

**POINT O'WOODS
BOARD OF GOVERNORS MEETING
June 17, 2014 6:00PM-9:00PM
FIRST CONGREGATIONAL CHURCH OF OLD LYME
OLD LYME, CT 06371**

Draft Minutes

Type of Meeting: SPECIAL

Secretary: Jean M. Smith

Attendees: Wayne Buchanan, Fred Callahan, Mike D'Aquila, Carl Filios, Beth Kelly, Bud Phelps, Jennifer Reyes, Peter Roberge, Roy Johnson, Faith Weiss

Guest: Tom Hennick, Public Education Officer, State of Connecticut Freedom of Information

Carl Filios called the meeting to order at 6:04 PM.

Carl stated that, going forward, during the Citizen Speak part of the meeting we would allow the speaker 3 minutes to describe their situation, comment or request. The Board would ask questions to clarify data and gather information at that time. The Board discussion would be added to the agenda later in the meeting.

Citizen Speak:

Marilyn Stitham, 49 Ridgewood Rd. The submission cutoff date for *The Wave* articles is 6/24/14. She reported that Norman Stitham was very pleased with the new website.

Mary Lennon, 48 Ridgewood Rd. expressed a concern that Point O'Woods be very attentive to the sewer related activities of the Old Lyme WPCA.

Agenda:

Fred Callahan requested the addition of discussion of the hiring of The Association Operations Administrator. Fred Callahan made a motion to accept the amended minutes, Faith Weiss seconded. Motion carried.

Secretary's Report:

5/27/14 monthly meeting minutes - Carl Filios requested a grammatical correction to the pavilion use comments last sentence to reflect "...they could have a small ceremony in the sand but setting up chairs on the beach for larger parties is not allowed." Bud Phelps moved to accept the amended 5/27/14 monthly meeting minutes, Mike D'Aquila seconded, the motion carried.

Fred Callahan moved to accept the 6/7/14 organizational meeting minutes, Bud Phelps seconded and the motion carried.

Treasurer's Report:

Roy Johnson reported that as of mid-June financials are in good shape. A few more expenses for security and recreation are anticipated before fiscal year end. Projected income will be better than expected. Only 4 delinquent taxpayers left.

Objective for next fiscal year is to identify capitol and reserve items and to establish a reserve account

Freedom of Information Session:

Point O'Woods Association is classified as a public agency and therefore must conduct its business in compliance with FOI. Tom Hennick stated that Bob Sirkin had filed Freedom of Information(FOI) complaints with the State of Connecticut. Mr. Sirkin agreed to withdraw his complaints since the Board would attend a briefing session on FOI. Tom Hennick briefed the Board on the Freedom of information Act, which was established 39 years ago to ensure open government.

FOI key objectives are to provide the public access to 1) meetings and 2) records so they know how the governing body works.

A public meeting is any hearing, proceeding, or gathering of Board members; or communication, in person or electronically, to discuss or act on any Association matters. Basically, any gathering to do our work. All meetings including ad-hoc committees and sub-committees must publish notice of the meeting, allow public attendance and produce minutes.

Three types of meetings 1) Regular meetings scheduled for the year by 1/31 each year with agenda published 24 hours in advance; 2) Special meeting, not scheduled in advance with agenda published 24 hours in advance; and 3) Emergency meeting which is extremely rare and must be a serious emergency. Regular meeting minutes need to be published within 7 days after the meeting. The agenda for a Special meeting cannot be amended after publishing notice. Since this meeting is classified as "special" the item Fred Callahan requested be added to the agenda was removed.

Anybody has the right to attend the meeting and anybody can record the meeting, but the Board has the right to keep order and controls the public speaking.

The Board has the right to conduct an executive session not open to the public. Allowed to be closed are discussion of the following matters: 1) specific employees (unless the employee concerned requests that the discussions be open to the public); 2) strategy and negotiations regarding pending claims and litigation; 3) security matters; 4) real estate acquisition (if openness might affect price); or 5) any matter that would result in the disclosure of a public record exempted from the disclosure requirements (RFP, bids, etc.).

In executive session, the Board can debate, collect data and information, but no votes can be taken.

