

**Point O'Woods Beach Association
Regular Board Meeting
July 20, 2007—7:30 P.M.
Phoebe Griffin Noyes Library
Old Lyme, CT 06371**

Meeting was called to order at 7:30 p.m. by President Laura Nalesnik.

Members Present: Laura Nalesnik, Michelle Daly, William Lacy, Kathy McKeough, Brian O'Brien, Mark Peterson, Harry Ritson, Mark Stankiewicz. Absent: Beth Kelly

Laura requested changes or additions to the agenda. **Mark Peterson** requested the addition of an Executive Session topic: Beach Cleaning Schedule which involves a personnel discussion. **Mark Stankiewicz** indicated that in addition to himself, **Kathy McKeough** will contribute to the WPCA report. **Laura Nalesnik** recommended adding the nomination and appointment of a new Secretary to the beginning of the meeting in order that the Secretary begin to officially document the meeting minutes. **Motion** was made by **Laura Nalesnik** and seconded by **Harry Ritson**. So voted. Vote was unanimous. Agenda was approved as changed.

Nomination: **Laura Nalesnik** introduced Karen Rubano as the nominee for the Secretary of POW. Karen Rubano provided a brief background of herself. **Motion** was made by **Michelle Daly** to appoint Karen as POW Secretary and seconded by **Harry Ritson**. So voted. Vote was unanimous.

Citizen Speak: **Susan Bookman** of 12 Oak Road provided an overview of the July 13th WPCA meeting she attended. Susan was impressed with the meeting flow and the information provided. She commented on the WPCA engineer's report regarding the sewage system project. Susan highlighted aspects of the project: 45% of plan design is complete, East Lyme being a key project stakeholder, potential issues of the system's high and low flow, and WPCA's desire to research other town beach experiences. Susan was impressed with the WPCA's intention to proactively provide property owners with a monthly newsletter communication via the website as well as postal service mailings to those who wish. She suggested the POW Board consider providing a monthly newsletter to include the previous month's meeting minutes and the upcoming meeting agenda. Her suggestion includes the newsletter to be available on the website or mailed, and she recognizes mailing involves cost. She indicated there are POW Association members that need paper mailings, she being one. Susan also commented on the ethical behavior of the Board members. She stated that Board members need to remain aware that anything they individually state or write needs to be done as a Board member representing all of the POW property owners. Susan stated the Board members must always be wearing a Board member hat and that is difficult at times. **Mark Peterson** responded to the sewage system overview by stating there are project rumors that in actuality are truths. He specifically spoke to concerns of the system being able to accommodate the low flow in the winter and the level of odor caused by pump stations. **Kathy McKeough** responded to the level of winter water concern by stating she believes, based on the WPCA engineer's report, it will be accommodated with ease. She also stated the odor concern can be lessened noting these are newer more sophisticated systems and odors can be treated with chemicals. **Mark Peterson** also stated that contrary to a rumor or belief, the boat basin is a profit contributor to the Association. There is a depreciation charge from the boat basin. He also pointed out that the dredging of the jetty is beneficial to both the boat basin and beach. **Kathy McKeough** and **Harry Ritson** stated the boat basin revenues fund a reserve for the future. In 2006, \$15,000 from boat basin revenue was placed in reserve for asset replacement. **Mark Peterson** stated that to date the boat basin revenues placed for this reserve is approximately \$32,000. **Laura Nalesnik** said that the monthly newsletter from the board would be considered.

Richard Sagan of Connecticut Road requested the Board consider placing bottle recycling buckets next to the garbage barrels. He pointed out there is a lot of empty water bottles within or around the barrels. He also referenced the recent coverage of plastic water bottle concerns by news stations simply emphasizing the Association should be doing its share in providing the opportunity to recycle these bottles.

Richard also stated part of the cemetery wall is in need of repair. He stated the cemetery wall belongs to the cemetery and not the POW Beach Association. There is a two-foot wide passageway for walking near the area of needed repair and Richard is hoping the rebuild will be esthetically pleasing. Richard also commented on the right to plots within the cemetery. People that can prove their families have been here for 30-40 years, with voting

rights, are eligible for plots in this cemetery. Richard also pointed out that there are 3-4 building lots on Ridgewood Road that have selling potential. He recommended the building lot situation be researched further.

