

**POINT O'WOODS
BOARD OF GOVERNORS MEETING
April 26, 2016 6:30-9:00 PM
Old Lyme Library**

Draft Minutes

Type of Meeting: Regular

Secretary: Jean M. Smith

Attendees: Carl Filios, Pete Roberge, Beth Kelly, Bud Phelps, Faith Weiss, Mike D'Aquila, Roy Johnson, Wayne Buchanan (via teleconference)

Carl Filios called the meeting to order at 6:35 PM.

Citizen Speak:

Marilyn Stitham, 49 Ridgewood Rd, reported that Harry Ritson, former Board member, had been to Point O'Woods recently and he commented on how good the neighborhood looked and the grounds well cared for.

Lorraine Gibson, 45 Connecticut Rd, asked if there was any reconsideration of storing boats/trailers in Anderson Park. Board indicated that was not under consideration at this time.

Approve Agenda: Three items were added to the agenda: 1) spending limits and approvals, 2) staff shirts. Carl Filios recommended that the executive session was unnecessary since there was little change in the issues Mike D'Aquila motioned to approve the agenda as amended, Bud Phelps seconded and the motion carried.

Secretary's Report: Bud Phelps provided the correct spelling of the assistant grounds keeper, Tom Cresens. Beth Kelly moved to accept the minutes as amended of the 3/22/16 BOG meeting, Bud Phelps seconded and the motion passed.

Treasurer's Report: Roy Johnson distributed the monthly financial reports. Boat Basin receipts have been coming in. Cash balance in account is about \$675,000. Forecast expenses for the fiscal year are expected to be ahead of target. Bud Phelps moved to approve the treasurer's report, Mike D'Aquila seconded and the motioned passed.

REVIEW OF OPEN BUSINESS

Introduction of New Admin: Carl Filios introduced Pam Spadaccini as the new Administrative staff in the office. Pam has a strong background for the position and is a year round Point O'Woods resident. Office hours will be 3 hours, 3 days a week, and Pam starts next week. Hours will be posted next week. Jean Smith stated that she and Pam Walters broke out the support needs as Office Administration, Board Secretary and Technical Support. Pam will start with the office functions, Jean Smith will continue as Board Secretary. Carl Filios indicated that the Technical Support has yet to be defined.

Nominating Committee Report: Rosemary Breen reported that she, Laretta Johnson and Lucy DiNardi interviewed 2 applicants who they found were both qualified. Dr. Michael Aron and Donna Johnson will be on the ballot at the Annual Meeting along with 2 returning Board members, Pete Roberge and Faith Weiss. The Secretary will post a request for new Nominating Committee members.

Parking lot study – Mike D'Aquila distributed copies of bids from Sullivan Paving, B&L Construction and Lance Scaping, for resurfacing parking lot with 2 options: 1) half the lot or 2) the complete lot. Board discussion focused on a responsible bid and whether to address the partial or complete parking lot resurfacing. Beth Kelly

commented that Sullivan and B&L are both experienced companies, in paving business and highly regarded with the heavy equipment to do the job best. B&L bid was lowest.

Mike D'Aquila motioned to accept the B&L Construction bid of \$8,245, conditional on their being able to complete the job by 6/15/16. Beth Kelly seconded and the motion passed.

Attorney Attendance Discussion: Carl Filios indicated the next topic, 2016/17 Proposed Budget Review, is expected to be very detailed and lengthy. He asked Attorney Londregan if there was enough new information in the 2 cases to be discussed in Executive Session. Attorney Londregan reported that there nothing new since the March meeting. It was agreed to forego the executive session and excuse the Attorney from the rest of the meeting. Beth Kelly asked if there was any chance of quick resolution of the Amato vs. Point O'Woods, et al case. The Attorney indicated not to expect resolution in the immediate future but we may know better by the end of the summer.

2016/17 Proposed Budget Review:

Roy Johnson distributed copies of the proposed budget. He clarified that the "contingency" fund budget item was only in the Administration budget; it was for unanticipated legitimate expenses that were not capital items; each Commissioner's budget is developed as tightly as possible for known expenses; and "Capital" is an appropriation of designated funds for future expenses which once defined, is committed to that planned item.