Minutes are not intended to include every word, everything that is said, but be crisp, concise and specific. The recording of votes is the only thing required.

Public records, which is anything created doing the Associations business, can be requested for viewing.

Appoint Legal Counsel:

Beth Kelly moved to continue the appointment of J. Londregan, Conway, Londregan, Sheehan & Monaco, P.C. as the Point O'Woods Association legal counsel, Pete Roberge seconded, motion carried.

Authorization for Audit Firm:

Roy Johnson reported that Bill Griffin found that the fee that the audit firm charged last year was competitive, so he recommended engaging that firm. Fred Callahan made a motion to appoint Gothie, Hoyt, Filippetti & Malaghan, LLC for the coming annual audit, Beth Kelly seconded and the motion carried.

Authorization for Audit Firm:

Roy Johnson recommended we continue with Quality Data Services to print and mail our tax bills to property owners for the same price as last year. Beth Kelly moved to use Quality Data Services to print and mail our 2014 tax bills to property owners, Mike D'Aquila seconded, the motion carried.

WPCA

Rita Sulick clarified that the WPCA was responsible for the building and pump stations; the Point O'Woods board is responsible for the plantings and ground maintenance. Bud Phelps reported that there was one at the end of Stanhope Rd. not yet worked this spring and it was on the schedule.

Beth Kelly made a motion to appoint Bill Griffin to fill the vacancy on the WPCA Board, Bud Phelps seconded. Motion carried with Wayne Buchanan, Fred Callahan, Carl Filios, Beth Kelly, Bud Phelps, Jennifer Reyes, Peter Roberge, Roy Johnson, Faith Weiss voting for the appointment and Mike D'Aquila abstaining.

Champion Road:

Pete Roberge reported that the new walkway at the Adams house at 24 Champion Rd. encroaches on the road. The raised nature of the steps and protrusion will interfere with the plowing of the road in the winter and likely damage the plow. Pete Roberge will request they change the walkway to correct this danger before the winter snow season.

Pete also noted that the property owner removed The Association's split rail fence to provide ease of access to his property during construction. The fence keeps vehicles off the berm to keep it from breaking down. It is uncertain where the fence materials are. Mike D'Aquila will evaluate what fence is there, if it is sufficient to protect the berm and suggest the owner pay to restore the fence to it's previous state.

Carl Filios noted that there many demands for the time and talent of our Maintenance Operator, Jeff Keish. Jeff does work for most members of the Board in their commission functions and so there is a need to prioritize his work. Going forward, requests for Jeff's assistance will go through Bud Phelps who will set the priorities.

Security Schedule:

Last week the guards hours were extended with a focus on the beach. The July 4 “No Fireworks” flier is ready for guards to hand out at the gate. Extra security will be on duty July 4. Jeff Keish and Scott Phelps, with the support of Wayne Buchanan, will serve as security backup when the Security Commissioner is away. Carl Filios noted that with changes in security duties Fred Callahan should ensure that budget and staffing are aligned

Board Member Assignments:

Carl Filios listed a number of boards and commissions that are engaged in business that could affect Point O'Woods and our attention is warranted:

- Point O'Woods WPCA
- Old Lyme WPCA
- Old Lyme Federation of Beaches
- Old Lyme Finance Board of Governors
- Old Lyme Zoning Board
- Old Lyme Board of Selectman

Carl asked the Board members to volunteer for one of these assignments.

Bud Phelps will be primary contact on Point O'Woods WPCA with Wayne Buchanan, and Beth Kelly as alternates. Carl Filios is ex-officio member.

Board Meeting Schedule:

The Board agreed to continue meeting on the fourth Tuesday March-November at 6:30 PM.

Summer readiness events:

Beth Kelly announced that the recreation program begins next week and the playscape mulch has been installed. Events for the season include the Sandcastle event 7/13 with rain date 7/20, Reggae Concert 8/13, Bingo on Mondays, Movies on the beach Tuesday and Saturday.

Adjournment:

Beth Kelly moved to adjourn, Mike D'Aquila seconded, the motion carried and the meeting adjourned at 8:35 PM.