Eleanor Bonafonte of 10 Hough Road stated that visitors to her home are not stopped and questioned as to who they are and where they are going. **William Lacy** responded that he recognizes there is both good feedback and comments of concern regarding ACE Security. He is providing mid-season training to ACE Security on Tuesday, July 24, 2007. The training will emphasize, among other things, the need to check people coming into POW, ensure the beach area is not blocked and ensure the tennis area is monitored as expected. **Eleanor** also asked why the sign noting "No Bicycles" no longer exists on top of the right-of-way on Hillcrest to Ridgewood Road. She stated it is a right-of-way and yet bicycles, scooters, roller-bladers, and skateboarders are flying through making it unsafe to walk. An additional comment indicated the right-of-way is not a good walkway due to its condition. The Board members did not recall a former sign at that right-of-way. **Brian O'Brien** will examine this location.

Mary Berry of 67 Connecticut Road is concerned that one security guard waves cars in without looking at the traffic situation. She expressed concern each car should be stopping, and the guard and driver should be assessing the traffic situation. At times cars seem to be coming right at another car simply because drivers are following the security guard's wave in. **William Lacy** stated he will address this at the mid season training session with ACE Security.

Janet Pulver of Oak Road asked if ACE Security can be advised of dinner dance parking for guests that have paid. **Laura Nalesnik** responded that only those with authorized parking stickers are allowed to park in the parking lot. Janet also asked if there is a cap on spending without Board approval within each Board area. **Harry Ritson and Mark Peterson** stated that within the confines of each commissioner's budget, spending is ok.

Allen Oberg of 62 Connecticut Road requested the approval of a new fence to replace the original fence in his backyard. The original fence was replaced by a new fence this year without approval. The fence replacement was needed due to the many grandchildren/young great grandchildren visiting and needing an enclosed area to play. When Mr. Oberg tried to obtain parking and boat trailer stickers, he could not obtain them as he was out of compliance with Association rules. He contacted Laura Nalesnik who informed him he did not have the proper permit for the new fence and therefore could not receive the Association permits/stickers for activities. Laura informed him the original fence could only be replaced by a living hedge. Mr. Oberg disassembled the new fence in order to obtain the stickers, etc...for the upcoming season. **Mark Peterson** responded with questions about potential grandfathered fences and actual ordinance. **Laura Nalesnik** responded that the ordinance is that fence replacement is by living hedge only. **William Lacy** asked if there have been any controversies or fence issues and **Kathy McKeough** responded "yes" noting there has been one fence replaced without permission, and two citizens told they could not replace a fence with anything other than a living hedge. Questions such as "can we change the ordinance", "can we review fence situations on a one by one basis", "can we make this one exception" were tossed about. **Mark Stankiewicz** suggested the Board create acceptable fence standards. **Mark Patterson** wanted to know the history of variances and exceptions in the past. He was curious as to the floodgate we could open if the Mr. Oberg's fence goes back up. **Harry Ritson** commented that several ordinances should be reviewed and should be done during a winter meeting. **Kathy McKeough** agreed that ordinances need to be reviewed and stated we need to establish standards that won't take away the feeling of community. Mr. Oberg passed around before/after pictures of the fence situation during the Board discussion. The discussion outcome is that the Board will review ordinances and standards at future meetings, sending ordinance change recommendations to the next Annual meeting. In the meantime, Mr. Oberg can only put up a living hedge.

Richard Burlingham of 16 Walnut Street asked if POW is being taken care of with respect to mosquito spraying by the town. POW is being taken care of but is on the tail end of the mosquito spraying activity.

Women's Club: Tamara Ward of 35 Massachusetts Road provided the Women's Club update. Tamara asked on behalf of the club if appetizers and cocktails can be allowed during the Women's Club sponsored Game Night on August 2nd. Michelle Daly responded the appetizers and cocktails should not be a problem as long as the Women's Club follows the pavilion rules (no glass, etc...). There was consensus by the Board to Michelle's response. **William Lacy** will alert ACE Security about the August 2nd Game Night.

Other Women Club updates: Old Lyme Landscape budget was upped to \$2500. The Women's Club donated \$1000 to the Rec for a tennis machine which is open to citizens at specified times. The dinner dance planning is going

well. The Craft Fair is all set. \$2700 worth of merchandise was sold during the July 4th parade. In 2008, a POW cookbook will be published and citizens can contribute recipes via email to Tamara or the Women's Club. A 2008 House Tour plan is in the works and names/contacts can be found "In the Wave". The Women's Club will donate money towards benches once the total bench cost is known, hopefully by the next Women's Club meeting.

