

**POINT O'WOODS  
BOARD OF GOVERNORS MEETING  
4/29/11 – 7:00-10:00PM  
Phoebe Griffin Noyes Library  
Old Lyme, CT 06371**

**Minutes**

Type of meeting: Regular Association

Secretary: Mary Ann Ruud

Attendees: Susan Bookman, David Tousignant, Kathy McKeough, Mark Peterson, Harry Ritson,  
Ken Russell, Bud Phelps,

Absent: Fred Callahan and Beth Kelly

The meeting was called to order at 7:00 PM by Kathy McKeough.

**Agenda:** Susan Bookman motioned to approve the agenda. David Tousignant seconded the motion. Harry Ritson requested the administration of the Boat Basin be added after the nominating committee. Ken Russell stated the "Boarding House Ordinance" should read "rooming house" on the agenda. Kathy McKeough added in the ratification of a vote and comments on a letter to the Zoning Board of Appeals after decisions. A vote was taken on the agenda as amended, the motion carried.

**Citizen Speak: Jack Gibson:** 45 Connecticut Rd, requested that the board consider the problem of residents' trash barrels being left out during the week. Kathy McKeough reported she would address it in the Annual Call to request people to be good neighbors by helping store the barrels.

**Paula Barakos,** 47 Sea View Road: Inquired about what the Board was discussing in terms of village status or other ideas concerning the subject. Kathy McKeough reported they were going to present three options 1)creating a zoning board within POW 2)obtain a village designation and the town would enforce those rules or 3) do nothing. It is not expected to be voted on at the Annual meeting but the Board may call a special meeting to vote on the option to pursue. The Board is proposing a method to keep the character of POW intact foreseeing many building projects coming in the future.

**Secretary's Report:** Mark Peterson motioned to approve the November 19, 2010 minutes. David Tousignant seconded the motion. Editorial changes were requested and Mark Peterson was added as an attendee. A vote was taken, the motion carried. David Tousignant motioned to approve April 1, 2011 minutes. Harry Ritson seconded the motion. Editorial changes were made. A vote was taken, Susan Bookman and Mark Peterson abstained from the vote, and the motioned carried.

**Decisions:**

**Board Nominations for Annual Meeting:** Nominating Committee Chairperson, Marianne Fitch reported they were recommending two candidates to be presented to the community to vote at the Annual Meeting: Bill Griffin 7 Champion Rd and Greg McKenna, 58 Sea View Road. Bill Griffin was in attendance and the Board asked him a few questions. Ken Russell motioned to ratify the names put forth by the nominating committee, Bill Griffin 7 Champion Rd and Greg McKenna, 58 Sea View Road, to be presented on the ballot at the Annual Meeting. David Tousignant seconded the motion. A vote was taken, the motion carried.

**2011-2012 Budget Approval:** Mario Ciampi reported on the 2011 budget and summarized the changes that had taken place since the previous meeting. The Board discussed the need to increase the operating budget by \$5,000 and increase capital expenditures by \$5,000 after discussing potential problems with the bulk head and the culvert pipe which may need work near the tennis

court. The Board discussed whether to include security cameras in the budget, the consensus reached was to leave the money in and to decide on the merits of security cameras when Fred Callahan is prepared to present on the subject. If the project is voted down, the money will be returned to the surplus funds. The Board discussed the mil rate, the cash reserves and upcoming projects. Susan Bookman motioned to accept the budget as presented and to accept the mil rate at 1.63 for the year. Harry Ritson seconded the motion. The Board discussed when assessments are done and when a new buildings tax rate is set. A vote was taken, the motion carried.

**Investment Policy Approval:** Kathy McKeough reported POW had \$1.3 million dollars between the Board and the WPCA and that no guidelines existed on how those funds should be handled. The goal is to create a shared policy that both the WPCA and the Board they can use to protect the principle and gain a needed interest to meet future obligations. The funds of the WPCA and those of the Board by law can not be intermingled. The Board discussed concerns with different investments and the safest methods to accomplish these goals. The Boards consensus was that Ken Russell, Mario Ciampi, Mark Peterson, Rita Sulick and Bill Lacourciere should work together to make revisions to the proposed investment policy. The investment policy was tabled for a future meeting.

**Code of Ethics Approval:** Mark Peterson presented to the Board a code of ethics that are designed to protect POW and its parties. The policy highlights were read. Susan Bookman motioned to adopt the policy. David Tousignant seconded the motion. The Board discussed the policy as presented and determined the word "family" needed to be defined as those in the same household and material excess needed to be defined with a set value of anything over \$250. A vote was taken on a motion as amended, so voted, the motion carried.

