve the Shoreline Church for the June 6<sup>th</sup> Semi-Annual General Membership Meeting but in light of recent events related to the Corona Virus Pandemic he does not think we will be able to use this venue.

**Tax Collector (Nancy Zimmerman):** Nancy reported that there is now only one delinquent taxpayer for last year's taxes. Nancy has a lien notice letter prepared by Janet to send to this Association member.

**Recreation (Gavin Cartiera):** Gavin stated that a previous suggestion to have a "Christmas in July" event may not generate much interest. Gavin would like to see how the summer progresses before planning any possible recreation events. Doug asked if it was the Board's consensus to accept Frank Catania's offer to build three additional kayak/paddle board racks (see Attachment 2, 7<sup>th</sup> bulleted item). The Board agreed that this was a very generous offer and that Frank should proceed as planned. Doug also suggested that the Board adopt a policy that boats should not be left on the beach overnight. As no Board indicated a negative opinion on this suggestion Doug will develop a policy for the Board to approve.

**Public Safety (Steve Humes):** Steve reported that he and Doug met on Monday with Investigative Consultants, the summer security guard firm, to review this summer's post orders to include Covid-19 related instructions. The security guards will not be asked to enforce non-beach related Executive Orders which impact the Association e.g. the ban on short term cottage rentals, etc. Doug stated that although some other beaches are banning non-residents from using their beach he has informed Investigative Consultants that that is not OCBCA policy. The Board concurred with Doug's instruction concerning this matter. Rich asked about the use of masks on the beach. Doug hopes common sense will be used by all beach goers. Nancy asked about the type of security deployed at the high tide line and how can

it be ensured that the guard shack at the entrance from Route 156 is staffed at all times. Steve replied that the guard on the beach will check for passes when people attempt to sit down on the beach. Steve also stated that the Old Lyme Police will assist when requested. Doug stated that the guard shack is not staffed when all the roads are open to allow mail delivery. Steve stated that he will make sure that security and their supervisors are aware of this concern. Doug informed the Board that the golf cart was delivered today. Doug stated that when not in use by Security any Board member can use the cart for Association related business. In light of Covid-19 precautions Rich suggested that the port-o-potty on the beach be reserved for security guard use only. He asked if a lock could be placed on the door of the unit.

**Public Works (Lester Webb):** Les reported that Harry Plaut informed him that he would beach cleaning would start tomorrow, Thursday. Lester also reported that he asked Tower Landscaping to begin lawn mowing. Les also noted that he has the mosquito repellent for the storm drains which he will start using in June. Doug stated that the weir box on the east side of the beach is half full of sand and needs to be cleaned out. Doug noted that one-half of the cost will be paid by the Old Lyme Shores Beach Association. Doug is also exploring the feasibility of installing a bladder, known as a duck bill, onto the end of the Sheffield Brook outlet pipes to prevent the pipes filling with sand.

**Corona Virus Updates:** Doug informed the Board that the Association's attorney is reviewing the Executive Orders to determine what steps the Association should take in regards to the Covid-19 emergency. Doug is ordering signs that provide instructions for beach goers regarding the safety measures that they need to take while on the beach. Doug will assemble a plywood panel and place it at the Breen Avenue entrance which illustrates the six foot distance required between groups on the beach.

**WPCA Report -** Steve reported that the WPCA has decided upon the final formula that will be used to calculate the Equivalent Dwelling Units (EDU) for each property. The EDU will then be used to determine the portion of the total cost of the project to be charged to each home. The Cost Sharing Agreement has been modified to add the town of Old Lyme (Soundview Beach) as a partner to the project. Costs will be shared among the four entities. Steve stated that the easements needed to allow access to the pumping station at Miami Beach are progressing. Doug stated that he has invited Frank Noe to attend the June 6<sup>th</sup> General Membership meeting to explain the progress that the WPCA has made. Doug stated that homeowners with wells will need to meet DEEP regulations in order to keep their wells after sewer installation. He is in the process of obtaining more information about this matter.

**Revised Cost Sharing Agreement for Four Beaches** – Doug noted that the changes to the Cost Sharing Agreement that Steve recommended have been adopted and that Doug is now able to sign this agreement in accordance with the Board's motion passed at its March 11 meeting.