Tamara requested approval for the installation of a second bulletin board for the beach at Champion Road west side. The Women's Club appropriated \$750 for the bulletin board and installation. The bulletin board chosen is uniform to what currently exists with the exception the new board will be a 2 bin board vs. the current 3 bin board. The Board did not have an issue with the 2 bin board. Bulletin board functionality was discussed because the doors are locked and residents are unable to open and place news items in the bins. Citizen **Richard Burlingham** suggested POW cement the key in the lock so all residents can use the bins. A **motion** was made by **Michelle Daly** and seconded by **William Lacy** to approve the bulletin board installation at Champion Road west side. So voted. Vote was unanimous.

Tamara shared with the Board the Women's Club attempt to donate \$500 to the Rec for a "free to all" ice cream social. Beth Kelly did not agree to a free ice cream social and wants to charge \$2 per ice cream to raise money for the Rec budget. The Women's Club is concerned about the perception of sponsoring the event and charging for ice cream. Beth shared with Tamara her concern the ice cream social could end up to be children arriving, grabbing ice cream and leaving. **Laura Nalesnik** stated she supports Beth and the activities she is managing, including those with charges. She had spoken with Beth concerning free ice cream socials in response to a previous, unrestricted donation from an anonymous donor. Beth felt a free ice cream social would have no value and that children would waste ice cream, etc., and that the donation could be better spent toward something tangible for the REC. **William Lacy** asked why the Woman's Club can not manage the ice cream social for free vs. the Rec running it. Tamara responded the Woman's Club was only interested in donating money for it. **Mark Peterson** asked if the Women's Club will consider running their own ice cream social. Tamara responded she will bring this up at the next Women's Club meeting.

Tamara shared with the Board her concern with the sale of hats by the Rec when the Women's Club has sold them in the past. Tamara asked the Board if Beth has approval to sell hats. The Women's Club concern is there was no communication between the two groups and it doesn't seem right both could potentially be selling hats. The discussion resulted in that both areas can sell hats and that we need to do a better job communicating intentions in the future.

Correspondence: **Laura Nalesnik** reported she received information regarding the DEP drainage issue from Attorney Mattern, which she has passed onto **Mark Stankiewicz** for review.

Secretary's Report: After a discussion of the June 15, 2007 minutes and corrections made, a **motion** was made by **Harry Ritson** and seconded by **Brian O'Brien** to accept the minutes as corrected. So voted. Vote was unanimous.

Treasurer's Report: **Mark Peterson** distributed copies of the POW Summary Balance Sheet as of June 30, 2007 and the POW Profit & Loss Statement as of June, 2007. Mark provided a high level overview of each document. Mark highlighted the surplus is \$27,000 higher than projected. Revenues are right on target but POW did not spend as much on capital expenditures. For example: tennis court landscaping did not start yet. Accounts receivables are more positive this year in that we are not seeing as much trouble with those we have in the past – we have one which is problematic. Mark reviewed a detailed spreadsheet which shows how each Board area contributes to the profit/loss statement. He indicated POW is in great financial shape. Mark noted tax bills are in the mail.

Mark stated he is closing the 6/30/07 books to prepare for the audit. There have been 4 firms and 5 solicitations to handle the POW 2007 audit. One firm has two locations, each with a unique set of capabilities. Mark has two firms in mind for the audit: a single party practitioner (Bolton, CT) and a much bigger firm offering more resources (North Haven, CT). Mark has examined the pros/cons of using each: the bid amount, the capabilities of each, the amount of effort he will put forth in partnering with them and the travel distance to each office. He asked the Board members for a recommendation based on the description he provided of each firm. **Mark Stankiewicz** asked who Mark Patterson wants to choose. **William Lacy** asked how extensive is the audit and how

resource intensive it will be for a firm. **Laura Nalesnik** asked for Mark to state his preference as she is pleased with his due diligence looking into firms and feels he needs to select the one most suited and preferred. Mark stated that although it is a hard decision, the single party practitioner will support him better. A **motion** was made by **Harry Ritson** and seconded by **Mark Stankiewicz** to accept the single party practitioner from Bolton, CT. So voted. Vote was unanimous.

Mark stated the new computer has been purchased and is running. The cost was \$1200.

