

**POINT O'WOODS  
BOARD OF GOVERNORS MEETING  
October 22, 2013  
6:30 -9:00  
Old Lyme First Congregational Church  
2 Ferry Road  
Old Lyme, CT 06371**

**Minutes**

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

**Secretary:** Mary Ann Ruud

**Attendees:** Fred Callahan, Sandy Downes, Bill Griffin, Beth Kelly, Bud Phelps, Greg McKenna, Harry Ritson, Peter Roberge, Faith Weiss

**Absent:** Bud Phelps

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

**Citizen Speak:** Bob Sirkin, identified himself as a registered citizen of 74 Connecticut Road, he requested the Board review a ticket he received for walking his dog on the revetment. He reported the ticket was not dated and inquired whether this was related to an incident on Sept 14, 2013. Mr. Sirkin asserted the ticket may have been a result of the OL police issuing Mr. Giffin a ticket. He also reported that there was no sign prohibiting such behavior and asked to see the photos and asked they be used in the discussion. He inquired about the motive of the ticket. Mr. Sirkin, then, distributed a police report from the State Police pertaining to a ticket issued to Bill Griffin. He requested that the board review the incident and withdraw hhis ticket.

Alaine Harris, 44 Hillcrest Rd, asked the Board to reconsider and waive a ticket issued and golf cart suspension lifted. She gave details about the niece's behavior after the accident and reported that a child was not driving. She reported her first request was misunderstood, that she was only requesting one week lifting of the ban. She reported this was causing her stress.

**Approve Agenda:** Harry Ritson motioned to approve the agenda. Peter Roberge seconded the motion. Bob Sirkin's ticket request, Alaine Harris and the Town of Old Lyme revaluation were added to the agenda. So voted, the agenda passed as amended.

**Secretary's Report:** Beth Kelly motioned to approve minutes from September 24, 2013. Peter Roberge seconded the motion. An editorial change was made. So voted, the minutes passed as amended.

**Treasurer's Report:** Roy Johnson reported the changes he would like to change in how the financial reports are presented to the Board monthly. He reported the spending was under budget. Roy Johnson will work on getting the list from Mario of delinquent taxes and the Board discussed the need to take action on those that are delinquent. The Board discussed the billing service used for the tax services and the need to correct it, Roy Johnson will speak to the company to start to resolve the issue. The Board discussed the capital budget and why a boat basin project was not a capital expense, Roy will investigate where these expenses should be categorized. The Board's consensus was the reports Mr. Johnson provided were clear and understandable. Bills and invoices should be sent to Roy Johnson's residence at PO Box 111, South Lyme CT. Fred Callahan asked for a copy of the phone bill to determine whether the security company should cover any of the phone bill expenses. Harry Ritson motioned to accept the treasurer's report. Peter Roberge seconded the motion. So voted, the motion carried.

**Decisions and Discussion:**

**Treasury/Administrative interviews:** Greg McKenna thanked Jean Smith and other committee members for their work. He reported the committee had created a job description/outline and that they had not decided on when the employee would start, when they would work and other important details. They did an analysis of where this employee should be located and determined the guard shack at the parking lot is the best location

but would require some work to install plumbing and that other office equipment is needed. They would like to post a job description. They have calculated an hourly wage and the individual's experience and the amount of hours the Board decides to hire the individual will dictate the final offer.

**Sagan Fence:** Bill Griffin reported the Segan's fence was destroyed in Hurricane Sandy and was replaced. The Board discussed whether this was in violation of the ordinance and how the ordinance was being interpreted. The Board discussed the ordinance. Fred Callahan motioned to allow the Segan's keep the fence. Harry Ritson seconded the motion. So voted, Sandy Downes and Greg McKenna abstained from the vote. Bill Griffin, Fred Callahan, Peter Roberge, Beth Kelly, Harry Ritson and Faith Weiss voted for the motion. The motion carried.