**Webster Bank Loan/Bonding Proposal for Storm Drainage System** – Doug reported that since the Association reduced its number to borrow for the storm drainage system to \$800,000 Webster Bank will now prepare a revised term letter. Doug said that the Association will be able to close on this loan before July 1<sup>st</sup>.

**Budget for FY2021** – Janet presented the latest revised draft budget for FY2021 (Attachment 3). Janet reported that the WPCA is willing to forgo the \$15,000 budgeted in FY2020 and place it in the Storm Water Study line in the Capital Improvements budget. Janet stated that she hopes to work with the town to get the land designation for the Sheffield Brook easement area changed to reduce the taxation rate on this land. Doug stated that he felt this budget was very lean but that in order to offset new costs the mill rate will need to be increased by .25 to 3.5 mills. Doug believes that under the existing Executive Orders related to Covid-19 the Board would approve this budget to bring to the membership but if the Executive Orders are still in effect at the time of the Semi-Annual meeting, June 6, the Board of Governors would provide the final approval of the budget. Rich asked when the first storm drain loan payment would be due. Doug informed him that that payment will be made in July 2021 (fiscal year 2022). A motion (Humes/Cartiera) was made to adopt the Fiscal Year 2021 budget as presented (Attachment 3). There was no discussion. The motion passed unanimously. Doug suggested that due to the ice cream vendor having a tough year that the Board waive the vendor fee for the ice cream truck this year. Rich stated that he agreed with the suggestion but that the budget had already been approved. All agreed that the decision to forgive this charge might still be made later in the summer.

**Beach Passes** – Doug stated that a member had suggested that the beach passes should be reissued in a different color. In light of the current situation the Board agreed to keep the blue passes for this summer but to conduct spot checks on the beach where beach passes would be compared to the Association member list to ensure that the beach pass was in the proper hands. Rich suggested that Board members could perform this function. Doug noted that if each Board member volunteered once a month this responsibility could be equally shared.

**Preparation for June 6<sup>th</sup> General Membership Meeting** – Doug believes that the Semi-Annual General Membership meeting will be not be held in person but by using Zoom remote software. In order to conduct this meeting all materials to be shared at this meeting must to be distributed prior to the meeting. Rich explained how the meeting materials will be shared with the membership. The current requirement is that members are notified of the meeting at least ten (10) days prior to the meeting. Steve stated that the WPCA Public Hearing portion of the meeting requires a fifteen (15) day prior notice. The Board discussed the agenda for this meeting in detail. Nancy asked if it was a possibility to hold the Semi-Annual General Membership meeting on the beach. Doug will talk to the Association attorney about this suggestion. . A motion (Montano/Humes) was made to adopt the revised agenda as discussed (Attachment 4). There was no further discussion. The motion passed.

**Other Old Business** – There was no Other Old Business.

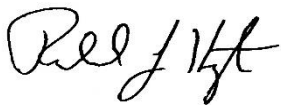
**New Business** – Rich noted that a number of members are concerned about the rocky terrain at low tide adjacent to the Sheffield Brook outlet. Rich asked Joe Frutuoso as a member of the public to explain further. The Board discussed possible solutions to this problem. Doug asked Lester to request that H.S Plaut Environmental Services rake deeper into the sand.

**Public Comment** – Joe stated the people should be given instruction about how to park their golf carts along the fence bordering Old Lyme Shores. Joe would also like the guard at the main entrance from Route 156 to make sure not to unnecessarily impede traffic.

**NEXT MEETING** - The next Board of Governor's meeting is scheduled for Wednesday, June 10, 2020 at 6:30 PM. If the Governor's mandates are lifted the meeting location is to be determined otherwise the meeting will be held remotely using Zoom.

A motion (Zimmerman/Cartiera) was made to adjourn at 8:22 PM. The motion passed.

Respectfully submitted



Richard Kingston  
Clerk  
May 15, 2020

**Results of Voting at the May 13, 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.**

**Budget for FY2021** – A motion (Humes/Cartiera) was made to adopt the Fiscal Year 2021 budget as presented (Attachment 3). There was no discussion. The motion passed unanimously.

