

POINT O'WOODS
BOARD OF GOVERNORS MEETING
March 21, 2017 6:30-9:00 PM, Old Lyme Library
860-434-5686 pointowoodst.com powoffice@att.net

Draft Minutes

Type of Meeting: Regular

Secretary: Jean Smith

Attendees: Carl Filios (teleconference), Wayne Buchanan, Fred Callahan, Mike Aron, Beth Kelly, Bud Phelps, Jennifer Reyes, Pete Roberge, Roy Johnson

Wayne Buchanan called the meeting to order at 6:32 PM.

Citizen Speak: Norman Stitham, 49 Ridgewood Rd, Informed the meeting that Jack Dowd, Ridgewood Rd passed away the past weekend. Norm notes the losses in the Wave. The Wave will be published July, August, and September.

Approve Agenda: Fred Callahan added a security topic, Jean Smith added Annual Meeting Call schedule, Wayne Buchanan added Electronic Communication, Nominating Committee, Fishing Ordinance and Fence Ordinance. Fred Callahan motioned to approve the revised agenda, Bud Phelps seconded and the motion carried.

Secretary's Report: Fred Callahan motioned to accept the 11/15/2016 minutes, Pete Roberge seconded and the motion carried.

Treasurer's Report: Roy Johnson reported that the financial audit has been completed with no discrepancies or deficiencies in either the financial or management areas. He distributed the February financial report. Tax delinquencies have been reduced from 25-30 to 6 for outstanding \$3,000. Liens have been placed on 3 of the 6 properties since they have multiple year delinquencies. Income in February was basically from Boat Basin and the OL town stipend of \$6,700. There is about \$800,000 cash in the bank. Pete Roberge motioned to accept the treasurer's report, Bud Phelps seconded and the motion carried.

REVIEW OF OPEN BUSINESS:

NEW BUSINESS:

Security Cameras – Fred Callahan reported that the cameras at the gate are fully operational and capture license plates both day and night. They already helped identify a situation of illegal dumping. Fred Callahan is working to resolve the camera billing. The last action is to acquire a laptop to download the video. Fred Callahan will follow through on that.

Parking lot and boat basin surveillance cameras were discussed. The board agreed to pursue this. Wayne Buchanan asked Fred Callahan to develop requirements and technical and functional specifications (i.e., resolution, locations, day/night capability, etc.). Carl Filios stated that whether we go out to bid or not, written specifications need to be reviewed by the Board of Governors. Fred Callahan will develop these for discussion at the April BOG Meeting.

Electronic Communications: Wayne Buchanan commented that the Board's increasing use of electronic communications for conducting meetings raises questions about what is a quorum and who can vote when Board members are teleconferencing. Carl Filios will follow up on this with Point O'Woods attorney.

Budget Planning and Schedule: Roy Johnson reviewed the key schedule dates as follows:

- 3-21-17 - Discuss current year forecast at the meeting
- 4-1-17 – Initial 2017/18 fiscal year budgets due to treasurer from each commissioner
- 4-11-17 – Budget Workshop Meeting (location to be announced)
- 5-5-17 – Revised 2017/18 fiscal year budgets due to treasurer from each commissioner
- 5-10-17 – Treasurer finalizes and sends final to BOG
- 5-15 -17 – President signs the budget and Annual Call to Meeting
- 5-24-17 – Call package mailed.

Roy Johnson distributed the 2016/17 Budget and Forecast Summary. Income is expected to be about \$5,000 below plan primarily due to lower recreation fees that expected. Expenses are also expected to be quite a bit below plan caused by lower legal fees. Roy Johnson commented that the actual expenses have been below plan for several years so commissioners should take a hard look at the 2017/18 FY budgets they submit 4/1. We expect to end the FY with about \$720,000.

Security Contract: Fred Callahan reported that he solicited bids, received 3 bids with Vassell being lowest. We have had positive experiences with Vassell for the last several years and they know our community. Fred Callahan motioned that we grant the contract for the coming season to Vassell. Beth Kelly seconded and the motion carried.

