

**POINT O'WOODS
BOARD OF GOVERNORS MEETING
April 22, 2014 6:30PM-9:00PM
PHOEBE GRIFFIN NOYES LIBRARY
OLD LYME, CT 06371**

Minutes

Type of Meeting: Regular – Association Business

Secretary: Jean M. Smith

Attendees: Fred Callahan, Sandy Downes, Bill Griffin, Beth Kelly, Greg McKenna, Bud Phelps, Harry Ritson, Peter Roberge, Roy Johnson, Faith Weiss

Bill Griffin called the meeting to order at 6:31 PM.

Citizen Speak:

Marilyn Stitham, Ridgewood Rd, announced that the input for *The Wave* is due to Norm Stitham 6/24, 7/24 and 8/24.

Arlene Parmalee, Oak Rd., requested a repeal of the ordinance violation for leaves that had been left on the road for several months. Her usual practice was to rake them there and have them removed by a landscaper, but this year the landscaper was ill and did not come. Fred Callahan indicated that he requested they remove them but when they were still there several weeks later he issued a ticket. They were removed in February 2014.

Approve Agenda: Faith Weiss requested that Storage of Boats and Watercraft on the Beach be added to the agenda.

Secretary's Report: Beth Kelly motioned to approve the minutes from March 25, 2014, Bud Phelps seconded the motion. So voted, the minutes were approved.

Treasurer's Report:

Roy Johnson reported that March was a normal month with the key activity being the \$59,000 receipt of Boat Basin fees. Additional delinquent tax payments were received with just under \$15,000 outstanding. Cash balance is about \$390,000.

Roy will look into how QuickBooks accounting software is recording insurance payments to ensure accurate recording. It was confirmed that WPCA will budget for their share of the audit expense in 2015 but whether they have budgeted for their portion of the insurance premiums needs to be confirmed.

Roy Johnson will contact Mario Ciampi to determine how the previous treasurer accounted for the Storm Sandy special appropriation. Beth Kelly requested that a comprehensive list of all Storm Sandy related expenses be developed. Suggested it be in the call of the annual meeting.

The bank fees have dropped to about \$10.00 a month. Roy Johnson stated that since there are other advantages to using the current bank, we would remain with them. Bill Griffin stated that he would still like to drive the fee to \$0.00.

Beth Kelly asked if we had funds invested that produce income. Roy Johnson indicated that there is a 30-day CD that renews automatically. Bill Griffin indicated that the Board chose a low risk tolerance approach in the past and the discussion reconsidering that will be put on the May agenda.

Beth Kelly moved to accept the treasurers report, Bud Phelps seconded.

DISCUSSION AND DECISIONS:

WPCA: Next WPCA meeting is in July. Pete Roberge plans to attend. Bill Griffin reported that WPCA would budget for half the expense of the audit. Sandy Downes will contact them regarding their budgeting for insurance premiums.

Parmalee Ordinance Violation Appeal: Fred Callahan moved that the violation stand with adjusted fine of \$125.00 with the stipulation that any reoccurrence would carry the full fine. Pete Roberge seconded. Fred Callahan stated that the property owner was notified 12/17/13, they were still there 1/14/14 and not removed until February. The vote taken with 5 in favor (Weiss, Phelps, Ritson, Roberge, Callahan), opposed (Griffin, Kelly) and 2 abstained (Downes, McKenna). Motion carried.

Board Nominations: There are 3 outgoing Board members to be replaced (Harry Ritson, Greg McKenna and Bill Griffin). Nominating committee (Lorraine Gibson, Rosemary Breen, Loretta Johnson) completed interviews. Lorraine Gibson presented 3 nominees: Wayne Buchanan, Carl Filios and Jennifer Reyes. Mr. Filios, Stanhope Road, has been at Point O'Woods for 45 years, has an Information Technology background and interested in volunteering in the community. Ms. Reyes stated that she came to Massachusetts Road in 2011, her family enjoys the community and she has the time to contribute to this "great neighborhood". Mr. Buchanan is a year round resident on Sargent Road. Ms. Gibson will ask Mr. Buchanan to attend the May Board Meeting.

Administration Office: Jean Smith distributed cards with contact information and operating hours of the Administration Office. This information will be in the Annual Call package. The 1,000 proposed office hours were selected for times when the most property owners would be at Point O'Woods and mid-day when there are fewer conflicting activities. Wednesdays were selected for closing, as weekends need to be covered. The office hours will be 3-4 hours weekends in May, June and September 3-4 hours 6 days a week during July and August and Memorial Day. The proposed hours will begin 5/1/14 and be evaluated as the season progresses. The office function, purpose and hours will be published in the call, on the website, and have been posted on beach bulletin board.