Mark opened a topic for discussion regarding Director and Officer Insurance. Currently the coverage is \$1M per claim and \$1M in aggregate. The current policy has been in place for years and keeps getting rolled over. The policy covers any authority and commission of the POW Board. Mark stated the coverage is very low. Mark also explained there is a Part B to the policy which covers employment areas. For POW purposes this points to the Rec program and employment issues such as sexual harassment – “sign of the times” items. Mark stated to increase the Part A coverage from \$1M to \$3M is a cost of \$3500 per year (a \$1500 premium increase). To increase the Part A coverage from \$1M to \$5M is a cost of \$4500 per year (a \$2500 premium increase). Mark needs to ask if we can pick what we want for Part B exposure coverage. Part B will run somewhere around \$300. **Kathy McKeough** agrees the current coverage is painfully low. She points out that the sewage project is a great fiduciary responsibility. **William Lacy** stated that the Part B employment exposure coverage has brought to mind he can provide sexual harassment and other training of this nature to the security staff. Mark stated he would meet with the Broker to obtain quotes but needs a Board recommendation on the coverage amount. A **motion** was made by **Mark Stankiewicz** and seconded by **Harry Ritson** to obtain coverage for Director and Officer Liability insurance of \$5M and Part B \$1M. So voted. Vote was unanimous.

Communications: **Laura Nalesnik** reported the POW website has been updated. Feedback and suggestions are welcomed.

Beach: **Mark Peterson** reported that overall, all is good at the beach. The swim line issue has been resolved. For some reason the swim lines were drifting out to sea. A mushroom device needed to be purchased and attached to the lines which was an expenditure of \$800-\$900. The company had used a different procedure initially. The swim lines seem to be fine now.

Mark also reported the area by the pavilion faucets is eroding. Children leave the faucets on causing erosion. Jeff needs to redo the eroded areas each day by packing it down. One option discussed was moving the spigots higher so children can not get to it them easily. Jeff and Mark will monitor the situation and available options.

Boat Basin: **Harry Ritson** identified the following issues, all of which the Board needs to consider and take a future position on:

We have several situations where one spouse owns the cottage and the other owns the boat. The spouse whose name is on the deed to the cottage must be the spouse whose name is on the registration for the boat. Dual registration may be needed. The undercurrent changes within the cottages, not Sales, are the cause for much of this issue. Of the 16 such situations he identified, 13 have been resolved.

There are open slips. Complaints are being made about them. There are situations of 3 slips in a row, paid, yet empty.

The poles present issues. We can not put poles where we want or need them due to rocks. People are coming in with new boats that don't fit the slips and we can't adjust the poles. This is causing people to move and swap with each other.

We need to consider the Year 2000 boat provision that discusses a boat being larger than our specs. People owning such boats were grandfathered under the provision but some of these boats have been resold.

There is an issue with our policy on trailers. The question exists of how many trailers per household. We have situations of 1 resident, with 3 trailers and 3 stickers. We can't continue with this.

Slip inheritance needs to be reviewed. We need to take a position on each of these scenarios: (1) if you sell a cottage for money (the slip does not go with the cottage); (2) if you sell the cottage to family; (3) Inheritance; (4) Phased inheritance (sell 1/13 per year); (5) Delayed trusts (irrevocable trusts, quick claim deeds). Harry said he would be meeting with past boat commissioners to examine the history of these scenarios.

Grounds: **Brian O'Brien** reported there are completed grounds projects: trees installed at maintenance barns and beach cleaning.

Brian has been meeting with many people. Communication is the key to keep up with the grounds expectations. Brian wants all grounds communication for Jeff to go through him.

Jeff's priority Monday through Wednesday is beach presentation. All citizens want a pristine beach. Jeff's schedule is 6:30 a.m. at beach, Monday through Wednesday. By end of week, any project/need can come into play as a priority.

There is concern that much of the equipment we use does not belong to us. Bruce owns much of the equipment. **Harry Ritson** thinks a lot of the equipment was donated by Bruce. Brian is concerned about POW liability around such equipment. What if a pressure washer owned by Bruce breaks and hits someone in the eye? Who is liable? Brian realizes we need an inventory list and is trying to get his arms around the inventory situation.

Brian stated the POW maintenance program is very labor intensive. We are handling cigarette butts, popsicle sticks and stones in a laborious way. Options for cigarette butts are to bag them, blow them in parking lot, or cut them. We can also utilize cigarette containers which are very ugly. Cigarette signs can be utilized also but most people do not like such signs.

