

**POINT O'WOODS
BOARD OF GOVERNORS MEETING
NOVEMBER 19, 2013
6:30-9:00
OLD LYME FIRST CONGREGATIONAL CHURCH
2 Ferry Road
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, and Peter Roberge

Absent: Sandy Downes, Faith Weiss

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

Citizen Speak:

Paula Bartokos, of 47 Seaview Road requested information regarding the possible upcoming Town of Old Lyme property revaluation mentioned at the October 22, 2013 Board of Governors Meeting. Bill Griffin responded that the Board had not received any information from the Town of Old Lyme and suggested that checking the Town of Old Lyme website may provide some information.

Approve Agenda: Harry Ritson requested that a boat basin topic be added to the agenda. Peter Roberge requested that a roads topic be added to the agenda. Greg McKenna requested that a Newsletter discussion be added to the agenda. So voted, the agenda passed as amended.

Secretary's Report: Beth Kelly motioned to approve the minutes from October 22, 2013. Bud Phelps seconded the motion. So voted, the minutes passed.

Treasurer's Report: Roy Johnson distributed a proposed 2-page monthly financial report summary that would be provided at the monthly Board Meeting. He plans to send the detailed information to the Board Members, as an Excel file, prior to each monthly Board Meeting. He emphasized that if any board member was unfamiliar with Excel, they should

call him for instruction on how to open and read the report. He reported that there was minimal activity in the past month. There is about \$180,000 remaining for the 2013-2014 fiscal year. The Board's consensus was that the reports provide valuable information regarding financial status and agreed to use them going forward. Greg McKenna asked Mr. Johnson if prior year expense information could be provided. Commissioners could use it to compare to current year spending, and project a spending forecast for the current year on a monthly basis. Issues would be identified early and adjustments made accordingly. The board discussed the budget process for 2014. It will be structured on a monthly basis with budgeting the planned expense in the month the expense is anticipated. Mr. Johnson reported that the bank fee last month was \$39.00 and had previously been \$156.00. As a winter project he will address further reduction. Fred Callahan reported that all bills for security have been paid. Bill Griffin asked Mr. Johnson to follow up on the audit status with former treasurer, Mario Ciampi. Harry Ritson motioned to accept the treasurer's report. Mr. McKenna seconded the motion. So voted, the motion carried.

Discussion and Decisions:

Board Communications: Bill Griffin stated that email is sensitive, open to interpretation and easily misunderstood. He requested that since email doesn't allow for fruitful conversation, communications suitable for interactive discussion concerning policy should be conducted at the Board meeting or by telephone.

Treasury/Administrative Update: Greg McKenna distributed the updated job description for the POW Operations Administrator position and salary market data for similar positions in the New London area. The part-time position will be posted on the bulletin board and the website. Applicants will contact Mr. McKenna. The employee will report to the President appointed in June 2014 who will make the final hiring decision. Jean Smith was appointed to fill the position temporarily starting in February 2014 but will continue as a volunteer November -January. She will further define the position functions and responsibilities, processes and procedure, set up the office and transition the permanent hire during July and August 2014. The location of the office was discussed. Harry Ritson had evaluated several locations and indicated there is no perfect location. Mr. McKenna moved that the Board authorize up to \$4,999.00 to build out a temporary office in the maintenance

shed to be operational in May. Harry Ritson seconded the motion. So voted, the motion carried. Peter Roberge will manage the office construction project.

Security Items: Bill Griffin stated that Point O'Woods will negotiate its own security contract for 2014 season security. Mr. Griffin indicated that ACE has expressed interest in the Point O'Woods security detail. Fred Callahan spoke with Elite who also expressed interest. A change to the selection process was discussed. The board will define what services they want; assigned board members will interview vendors and propose a preferred vendor for Board consideration. Security needs identified were a mature force with on-going presence at the front entrance, stopping cars without resident stickers; a patrol of the beach, boat basin and parking lot; a roving security guard; rotating evening hours; and extra July 4 patrol. Mr. Griffin will write a letter to Securitas to inform them that we will not be using their services in 2014. Mr. Griffin indicated that a dangerous situation of swimmers in the boat channel and speed of boats and wave runners needed attention. Security will be asked to enforce the "No Wake" regulation. Harry Ritson will have a channel speed sign installed farther out in the channel.

Management Calendar: No new discussion.

Cassarotto Appeal: Sonja Cassarotto of 35 Connecticut Road reported that she felt the facts of the broken tree branch incident on July 2, 2013, for which she received an ordinance violation, were distorted. She described the incident, actions taken and distributed photographs of the tree branch. Harry Ritson responded that there is a process for reporting emergency situations and requesting an ordinance violation. That is, to notify a member of the Board. That had not been done in this case. Greg McKenna stated that the danger aspect was addressed when Mrs. Cassarotto's husband pulled the branch to the ground. No further action by the Board.

WPCA Update and Board Representative: Peter Roberge stated that he would continue as the Board representative attending WPCA meetings. Bud Phelps will be his back up in the event Mr. Roberge is unable to attend a meeting. Bill Griffin stated that there is an insurance issue related to sharing the cost of insurance to be addressed. He also mentioned that the WPCA audit is necessary due to the loan, but the audit expense is in the Point

O'Woods Association budget. He indicated that some consideration to sharing this expense will be addressed during the 2014 budget process.

Update on Committees:

Nominating: No activity to discuss, deferred.

Communications: Harry Ritson reported that the newsletter was mailed and he received 8 returns for address problems. He will follow up with Rita Sulik for address corrections. The next newsletter will be in March. In the future, Board members will review newsletters before publishing. Bill Griffin reiterated that the ordinance review mentioned in the newsletter referred to assessing those ordinances that could have seasonal differences.

Website: Beth Kelly reported that Mary Ann Ruud is working with her and Faith Weiss on the website design and will get Jean Smith involved as things progress.

Vendor: No report, deferred.

Fence and Signs: Greg McKenna reported that the committee plans to meet in the winter. Fence Committee meeting is scheduled for December 11 and 18, 2013. He distributed a copy of the fence ordinance and reiterated that the fence ordinance was intended to address the ambience and appearance of the community. The committee will assess the ordinance to determine if, and how, it needs revision to operate sufficiently in today's environment. To inform property owners of a potential change, Norman Stitham will be asked to create an eye-catching flyer as part of the 2014 meeting call. Mary Berry and Peg Hurley will work with Mr. McKenna to address sign standards during the winter with meetings scheduled for December 8 and 15, 2013.

New Revenue sources: Suggestions included selling advertisements for the newsletter and charges for launching boats and wave runners.

Follow up on Action Items: Bill asked Roy Johnson to create a list of delinquent taxpayers.

Winter Work: This topic was reported in October 22, 2013 minutes. No further discussion.

Roads: Peter Roberge asked about the large tree stump on Connecticut Road. Bud Phelps indicated that it was on the maintenance task list. Mr. Roberge indicated that the curb along Mr. Frascarelli's property needs to be extended to control water flow. Mr. Phelps will look into the situation.

Boat Basin: Harry Ritson reported that the waiting list has reached 50. Also stated the invoices will go out by February 1, 2014.

Newsletter: Discussed during Communications topic above. No further discussion.

Beth Kelly motioned to enter executive session at 8:51. Harry Ritson seconded. So voted, the motion carried. No votes taken. The meeting adjourned at 9:05. PM