2015 Budget:

Roy Johnson thanked the Board members for their promptness in getting budgets to him and for using the new format of budgeting by quarter. The Board reviewed the summary budget and each commissioner's budget. A detail review of the budget by all

commissions was conducted. The changes were recorded by Roy Johnson and will be reissued once all information is final

Some highlights are: The beach cleaning expense is increased since service charge has risen and Old Lyme is now charging for seaweed disposal. Faith Weiss evaluated several other options for beach cleaning but the current service is the most timely and best quality. Security has increased somewhat with the contract with a new service provider and beach patrol. Based on broker's preliminary quotes, insurance is anticipated to increase but uncertain how much the liability will increase and the portion WPCA will cover.

Cash reserves have eroded due to Storm Sandy special assessment and reduced mil rate during the years of the sewer project resulting in operating with a deficit for 3-4 years. The 2013-2014 fiscal year we returned to a balanced budget. With the depletion of cash, anticipated significant boat basin expenses in the future and uncertainty regarding unanticipated large expenses, like Storm Sandy we need to replenish our cash reserves with a tax increase.

Greg McKenna stated that to know how much we should have in reserve, a reserve study should be done. He suggested we look at the study done by the management firm a few years ago to help get a better understanding. Bill Griffin stated that full recovery couldn't occur in one year, a multi-year approach is advisable.

Fred Callahan made the motion to approve the budget as amended, which included a 10% increase in taxes for 2015 to accommodate the expenses reviewed and reserve, Beth Kelly seconded. The vote in favor was unanimous. Motion carried.

Ordinance Changes: The Board reviewed the fence ordinance revision from Attorney Londegren. Harry Ritson moved for discussion, seconded by Bud Phelps. Concern was expressed about the height of living hedges that may obstruct views, gaining of neighbor approval and introduction of walls. Sandy Downes moved to vote on the ordinance as presented, Bud Phelps seconded. Vote taken. 2 in favor (McKenna, Phelps), 7 opposed (Callahan, Downes, Griffin, Kelly, Weiss, Roberge, Ritson). The motion failed.

Greg introduced the revised sign ordinance. Greg McKenna motioned to vote on the sign ordinance as presented, Pete Roberge seconded. 7 voted in favor (Callahan, McKenna, Griffin, Kelly, Phelps, Roberge, Ritson, Weiss), 2 opposed (Downes), the motion carried. This will be in the call and voted on at the annual meeting.

Bill Griffin and Harry Ritson reviewed the existing ordinances and proposed seasonal variations (before May 15 and after October 15) for those addressing the beach and boat basin. No change to the Hammer Law. Beth Kelly moved to vote on recommended seasonal ordinances, Pete Roberge seconded. 8 in favor (Callahan, McKenna, Phelps, Kelly, Ritson, Roberge, Weiss, Griffin) 1 opposed (Downes). These will be in the call and voted on at the annual meeting.

Annual Call: Jean Smith stated that the call package was coming together. She asked the Board members to update their contact information. She also requested they review

the commissioner and president's reports that had been emailed to the Board. An updated schedule had also been emailed. Reminder dates:

1. May 5 Commissioner and Presidents reports finalized
2. May 7-9 Board Review
3. May 10 Printer
4. May 13-15 Stuff Envelops (volunteers have been lined up)
5. May 16 Mail USPS

Key issue at this point is an accurate address list. Sandy Downes will send her list to Jean and Jean will contact Rita Sulick who has the best list.

Website: Faith Weiss stated that the website is nearing completion and ready for beta test. Jean Smith emailed the site address to the Board and asked them to get on the site, go through it and report any issues to Jean Smith. The website will be opened to the public 5/20/14.

There will be a Webmaster for technical support and the website content will be maintained by Point O'Woods personnel so we expect it to be informative and current.

Security: Fred Callahan reported that he sent 8 requests for proposals to security providers, received 3 bids. He and Bill Griffin met with RIBI and Vassell. ACE canceled their meeting. They recommended Vassell since they have a corps of experienced officers who work at the University of New Haven during the school season.

Ordinance Violation Appeals: Bill Griffin stated that he and Jean Smith worked on a revision to the appeals process that will be presented to the Board next month.

FOI: Bill Griffin stated there is a pending agreement that the complaints to FOI about the board will be dropped in exchange for the board agreement to a training session from FOI. This session will be scheduled in July.

Beach Storage of Boats and Watercraft: Faith Weiss presented the revised process for allotting the 40 permits. A lottery is proposed for Memorial weekend with a limit of 2 slots per family. Fees remain \$40.00. Harry Ritson stated that most of the interested parties were accommodated and 4-5 slots allotted for sail boats, which take more room. Faith was looking at options to increase storage space but had no solution yet. She asked Harry if it was possible to store kayaks under the boardwalk by the boat basin. Harry felt it was not advisable due to the cumbersomeness of moving in and out in confined space.

No new information on the burned house to report.

ADJOURNMENT:

Beth Kelly motioned to adjourn at 9:20. Harry Ritson seconded. So voted, the motion carried.