One option for 2008 consideration to assist with the labor intensive activities is the use of a machine which filters out and dumps the bad stuff. John Deere has such a filtering machine. Sand is fluffed while bad stuff is dumped elsewhere. Seaweed is grinded. Cost is about \$23,000. Four acres can be cleaned within one hour.

Ordinance: **Kathy McKeough** provided the following updates: the hammer law resulted in 5 requests within the first few days of the law but that was very short term in nature. She recommends next year we restate the time when law goes into effect. This year we stated "12:00 a.m. of June 25th" resulting in some people thinking they had one more day. If we change the time to match our noise ordinance, we can say "10:00 p.m. of June 24th" and there will be no confusion.

Post July 4th there was one request for replacement window activity but the citizen was told to wait until after Labor Day. On July 4th there were a couple of complaints to Security about noise.

Septic pump reminders will go out mid-August. Tax bills just went out and we want to review those returned for incorrect addresses and make those corrections for the septic notice mailing.

Recreation: **Laura Nalesnik** stated that Beth Kelly indicated the Rec is operating smoothly and successfully. REC is hosting high-stakes Bingo on the beach this evening.

Roads: **Mark Stankiewicz** met with Mark Peterson and Michelle Daly to discuss the status of 4 DEP projects and applications. Mark proceeded to talk to Gary Sharpe about application filings for each project. Gary was not continuing with the filing for 3 projects and was concentrating only on the Frascarelli project. Although the original attempt was to file 4 project applications with the DEP at once, the DEP will not allow the multiple filing at one time. Gary will now continue with filing 4 applications. The 4 projects of interest are: (1) bulkhead work, (2) filling of grade in parking lot, (3) the Frascarelli drainage project, and (4) handicap areas. Mark noted the re-file for the Frascarelli project will take 6 months to a year before it is approved.

Mark, Mark Peterson and Harry Ritson will walk all of the right-of-ways to see them and ensure that those designated as right-of-ways are being kept as such. Recommendations will come back to the Board.

Michelle Daly asked if speed bumps can be considered on roads. This topic will be part of long term planning discussions.

Security: **William Lacy** reported that mid-season ACE Security training will take place on Tuesday July 24th. There have been limited issues with ACE Security. One guard needed to be reprimanded on the job role and there was question as to whether he should be removed. Security overall is good. The guards have dealt with some small cat and mouse games that result in complaints but the guards can't catch everyone.

Unpaid parking tickets are piling up and will need to go to collection. William communicates to the homeowner at the home – he tries to speak directly to them.

There have been two written complaints: (1) the ice cream truck short-changing children. Bill spoke to the truck owner emphasizing the concern for reputation and integrity; (2) dog barking complaint which is a tough issue at times. Complaint was addressed.

Anderson Park is being used by renters using Owner's stickers. This is the core issue. Years ago Jeff allowed people in but now there is a combination lock. Some Owner's and renters use the park for personal floatable docks. Beth might want to use Anderson Park as part of the Rec program in the future.

There is concern about increased access to POW by non-residents. An example provided was an insurance salesman entering POW looking for Oak Ridge beach. Although neighboring beaches are friendly and good neighbors, there is heightened concern of easy access to POW. Security is now aware of this concern.

Nominations: Laura Nalesnik stated the need to finalize the nominating committee in accordance with the new ordinance passed at the annual meeting. The recommendation was made that Mary Lennon be placed on the committee for 3 years, Lorraine Gibson, the chairman, for 2 years and Alice Dowd for 1 year. **Mark Stankiewicz** made a **motion** to implement the proposed nominating committee schedule and the motion was **seconded** by **Brian O'Brien**. So voted. Vote was unanimous.

Federation: **Mark Stankiewicz** attended the federation meeting on June 30th, 2007. Key topics of discussion were: (1) people walking and causing some mess at cross beaches; (2) should fences be put up along Old Colony; (3) Federation dues – has POW paid them (yes); (4) good representation of State police coming through POW.