**Preparation for June 6<sup>th</sup> General Membership Meeting** – The Board discussed the agenda for this meeting in detail. A motion (Montano/Humes) was made to adopt the revised agenda as discussed (Attachment 4). There was no further discussion. The motion passed.

May 13, 2020  
OCBCA Board of Governors Meeting

Attachment 1

Balance July 1, 2019:	\$270,083.37	
	\$160,931.15	*
	(\$1.00)	FY 2019 tax overpayment made in 2018*
	<u>\$20.49</u>	FY 2019 tax overpayment credit*
Income:	\$160,950.64	
Expenses:	\$150,437.07	
Balance April 30, 2020:	\$280,596.94	
General Fund Checking	\$42,663.18	
General Fund MM Savings	\$168,310.25	
Capital Fund MM Savings	<u>\$69,623.51</u>	
Balance April 30, 2020	\$280,596.94	

\*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 Report for May 13, 2020

- Over the past month conducted numerous conference calls with OCBCA WPCA, Fuss & O'Neill, Town of Old Lyme and other beach associations regarding sewers.
- Had conference call with Old Lyme Emergency Manager & First Selectman regarding closing of Town beach before beach was closed. Reviewed safeguards being put in place for the Town beach and worked on assistance measures by the Town Police Department for OCBCA beach.
- Worked with a sign company we use to provide COVID-19 precaution signs for our beach. Signs will be placed at each beach entrance before the Memorial Day weekend. Ordered 3 new stop signs for Association.
- Federation of Beaches has approved the purchase of an AED (Automatic External Defibrillator) for each beach association up to \$1,500.00 per beach. OCBCA is working with Common Cents medical supply to purchase one for our beach. The cost will be below the \$1,500.00 allocated so it will be no cost to the Association. We are also putting together a first-aid kit that will be stored in the guard shack which will have basic first-aid supplies such as Band-Aids, eye flush, diabetic glucose, tourniquet, gauze pads. There will be an AED & First-aid sign on the guard shack by the volleyball courts to identify the location from a distance.
- We need to clean out the weir box and pipe for the Sheffield Brook discharge. McVac from New Haven has been notified and we are waiting for a site visit to determine the job and cost. OLS has agreed to split the cost of the cleanout. I have another contractor providing us a quote and feel it may cost about \$4,000.00 to get everything cleaned out. McVac suggested a slip-on duck bill check valve to stop the sand going into the pipe.
- Comcast has been notified to fix the low hanging wire for the security camera at the Sheffield Brook discharge area. The wire extends from the Hartung telephone pole to the telephone pole at the weir box.
- A resident (Frank Catania) is building (3) kayak/paddleboard racks for the beach area. We will put (2) of the racks at the west end of the beach by the volleyball court and (1) by the existing rack at Sheffield Brook area. OCBCA will pay for the material and Frank is donating his labor.



May 13, 2020  
OCBCA Board of Governors Meeting

- Under Ordinance 8-10 we should review the parking area for the golf carts in the beach area. I would suggest we continue to have the Breen area behind the white fence to the flagpole as the main parking area. I would also suggest we approve golf cart parking at the end of Hartung by the boat launch. Parking should start at the telephone pole and go south to the security camera pole. Signs directing golf cart parking should be made for these locations.
- Due to vendors having a tough year I would suggest we waive the vendor fee for the Ice Cream truck this year. Our vendor has always provided us a check for having his services at our beach and I think it would be a nice gesture to waive this year as it may not be a successful year for many vendors.
- I have been working with Matt Mitchell & Laura Coleman from Webster bank to secure the funding for the Storm Water improvements that will be completed with the sewer project. We will secure an \$800,000.00 bond/note from Webster to pay for the design and construction of the new storm drainage system proposed in OCBCA. The bond/note will be placed in a Money Market account at Webster Bank and we will draw down from the loan as we pay for design work and construction. The money will be sitting in an interest-bearing account at Webster bank.

