

**POINT O'WOODS**  
**BOARD OF GOVERNORS MEETING**  
**November 14, 2017 6:30-9:00 PM, Old Lyme Congregational Church**  
860-434-5686 pointowoodscct.com [powoffice@att.net](mailto:powoffice@att.net)

**Draft Minutes**

**Type of Meeting:** Regular

**Secretary:** Jean Smith

**Attendees:** Carl Filios (teleconference), Wayne Buchanan, Mike Aron, Beth Kelly, Randy McHugh, Bud Phelps, Pete Roberge, Faith Weiss, Roy Johnson

Wayne Buchanan called the meeting to order at 6:37 PM.

**CITIZEN SPEAK:**

Mary Lennon, 48 Ridgewood Rd, reported that she had recently delivered a number of welcome booklets and asked the Board if more should be printed.

**APPROVE AGENDA:** Beth Kelly commented that this is the time of year the Board has discussed donations and requested it be added to New Business. Mike Aron requested we add a discussion of the Welcome Booklets. Beth Kelly moved to accept the amended agenda, Randy McHugh seconded. Motion carried unanimously.

**SECRETARY'S REPORT:** Beth Kelly requested wording in the draft minutes to clarify the expenses associated with the Neighborhood Watch. The secretary will modify the language to reflect "costs are excepting for the necessary signage". Beth Kelly moved to approve the minutes of 10/22/17 as amended, Bud Phelps seconded. Motion carried unanimously.

**TREASURER'S REPORT:** Roy Johnson distributed the October financial report. For the current year, tax receipts are \$316,439 with about 23 delinquencies. The treasurer will follow up on delinquencies with reminders. Having experienced the year's major income, which is tax receipts, there is about \$929,127 cash in the bank. A rebate of \$640 was received from the Old Lyme Federation of Beaches. Bud Phelps moved to accept the treasurer's report, Randy McHugh seconded. Motion carried unanimously.

**REVIEW OF OPEN BUSINESS:**

**Newsletter Final Review:** Pam Spadaccini distributed a draft of the 2017 Newsletter and asked Board members to review, send her their comments by 11/21/17. Final edits will be made, Beth Kelly will give it a final review, it will be posted 12/1/17 on the website, the same day the postcards are mailed.

**Building & Construction Ordinance:** Randy McHugh presented the draft ordinance revised with comments from the October meeting. The proposed ordinance will be titled Chapter 7 "Building, Construction and Interior and Exterior Maintenance". It allows for a quicker approval process for appeals with the Ordinance Commissioner making most calls. Section 2 clarifies that "*interior or exterior maintenance, renovation or demolition that results in excessive noise or that results in the disturbance of...right to peace and tranquility*". Section 3 remains stating the property needs to provide the Point O'Woods

Office a copy of the town issued building permit. Section 4 is new authorizes routine lawn maintenance and minor landscaping and that tree cutting shall not be considered landscape maintenance. The Board generally agreed to these modifications and vote in March about bringing it to the property owners at the annual meeting for a vote.

Language related to barring contractors from doing work during the summer season was seen as too restrictive, and not accepted by the Board, since a plumber electrician, etc. may be needed for simple repair or replacement needs and estimates for off-season work.

**Ethics Policy:** Randy McHugh presented the revised policy, which has been reviewed by Atty. Londregan. The policy integrates the Ethics Policy with the Conflict of Interest Policy for members of the Board and Point O'Woods employees. A common practice, as officials serving in public offices, it is a commitment to conducting Point O'Woods business in a manner so as not to take advantage of a position of power or trust. Mike Aron moved to accept the Ethics Policy as presented, Bud Phelps seconded and the motion carried unanimously. Board members will read the new policy, sign it and forward it to the office.

**2019 100<sup>th</sup> Anniversary:** Wayne Buchanan will contact Jan Tonucci, co-president of the Womens' Club to determine how the planning activity could proceed.

**Reserve Study:** Jean Smith introduced the first step in a process that could provide the BOG a method for determining what is the appropriate target reserve fund. The approach was modeled after one published for homeowner associations in California. The process front-end is to identify Point O'Woods assets, their useful life, remaining life, and estimated repair/replacement cost. Once this step is complete, the Board could determine the Point O'Woods reserve fund target. Some of this is already done during the budget process and the capital budget has been under development for a few years but this approach will be more inclusive and cause us to feel confident about the funds we need in reserve. Comments regarding determining if/when borrowing or assessment be considered rather than building reserves for all potentialities, using this process to get to the point of addressing those questions. Roy Johnson will look at the detailed process to see what aspects might be helpful to future budget and planning tasks.

**Point O'Woods History:** Wayne Buchanan will contact Tom Gworek, author of the history to determine how he is proceeding and integrate his work with the 100<sup>th</sup> Anniversary effort.

## **NEW BUSINESS:**

### **Nominating Committee:**

**Winter Work:** Bud Phelps requested that any Board members have work for the Grounds & Maintenance crew, contact him as soon as possible. Particularly items need in the spring that can be done in the winter when the crew has more time.

**Parking Violations:** Carl Filios reported that he had spent time in the office reviewing the parking tickets from 2017 season. He reported that it was difficult to identify the offenders from the information on the ticket. Comments from Board members included using a boot

to disable the violating car, towing, different approach at the parking lot entrance to prevent unauthorized vehicles, complexity of determining why a vehicle enters (drop-off, parking, passing through/short-cut, etc.), better processes and training, etc. Mike Aron moved to table the discussion until the Security Commissioner, Fred Callahan, was present, Faith Weiss seconded, motion passed with Carl Filios, Beth Kelly, Mike Aron, Randy McHugh, Bud Phelps, Faith Weiss, Pete Roberge in favor and Wayne Buchanan opposed.

**2018 Meeting Schedule:** The 2018 meeting schedule was approved. Meetings will be 4<sup>th</sup> Tuesday March – April, Budget Workshop 4/10, Annual Meeting 6/2, and November meeting 11/13. Location will be at Phoebe Griffin Noyes Library, Library Lane unless otherwise indicated on the agenda posted to the website and bulletin boards.

**Welcome Booklet:** Beth Kelly moved to authorized Norman Stitham to print 10 more Welcome Booklets. Bud Phelps seconded, motion carried unanimously.

**Donations:** Beth Kelly moved that our charitable donations be \$200 to the library, which we use for our meetings free of charge; \$100 to the Old Lyme Volunteer Ambulance and \$100 to the Old Lyme; Volunteer Fire Department. Pete Roberge seconded, motion carried unanimously.

**COMMISSIONER REPORTS:** Roy Johnson commented that the next financial report would be distributed at the end of January, which is 6 months into the Fiscal year.

**ADJOURNMENT:** Bud Phelps moved to adjourn, Beth Kelly seconded. Meeting Adjourned 8:36 PM.

Respectfully Submitted,  
Jean M. Smith