WPCA: **Kathy McKeough** provided the WPCA update starting with the June 23rd WPCA meeting, which was attended by approximately 130 people. The meeting included both a PowerPoint presentation and Q&A opportunity. There were also written questions handed in to the WPCA, but they were not answered until the July 13 meeting. **Laura Nalesnik** stated she received many complaints following the June 23 meeting from people who wanted to ask questions of the experts but were denied the opportunity by the WPCA. Property owners were particularly frustrated because they felt they were invited at the annual meeting to come and ask questions, there was more than an hour left for Q and A after benefit assessment discussion, and their next opportunity to have an audience with those experts would likely be at next year's annual meeting. She also received some complaints that the written answers provided on July 13 were not comprehensive.

Kathy informed the Board of the newly created WPCA communication plan to be executed as follows:

1. end of July letter to include the meeting's PowerPoint presentation, minutes of the meetings and current updates,
2. monthly newsletter to begin late August, primarily to be viewed on the website but residents will be offered a hard copy mailing – some may need or prefer a mailing,
3. a set of FAQ's will be part of the website communication; Kathy will be preparing the FAQ's for review/feedback
4. all Association members will be invited to provide input at anytime to the WPCA
5. a detailed communication plan will be documented and followed

Kathy asked the Board if this strategy is satisfactory and providing what is needed from the WPCA. Although the Board approved of the communication plan, there were a few cautionary responses. **Laura Nalesnik** wants to see improved quality and transparency of information shared with the public. **Mark Stankiewicz** added he does not think the WPCA is communicating well – they are not hitting things right on. **Harry Ritson** responded that everything we think we know eventually gets fuzzy. He stated that verbal assurances from the WPCA begin to fade.

Kathy provided an East Lyme update indicating there is a legal agreement document currently with the attorneys, but that the inter-municipal agreement has not yet been signed. **William Lacy** asked if the document was a legal agreement or just the start of a process. Kathy responded she believes it is the legal agreement under

review. **Mark Stankiewicz** asked Kathy to obtain a timeline as to when the inter-municipal agreement will be reached and the issue will be resolved.

Kathy provided an overview of the sewage system product design discussed at the WCPA meeting held July 13. The design is 45% complete with an expectation that 60% of the design will be reviewed at the next WCPA meeting. **William Lacy** commented that value engineering should come into play at some point in order for people to gain confidence in the system design. Kathy stated that the estimated \$400,000 of potential savings due to this new system is firming up. As plans get refined, the savings looks very positive. In response to a question about the need to blast, Kathy said it would be necessary to blast rather than cut through rock and ledge. She also stated that the CT Water company may be able to provide more funding. They have a \$650,000 cap on materials but they are looking to go beyond this. Kathy reemphasized comments regarding the concern about the low water level in the winter which she believes, based on the WCPA engineer's reports, will be accommodated with ease.

Kathy stated the next few steps regarding the sewage system are as follows: (1) Attorney Mattern is reviewing how such projects have succeeded in the past. He is viewing the various methodologies of such projects and reviewing case law on assessments, (2) the question of having appraisers look at property values is on the table, (3) we are looking to see if we will qualify for a water loan. We are making progress in this area based on the criteria being used. There seems to be potential for us to use conventional loans. **Michelle Daly** asked that the WCPA consider the \$2.5M grant in both the best-and worst-case scenarios when reporting potential costs to the public since the grant is not guaranteed.

Long Range Planning: **Michelle Daly** reported that she, **Mark Stankiewicz** and **Mark Peterson** met to discuss long range planning topics. The topics under further discussion are:

1. Right-of-ways
2. Drainage issues: roads and the tennis court areas
3. Concrete under the boardwalk and boat basin
4. The need to check with DEP jurisdiction especially regarding the boat basin concrete issues (currently patching it)
5. Handicap ramp
6. Better pole system
7. Dredging requirements
8. Items which community residents can donate towards: benches, landscaping. Michelle has looked into benches and will continue to see what can be purchased that is consistent to current benches with same quality
9. Changes wanted in the community – need to solicit the community

Laura Nalesnik commented that POW had a DEP permit for the gravel work in the parking lot, but the permit expired.

Unfinished Business: Laura asked for a motion to move into Executive Session to discuss personnel matters and WCPA appointments. **Motion** was made by **Mark Peterson**, and seconded by **Mark Stankiewicz**. So voted. Vote was unanimous. Executive session began at 10:45 p.m. The Board returned to regular session at 11:55 p.m.

Motion was made by **Mark Peterson** and seconded by **Harry Ritson** to adjourn at 11:55 p.m.

Respectfully submitted,

Karen K. Rubano
Secretary