May 13, 2020  
OCBCA Board of Governors Meeting

Attachment 3

**Old Colony Beach Club Association 2021 Fiscal Year Proposed Budget  
and Actual Expenditures to 2/29/2020**

	Actual FY 2018	Actual FY 2019	Budget FY 2020 APPROVED	Actual 2/29/2020	Budget FY 2021 Proposed
<b>Revenues</b>					
Property Taxes + finance charges	144,654.63	144,033.74	143,000.00	142,867.00	162,400.00
Town of Old Lyme	8,900.00	8,700.00	8,450.00	8,645.00	8,900.00
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			
Boat storage cost reimbursement					
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	160.73	150.00
Interest Income Capital Account	164.37	180.73	100.00	113.41	100.00
State of Connecticut grant money	18,975.38				
Old Lyme Shores 1/2 cost Sheffield Brook Project	52,176.59			1,006.25	
Purtil 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	200.00
<b>Total Revenues</b>	<b>246,041.69</b>	<b>163,101.44</b>	<b>158,000.00</b>	<b>160,226.89</b>	<b>172,450.00</b>
<b>Expenditures General Fund</b>					
Public Safety	25,394.72	27,112.73	36,000.00	21,023.57	36,000.00
Public Works	33,963.98	38,586.43	37,000.00	24,973.03	36,000.00
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	6,000.00
Electricity	5,295.42	5,758.72	6,200.00	3,776.47	6,400.00
Fire Protection (Hydrants)	10,068.06	10,564.32	12,000.00	6,999.61	12,000.00
Recreation	9,691.03	8,368.42	10,000.00	4,186.51	3,450.00
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	5,282.50	16,400.00
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
<b>Subtotal</b>	<b>113,325.21</b>	<b>106,233.19</b>	<b>135,000.00</b>	<b>82,749.06</b>	<b>126,450.00</b>
Contingency Fund Capital Account	16,000.00	16,000.00	8,000.00	8,000.00	46,000.00
General Fund Expenditures after \$ transfer	129,325.21	122,233.19		90,749.06	
<b>Capital Improvements/Expenditures</b>					
WPCA	22,000.00	22,000.00	15,000.00		
Stormwater Study				36,335.00	
Fencing	1,399.68				
Sheffield Brook Permits					
Sheffield Brook	44,420.03				
<b>Subtotal</b>	<b>67,819.71</b>	<b>22,000.00</b>	<b>23,000.00</b>	<b>36,335.00</b>	<b>46,000.00</b>
<b>Total</b>	<b>181,144.92</b>	<b>128,233.19</b>	<b>158,000.00</b>	<b>119,084.06</b>	<b>172,450.00</b>
Mill Rate	3.25	3.25	3.25	3.25	3.50

Prepared by : D Whalen  
H:\OCBA Board Matters\OCBCA proposed 2021 budget ver4.xls

April 17, 2020

Attachment 4

- Public Hearing* *EDU* *Public Comment*
- OLD COLONY BEACH CLUB ASSOCIATION  
SEMI ANNUAL MEETING AGENDA**  
**SATURDAY, June 6, 2020, 6:30 PM**  
**Location: Shoreline Church, 287 Shore Road, Old Lyme, Ct 06334**
- Approval of September 7, 2019 Semi-Annual Meeting Minutes
  - Board of Directors reports:
    - Chairman: Doug Whalen
    - Treasurer: Janet Montano
    - Clerk: Rich Kingston
    - Tax Collector: Nancy Zimmerman
    - Public Works: Lester Webb
    - Security: Steve Humes
    - Recreation: Gavin Cartiera
  - Public Comment- Association member comments on Board of Directors report
  - Motion to move the \$15,000.00 allocated to the OCBCA WPCA to the Stormwater Study in the 2020 FY Budget **\*\*VOTING ITEM\*\***
  - FY2021 Budget *Public Comment For FY21 Budget* **\*\*VOTING ITEM\*\***
  - ~~Bonding for Storm Drainage System~~ **\*\*VOTING ITEM\*\***
  - ~~Committee Reports~~
    - Water Pollution Control Authority
  - New Business
  - Public Comment
  - Next Meeting: Saturday, September 12, 2020 at Shoreline Church
- Genov* *Old Bux*

Adjournment: