

**POINT O'WOODS  
BOARD OF GOVERNORS MEETING  
March 25, 2014  
6:30-9:00  
PHOEBE GRIFFIN NOYES LIBRARY  
OLD LYME, CT 06371**

**Minutes**

**Type of Meeting:** Regular – Association Business

**Scribe/Secretary:** Jean M. Smith

**Attendees:** Fred Callahan, Bill Griffin, Beth Kelly, Greg McKenna, Bud Phelps, Harry Ritson, Peter Roberge, Roy Johnson

**Absent:** Sandy Downes, Faith Weiss

Bill Griffin called the meeting to order at 6:30 PM.

**Citizen Speak:**

Dave Tousignant introduced himself as WPCA representative and welcomed Jean Smith as Point O'Woods Administrator. Mr. Tousignant indicated that he and Rita Sulick, WPCA, look forward to working together for the benefit of Point O'Woods property owners.

Fred Callahan read a letter received 1/27/2014 from Arlene Parmalee, 29 Oak Rd, appealing #3501 ordinance violation fine for leaves left standing on Point O'Woods property. Action on this request was tabled until ordinances would be discussed later in the meeting

**Approve Agenda:** Bill Griffin requested the following items be added to the agenda: Review of 2014/15 Meeting Dates, Liens on Delinquent Taxes, Burned House on Connecticut Rd. Beth Kelly moved to accept the amended agenda, Harry Ritson seconded the motion.

**Secretary's Report:** Ms. Kelly motioned to approve the minutes from November 19, 2013 Bud Phelps seconded the motion. So voted, the minutes passed.

**Treasurer's Report:** Roy Johnson distributed the financial Monthly Report Summary. There is about \$180,000 remaining for the 2013-2014 fiscal year. Mr. Johnson reported that of the \$27,000 outstanding delinquent taxes included \$15,000 from log standing multi-year delinquencies and \$12,200 had been collected. Attorney Londegran stated that a lien can be placed on delinquent taxes up to 2 years after their due date. Liens cannot be applied for delinquent taxes prior to 2 years but the owner still owes those taxes. Mr. Griffin stated, that going forward, we should follow our

existing process for addressing delinquent taxes by attempting to collect and if that fails, apply a lien. Roy Johnson will send a copy of the notification letters previously sent to delinquent property owners along with the names and amounts owed.

Mr. Callahan reported that the Old Lyme Board of Finance decided to continue the stipend to the Point O'Woods Association this year, but most likely will reconsider it next year. The board will contact David Richardson, a Point O'Woods property owner, to explore the Association's potential actions and opportunities for the Old Lyme Beach communities to act as a unified body.

**Discussion and Decisions:**

**Administration Office:** Pete Roberge reported that the office is almost complete with the anticipation of AT&T installing the phone line and internet as soon as next week. Mr. Roberge expressed appreciation to Jeff Keish for coordinating and executing the building of the office. Ms. Smith reported that the furniture has been delivered and she has already spent some time there. She will have a detailed proposal for office hours and days of operation for the April meeting. It will be 3-4 hours weekends in May, June and September, 3-4 hours 6 days a week during July and August.

**Fence and Sign Ordinance Changes:** Greg McKenna distributed the draft of proposed Sign and Fence Ordinances. Board members will review these in preparation for discussion at the April Board meeting. Attorney Londegren will review them and propose any beneficial changes. Mr. Griffin and Mr. Ritson will review the existing ordinances to propose seasonal variations where it makes sense. These will be reviewed at April Board meeting

**2014 Budget Process (2015):** Roy Johnson distributed a composite of initial planning narratives from the commissioners. Each commissioner described their mission statement, goals, sources of income, expenses and obstacles or challenges they would use as the basic assumptions for developing their budgets for 2015. Mr. Johnson suggested that these be presented at the Annual Meeting.

The "boats on the beach" program will be transferred to the Beach Commissioner.

Next budget deliverable is due from the commissioners to Mr. Johnson 4/10/2014. This should be a complete proposed fiscal year 2015. Also due is that budget, broken down by quarter for income, expense and net so we can better manage and anticipate the actual and forecast in 2015.

The intent is to finish the budget at the April Board meeting.

**Annual Call:** Ms. Smith distributed a task plan for the preparation of the call of the annual meeting. The mailing date assumption of 5/16/14 was used to prepare the plan. Draft commissioner reports are due to Ms. Smith 4/8/14. This year, board members will review the call before it is mailed. The Old Lyme Middle School has been reserved for the meeting at 6:00 PM Saturday, 6/7/14.

**Website:**

Beth Kelly stated that the new website is progressing and Faith Weiss will most likely update the Board at the April Board meeting.

**Security:** Mr. Callahan indicated that there are 3 security company bids to consider for the upcoming season. The selection process was discussed. Ms. Kelly moved to have Mr. Griffin and Mr. Callahan interview, select and decide which company to contract. The board discussed the need to be more specific about requirements and clamp down to ensure enforcement. The selection, training and hours for security are critical to its success. Vote taken on the motion. The motion carried.

Mr. Callahan and Mr. Griffin will meet with each of the bidders.

**Ordinance Violation Appeals:** Mr. Griffin proposed a change and clarification to the appeals process to improve the efficiency of board meetings and expedite resolution of appeals. The board discussed a process for property owners to present their appeals to an appeals committee who then present case and recommendation to the board. Ms. Smith will draft the documents and description of the process for the board's review.

Mr. Griffin introduced the topic of assessing those ordinances that could have seasonal differences. Mr. Griffin and Mr. Ritson will undertake that effort for future recommendation to the board.

**WPCA Update and Board Representative:** Mr. Roberge stated that he would continue as the Board representative attending WPCA meetings. Mr. Griffin stated that an agreement was reached to share the financial audit expense with the WPCA.

**Board Nominations:** Lorraine Gibson indicated that there are 3 applicants under consideration but it has been a challenge to get resumes. A discussion of the need for resumes ensued with possible

consideration of creating a more efficient process for obtaining board applicant information. Ms. Smith provided Mrs. Gibson with another person's name that had expressed interest.

**Review 2014 Board Meeting Dates:** Mr. Griffin referred to an email announcing the 2014 board meeting dates: 4/22, 5/27, 6/26, 7/25, 8/26, 9/23, 10/28 and 11/18.

**Burned house on Connecticut Rd:** The board discussed the burned house on Connecticut Rd and what could be done about it. For many years now it has been an eyesore for everyone going by. Our attorney will be queried on what rights we have to try to change the situation. Town has only required the windows be boarded up for health purposes.

Beth Kelly motioned to adjourn at 8:59. Harry Ritson seconded. So voted, the motion carried. The meeting adjourned at 9:00 PM.