Each Commissioner's was discussed with the following key items:

Beach – Beth Kelly asked whether we need capital budget for the raft. She will follow up with Jennifer Reyes to see if this is needed. Budget reflects an increase for seaweed removal that is now an additional expense. Faith Weiss explained that efforts to defray the cost last year proved not to be viable, so there is an increase for that. Roy Johnson will discuss with Jennifer Reyes to resolve if there is an opportunity for reductions.

Boat Basin – Rental income may be lower than previous year as boats may be smaller, but not significantly different. No change in expenses. New pole replacement process, using and excavator, has been more efficient, and less labor intensive. Pole replacement was completed in a half day as opposed to 1.5 days in the past. Capital budget of \$50,000 in anticipation of dredging in 2-3 years.

Grounds – Plan to improve landscaping around the tennis court, removing and replacing dismal shrubbery and installing a retaining wall along Hough Rd where water and mowing problems exist as well as potential erosion. Payroll is up but we are outsourcing less than in the past, repairing our own equipment, doing our own plumbing, etc. We have only one summer employee when in the past we had two. There is a lot of owned equipment (i.e., Truck, tractor, Gator, trailers, etc.) and a need to be certain we plan for capital expenses for potential replacement.

Ordinance - Budget is the same as previous year.

Recreation – Income reduction is driven by activity fees (i.e., no field trips, etc.). Payroll expense will be reviewed/revised for the final budget. Tennis courts don't need attention this year, but capital budget is in place.

Roads – Mike D'Aquila and Bud Phelps clarified that Tree Removal was in Roads budget and fall leaf removal was in the Grounds budget. Minimal road sealing needed on the path (road) from the Clendennin's stone house to Champion Rd (east).

Security – Clarification that the proposed phone expense includes Internet for the security camera system for \$176 per month. Jean Smith will follow up on phone/internet expenses. Under spending on the 2015/16 security service is yet to be reconciled, but the plan for next year is similar to the plan for the previous year.

Payroll under spent on winter watchman due to Fred Callahan handling some of that effort 2015/16. 2016/17 plan for watchmen, however is the same as previous year plan. Carl Filios indicated that uniform expenses should be adjusted to \$250 based on the staff and preferred supplier's costs.

Administration - The value of the contingency budget was discussed with Roy Johnson explaining that without it, if an unanticipated need arose, that was not a capital item; there was no money in the budget for it. Pete Roberge commented that \$20,000 might not be enough. Consensus was to leave the proposed \$20,000 in the budget.

Bud Phelps asked if it was still necessary to have legal counsel at monthly Board Meetings. Pete Roberge agreed that there were not always issues at the meetings to warrant the expense. Beth Kelly stated that last year there were significant issues requiring legal counsel, but those needs have subsided. Beth Kelly motioned to plan and budget for legal counsel at the Annual Meeting and at 3 monthly Board meetings, Bud Phelps seconded and the motion carried thus reducing the proposed budget amount.

Carl Filios presented a diagram depicting Total Cash and the amount of that appropriated as Capital Expense to assist in the discussion of setting the mill rate. Board previously established a target of 2 times our annual budget (about \$700,000) in reserve. Carl Filios will create a diagram of our financials, which will include 1) where we are, 2) where we need to be and 3) how we'll get to that level. These will be presented at the annual meeting. Mike D'Aquila Made a motion to set the mill rate at 2.39, the same as last year Bud Phelps seconded and the motion passed.

Carl Filios will distribute the spreadsheet of capital appropriations to the Board Members.

2016 Annual Call/Meeting: Jean Smith reported that preparation of the Annual Call and Meeting were progressing according to schedule. Key items to be completed are final edit of Commissioner Reports, WPCA insert (due 5/1/16), any ordinance inserts and the Financial Report and Budget (due 5/10/16). All these items are underway and we should be able to meet our mailing commitment date. A notice of the mailing will be posted on the website and bulletin boards.

Secretary will distributed recent copy of consolidated commissioner reports.

Revised Ordinances:

Sign Ordinance - Faith Weiss reported that for contractor signs, the ordinance allows for 2 sq ft, which is smaller than the Real Estate requirement of 2x2. Faith Weiss moved that the ordinance be modified to require realtor and contractor signs be the same size, no larger than 4 sq ft, and tag sale signs may be posted by property owners on their property, the day before, and day of the sale. Pete Roberge seconded, the motion passed. This ordinance modification will go to a vote at 2016 Annual Meeting.

Fishing Ordinance – Faith Weiss indicated that the current Acts of Nuisance ordinance is not enforceable and an attempt to change it at 2015 Annual Meeting was table. She felt that the wording could be clearer and it needs to go back to the voters at 2016 Annual Meeting.

At this point in the discussion, Donna Johnson, 99-1 Hillcrest Rd, attempted to engage in a debate and discussion on the matter. She was out of order, since the Citizen Speak agenda item was closed and the board was now in business session. A heated exchange occurred with the President.

Faith Weiss and Wayne Buchanan will adjust the wording of the ordinance proposed at the 2015 Annual Meeting and Wayne Buchanan will present a power point presentation with photos and issues to better describe the ordinance and areas affected. This will be presented for a vote at the Annual Meeting.

Beach Cleaning Contract: Carl Filios reported that we have a contract with H.S. Plaut for beach cleaning for 2013-2017 seasons. The Board felt he does a good job keeping the beach clean. Carl Filios mentioned that he was uncertain about the length of contracts we were able to engage in based on our Charter and Ordinances.

Boats on the Beach Storage: Jennifer Reyes is still working on the paddleboard stands.

Website Update: Faith Weiss reported that she and Jean Smith met with Liz Martinez, the website technical support person. It was agreed that Ms Martinez would do website “Health Checks” on the 1st and 15th of each month to ensure that all software updates were complete, licenses current, etc. at a minimal additional cost.

NEW BUSINESS

Seasonal Readiness: Carl Filios reported that permit stickers for parking, boats on the beach, and golf carts will be distributed at the Pavilion on Saturday and Sunday of Memorial weekend at 10:00 AM - 3:00 PM. An effort is being made to continue to simplify and de-clutter this process by using data we already have in our database. Golf cart owners must provide hard copy proof of insurance, which we need to keep in the office.

Hatchett’s Sewage Treatment: Carl Filios reported that a *New London Day* article reported plans for sewage treatment at Hatchett’s Association that would result in the discharge of processed, clean water into Long Island Sound. Pete Roberge mentioned that if the discharge is via Three Mile River there is an impact on Point O’Woods. Wayne Buchanan indicated that any failure or diminished capability of that system could potentially be seen as Point O’Woods issues due to Three Mile River flow through Point O’Woods. Carl Filios will follow up with the Federation of Beaches since they have the same concerns about discharges into the Long Island Sound.

Annual Dinner: Traditionally, there is an annual appreciation dinner for the Board members and volunteers in the fall. There wasn’t one last year and it’s not in the budget for this fiscal year but is budgeted for Fall 2016.

Spending Limits and Authorization: Roy Johnson stated that there are two limits that should be adjusted. The first is that checks over \$5,000 need two signatures. The second is that projects exceeding \$5,000 require soliciting three bids. Spending limits are suitable financial controls, but the Board should reconsider the amount in light of inflation. Carl Filios added that the president is not always readily available to authorize these expenditures and that we should consider adding the vice-president as an authorizer. Bud Phelps made a motion to amend the Title VII, Section 1 of the ordinances to add the Vice President as an authorizer on amounts in excess of \$7,500. Mike D’Aquila seconded and the motion passed. Bud Phelps made a motion to amend Title VII, Section 3 of the ordinances to raise the limitation to \$7,500 for the requirement of 3 competitive bids. Mike D’Aquila seconded and the motion passed. Wayne Buchanan and Faith Weiss verify that we have the power to do this and prepare the revised ordinance for vote at the 2016 Annual Meeting.

Staff Uniform Shirts: Carl Filios reported that the staff uniform shirts worked out well last year and we will have them again this year. Beth Kelly, Fred Callahan, Bud Phelps need to get staff information to Carl Filios.

Correspondence:

None

Commissioner Reports:

Mike D’Aquila reported that Al Bond would be working on the resolution of the water runoff problem at 32 Seaview Rd and complete some curb repairs. He also indicated that he contacted Kathy Aldridge about the drain issue she brought to the Board’s attention. Since there is major construction at the adjoining property he let her know we would delay addressing this until that was completed.

Executive Session: This was determined unnecessary since there was nothing new since the March meeting.

Adjournment: At 10:00 PM Bud Phelps motioned to adjourn, Mike D’Aquila seconded and motion carried.
Respectfully submitted, Jean M. Smith