**Insurance:** Sandy Downes reported the insurance policy for POW was nearly complete and only the employee dishonesty coverage needed consideration. She reported a \$300,000 policy cost \$1100 and a \$500,000 cost \$1231. The Board discussed the need for the coverage and which amount was appropriate. Sandy Downes motioned the Board purchase coverage of \$300,000. Fred Callahan seconded the motion. The Board discussed it further. Greg McKenna motioned to amend the motion to \$500,000 coverage. So voted, the motion carried.

**Security Items:** Bill Griffin along with Fred Callahan will contact to Elite Security to obtain a quote and will see whether there are other companies out there.

**Boat Basin follow up:** Harry Ritson reported there were major repairs required over the next few years and because repairs from Sandy depleted reserves he proposed a \$200 across the board increase in boat basin fees. The Board discussed the fee increase, the services offered at other locations and whether the \$200 increase would be sufficient to make the repairs. The Board discussed what charge would be appropriate to charge for trailer parking at Anderson Park and concluded \$150 for the boating season is appropriate.

**Management Calendar:** Sandy Downes reported the management calendar was complete and reviewed what was upcoming for the commissioners on the calendar. Most of the duties were for grounds; Bud Phelps will be contacted up upcoming duties.

#### **Update on Committees**

**Nominating:** Sandy Downes reported a form had been sent out via email and three resumes were submitted for review from the community. A running list will be maintained of potential candidates, those names will be shared with the Board.

**Communications:** Harry Ritson reported the newsletter was printed and hoped to send it out by November 1<sup>st</sup>.

**Website:** Faith Weiss reported she had gotten two quotes, one a web management system and the other an updated HTML version. The Board discussed the quotes and the cost for the yearly maintenance. Faith Weiss will obtain more quotes for the next meeting and will provide her recommendation at the November meeting.

**Vendor:** Sandy Downes will work on the Vendor Committee and was given a package from Lorraine Gibson's son.

**Follow up of last month action items:** None

**Winter Work:** Bill Griffin will work on the best practices committee and start a budget control policy and getting the address list cleaned up for the tax bill.

Faith Weiss will work on the web site. Harry Ritson will work on communications and the Boat Basin. Peter Roberge will assist Sandy Downes with the vendor committee. Greg McKenna will work on the fence ordinance and administrative position. The Board discussed the sign ordinance and would like something to present to the community in the Annual Call.

#### **Reports:**

**Commissioners Reports:**

**Correspondence/Communication Update:** To be discussed at meeting if needed.

**New Business: Unfinished Business:**

**November Meeting:** The Board discussed the date of the November meeting and concluded the 19<sup>th</sup> at 6:30 at the First Congregational Church.

Alaine Harris Request: The Board discussed whether any new information was brought before the Board. Fred Callahan motioned that Alaine Harris may reapply in May to use the golf cart in June. Beth Kelly seconded the motion. So voted, the motion carried.

Bob Sirkin Request: Bill Griffin reported he did receive a ticket from the State Police and that he pled not guilty but that it was a separate issue from the photographed violation of Mr. Sirkin. The Board concluded the date of violation was September 14th and the ticket was issued by the Board of Governors. Sandy Downes motioned that the citation stand as issued. Peter Roberge seconded the motion. The Board discussed the ticket, when he was warned and the ordinance itself. So voted, Beth Kelly and Fred Callahan abstained from the vote. Bill Griffin, Peter Roberge, Beth Kelly, Harry Ritson, Sandy Downes, Greg McKenna and Faith Weiss voted for the motion. The motion carried.

Town Assessment: Fred Callahan reported the Town of Old Lyme was contacting Vision Appraisal to complete thorough value assessments on all properties in Old Lyme. The Federation of Beaches wants to fight this because the values in town vs. the beaches are grossly different.

**Executive Session:** None

**Adjournment:** Sandy Downes motioned to adjourn the meeting. Harry Ritson seconded the motion. So voted, the motion carried. The meeting adjourned at 8:42 PM.

Respectfully submitted,

Mary Ann Ruud