**Boarding House Ordinance:** Ken Russell motioned the proposed ordinance to be presented to the Annual Meeting restricting boarding houses. David Tousignant seconded the motion. The Board discussed the proposed ordinance, why it was needed and who it would affect. To address the concern that people will not understand why this is being presented and that it will not affect people's ability to rent cottages Ken Russell will write an explanation in the Commissioners reports in the Annual Call and make some clarifications in the proposed ordinance. Susan Bookman motioned to rescind the motion to the proposed ordinance to be presented to the Annual Meeting restricting boarding houses. David Tousignant seconded the motion. Ken Russell motioned to present for vote a rooming house ordinance in a form materially similar to the one presented here tonight. Susan Bookman seconded the motion. A vote was taken, the motion carried.

Susan Bookman motioned to ratify the vote for \$3,200 to lay stone at the maintenance shed. Harry Ritson seconded the motion. The vote was as follows: Mark Peterson voted no, Dave Tousignant, Bud Phelps, Harry Ritson, Ken Russell, Fred Callahan voted yes, Susan Bookman abstained. The motion carried.

#### **Discussion:**

**2010-2011 Audit/Management Letter:** Mark Peterson reported a management letter had been received concerning practices within POW from the auditing firm. Mr. Peterson read highlights of the letter. The actions POW are taking to rectify the concerns are: A code a ethics is being developed, an investment policy is being developed, training personnel on accounting practices is taking place, an accounting manual is being developed, reporting changes are taking place as requested, and posting liens as suggested. The redundancy in jobs is nearly impossible to solve within this small of a community.

**Nominating Committee Membership:** Kathy McKeough reported it had been brought to her attention that a Board member needed to be on this committee. It was concluded that requirement had changed in 2007 and Board members did not have to be part of that committee. It was suggested former Board members should serve on this committee.

**Boat Basin Administration:** Harry Ritson requested input from the Board regarding the invoicing practices for the boat basin and when it should take place. The consensus was that one bill in March would be the best method. The Board discussed how boats should be measured for billing purposes and concluded it should remain as it is.

**Letter to the Zoning Board of Appeals:** Kathy McKeough reported a letter that has been drafted to be sent to the Town of Old Lyme Zoning Board of Appeals requesting abutters be property notified. Ms. McKeough has provided them with self addressed envelopes so she receives the notifications which she intends to post to the bulletin boards.

A letter to Carolyn Sirkin had been received requesting the Board to become involved, it was communicated to them that POW cannot become involved in property disputes and the Zoning Board of Appeals is the proper channel.

### **Reports:**

**Treasurer's Report:** Mario Ciampi reported that the earlier budget discussion included the current budget activity.

**Commissioners Reports:** Posted to the POW web site.

**Correspondence/Communication Update:** attached

**New Business: Unfinished Business:** David Tousignant reported a storage space is now available; Kathy McKeough and Wayne Butler have keys to the building.

David Tousignant reported there were areas that required curbing, which they are currently doing in the community. The consensus the Board reached was the critical areas should be completed and the expense should not to exceed the \$5,000 as originally approved.

The Board discussed those homes that have not hooked into the sewer system. Hammer-law exceptions will not be given unless a resident has a septic tank failure and is an emergency.

**Citizen Speak:** Mary Lennon, 48 Ridgewood, requested that Mark Peterson's financial reporting format be continued because it was easy to understand. Ms. Lennon indicated that those that owed money used to be listed in the Annual Call. Ms. Lennon also inquired whether POW would pay less if they paid the loan earlier, in regards to the state loans for the sewer project. Kathy McKeough reported yes, that would be the case.

Mary Berry, 67 Connecticut Road, expressed a concern about investing the money collected for the sewer hook ups. Kathy McKeough reported that nothing prohibited them from paying the money back but if it was invested than it would have to make 2% in order to repay the interest on the loan if it is invested, it was a matter of a needed policy.

Ms. Berry suggested that elderly may be forced to rent rooms in order to keep their own homes.

Kathy Mckeough reported the proposed ordinance would allow the ability to rent one room.

**Adjournment:** Harry Ritson motioned to adjourn. David Tousignant seconded the motion. A vote was taken, the motion carried.

Respectfully submitted,

Mary Ann Ruud