Fred Callahan pointed out that the process for acquiring security services could be streamlined if we better understood what we could do under the current Charter, Ordinances and Board Policies.

He proposed a change to Resident passes for next year as a cost reduction effort. His staff will have uniform shirts this season.

Nominating Committee: Wayne Buchanan commented that each year, there are 3 Board Members who are completing terms. We need a minimum of 3 candidates (may include a returning Board member) to propose at the Annual Meeting 6/3/2017. The BOG needs to confirm these nominees at the next meeting (4/25/17). An announcement of openings will be posted on bulletin boards and website. The current nominating committee is Lou Patria and Lucy DiNardi. Wayne encouraged all Board members to actively seek potential candidates for interviews with the Nominating Committee.

Fence Ordinance: Wayne Buchanan pointed out that the Board frequently discusses fences and enforcement of the existing ordinance is inconsistent. He felt we should let it stand and enforce it or revisit the last proposal. He led a discussion and the Board agreed to let it stand.

Fishing Ordinance: Wayne Buchanan commented that the fishing ordinance on the books is not enforceable as written. Mike Aron motioned that we revisit the topic mid-summer so we can observe where, how much and by whom fishing is being done thus more specifically addressing the issue. Fred Callahan seconded, the motion carried.

Recreation: Beth Kelly presented the findings of a study of the history of the daily recreation program and proposed alternative approaches for this season. Her findings included declining attendance, competing options for children, nature of the activities, reduced income to support the program, etc. She proposed 3 options. The Board discussion was helpful in setting a direction for this summer. Although the details aren't worked out, there will be 2 days with 3 hours of morning recreation club. There will be a 3rd day each week for a special event (i.e., Halloween, Tie Dye, Bouncy House, Project Oceanology, etc.). There will be another increase in concerts, to 6 concerts and Trivia night returns.

Weddings on the Beach: Beth Kelly mentioned that wedding season was coming up and reviewed the previous policy. The Board agreed on posting the following:

- Weddings are allowed on the beach but must abide by beach regulations (i.e. No eating or drinking or glass or dogs). Contact the BOG 2 months prior to schedule the event
- Short ceremonies can be held after 6:00 pm.
- The boardwalk and the beach are the community's shared property and cannot be reserved for private events. The pavilion at the parking lot may be reserved if available (see usage, guidelines and application ta poitowoodsct.com). A \$50 security deposit is due with the application
- Wedding parking can be in the parking lot for up to 15 cars at \$5 per car.
- There can be no parking on the roads.

Board Dinner: The traditional annual Board appreciation dinner has not been held for 2 years. Beth Kelly agreed to look into locations for a date in May and work with Carl Filios to create the guest list.

Annual Call Schedule: Jean Smith distributed the schedule for the call package emphasizing the key date for commissioner reports to her is 4/10/17. The President signs off 5/15/17 and the package is mailed by 5/24/17.

CORRESPONDENCE: Wayne Buchanan brought a letter from Tom Gworek to the Board's attention. He requested the Board consider the purchase of the Nasin property, at the west end of the beach. Wayne Buchanan mentioned that Old Lyme appraised it at \$50,000. It was thought the owner was asking \$200,000. Beth Kelly motioned we explore the purchase, Mike Aron seconded, motion carried.

COMMISSIONER REPORTS: Bud Phelps reported that the tractor, gator, sander and truck were completely serviced, mostly in house by Rick Frascarelli resulting in savings. Street signs are being painted, poles being replaced where necessary, stop lines being painted. Let Bud know if you see any in need of repair or replacement. There is plenty of mulch at the park so he asked the commissioners to let him know where they need it. Bud and Wayne Buchanan reviewed the local market pay rates for similar positions and will include an increase in the budget for his staff.

CITIZEN SPEAK: Norman Stitham, 49 Ridgewood Rd recommended that a walking inspection of the roads would allow a close look at the cracks that need to be repaired.

ADJOURNMENT: Mike Aron moved to adjourn at 9:03, Bud Phelps seconded, motion carried.

Respectfully Submitted
Jean Smith, Secretary