

# POALH Board of Governors

## Meeting Minutes

### September 13, 2021

The meeting was called to order at 6:57 pm by Cindy Biancamano at 15 Lookout Drive, East Haddam CT.

Board members in attendance: Cindy Biancamano, Angela Buccheri, Hema DeSilva, Dave Edgington, Corinne Halliday, Evelyn Passan, Kathy Sabo & Phil Sabo

Board Members Absent: Jason Griffing

Association members in attendance: Nancy Kavanaugh, Treasurer, Mike Trocchi, Webmaster

**Election of Officers:** *Dave Edgington made a motion to elect the same officers as we had last year with Cindy Biancamano as president, Corinne Halliday as Vice President and Kathy Sabo as secretary. Phil Sabo seconded. A vote was held. All board members present agreed. (8)*

**Minutes:** *Evelyn Passan made a motion to waive the reading of and to accept the minutes of the August 11, 2021 board meeting. Phil Sabo seconded. A vote was held. All board members present agreed. (8)*

#### Public Comment:

- **Technology:** Mike Trocchi was present to comment on the possibility of the POALH switching over from Office 365 to Google Suites. Evelyn Passan would like to use Computer Connection in town instead of dealing directly with Google due to the fact that Google's customer service was hard to deal with. We are considering changing because we are hoping it would be cheaper and a little more user friendly. Evelyn reported that using Google would be about \$2.00 cheaper a month and that we would have more terabyte storage. Evelyn asked Mike Trocchi to comment on if we needed Endpoint management & Wall password management which is extra security. Mike indicated that it just means that we would not have to ask a developer to do a lot of the stuff that is more user management in terms of resetting passwords and setting up. Evelyn indicated that Google Suites would replace our need to pay and use Zoom. That would be about \$150.00 savings a year. Evelyn indicated that right now we are paying \$20.00 a month. The quote from Computer Connection would be \$15.00 per month (plus taxes and fees) for Business Standard Google. Direct purchase from Google would be \$12.00 per month so we would pay an extra \$3.00 per month but we would get the support from Computer Connection. Questions asked: 1) Would the support cost extra? Answer – Sometimes it would. It would depend on the type of support. Right now, when we call Dynamic Alliance for help with various circumstances such as transferring files or not being able to access on a cell phone it costs us for that support. 2) Can we reset our own passwords? Answer – Each board member can reset their own password as long as they are not locked out. Evelyn can reset passwords that are locked out. Cindy reiterated that Google is a little less expensive, includes video conferencing and is a little more user friendly. Angela Buccheri mentioned that the migration costs would be a one-time fee of \$575.00. Phil Sabo asked what the fees were on the \$15.00 per month price. Mike Trocchi indicated that the SSL certificate purchase for the website has already been done so that is something that would not be needed to be paid for at this time. Mike does have to renew it from time to time but that is already in the webmaster budget. Evelyn confirmed with Mike Trocchi that we are all set with a domain. There was further discussion on Google vs. Microsoft and if one could also replace our Constant Contact programming we use for emails. Mike Trocchi suggested that board members sign up for a personal Gmail account and play around with some of the features before the next board meeting to see if it is user friendly in our opinion. The platforms are comparable, with the exception of Google Meet being available for online video conferencing where Microsoft has none at our subscription level. For the next board meeting we should have the following in place so we can vote on it: 1) board members should have spent some time experiencing the Google platform to make an informed decision and 2) we should know what the monthly "taxes and fees" involved are outside of the \$575.00 set up fee.
- **Newsletter:** Cindy Biancamano asked Mike Trocchi about where we were stand about someone taking over the newsletter. There are three names of people who are interested: Marti Bernardi, Wendy Wade & Nichole Howell. All three are part of the POALH. Mike Trocchi suggested we ask what kind of tools the candidates have to do the task of the newsletter. Mike Trocchi would be available to answer any questions that the new newsletter editor would have. Kathy Sabo, Evelyn Passan & Angela Buccheri will speak with all three candidates and request the necessary documentation from them in the form of a resume and a sample of their work.

**President's Report:** Cindy Biancamano thanked everyone for last season for all their help. Cindy did have a woman approach her about taking over the Lake Hayward store. Evelyn Passan also has someone who would like to do it. Cindy Biancamano will talk to both people who are interested. Board consensus was that the online store was not the best vehicle for products. Perhaps it could be tried again earlier in the season when the spring packets go out. The products were good, but it took too long to receive them. Some board members like having personal physical products to buy instead of buying online.

### Financial Reports:

- **Tax Collector:** No report
- **Treasurer:** Nancy Kavanaugh sent her monthly reports to the board members. Nancy discussed with Cindy about payments to Phoenix Environmental labs regarding water testing charges. Cindy thinks we are paying more than we are supposed to be paying for the water testing. It was explained that we are paying around \$43.00 per test, and we do four tests so that comes to the \$175.00 that Nancy reported we are paying. It is supposed to be overnight results, but we are not receiving that service on some of the testing. Nancy is still learning the fine points of generating the reports. It was noted that we should not be taking cash out of income from an event to pay for expenses. Everything should be turned into the treasurer and the treasurer will reimburse expenses via a check. It is also easier if everything from an event is turned in at once. An event recap form with receipts & cash and a check request with receipts for any reimbursements to be made should be turned in all at once. Nancy brought up the topic of possibly getting a new computer. Evelyn Passan asked if POALH uses tax deductions from charitable donations we make. Nancy was not sure on that aspect but does know that we are tax exempt, and Angela and Phil will have copies of those documents for use. Phil Sabo brought up the thought that perhaps we could get a credit card with the tax exempt attached to it. Cindy Biancamano looked it up and there are no credit cards that have tax exemption attached to it. Setting up a POALH Amazon account was discussed as a possibility but then it was noted we would have to pay for prime. Angela Buccheri reported that there is an Amazon business set up to simplify buying for government we could use because technically we are a municipality. Angela will check into the details and get back to the board on the details. The board decided that any purchases over \$100.00 should be using the tax exempt certificate.

### Committee Reports:

- **By-Laws:** No report at this time.
- **Budget Committee:** No report at this time.
- **Dam Committee:** Angela Buccheri brought up the suggestion of fundraising for the dam. Corinne Halliday felt that association members are looking for estimates for repairs. Discussion went forward on verbiage of whether the dam needs to be repaired or replaced. Some board members felt our proposals were for reconstruction not replacement. Association members want more transparency. Dave Edgington felt that the dam committee chairperson, Tim Pelton, got that message and will be working on that. Hema DeSilva noted that especially after the last big storm we had there has been a lot of erosion. Corinne Halliday did report that there was water over the dam during the last big storm. The board will continue to make information available through the mail in the spring packet, newsletter, during meetings and posted in kiosks as previously done. Kathy Sabo noted that the dam committee needs to adhere to what the board votes on. Discussion was had on the meeting and voting protocols regarding Robert's Rules, and it was suggested we may want to have an attorney present in the future when big topics are being presented and voted on. Moving forward we hope that some of the association members who were passionate about the motion that was presented and passed will step up and be on the dam committee. Hema has a list of some volunteers that were interested that he will pass along to Tim Pelton.

**Dam – Motion that Passed:** The following is the motion Adam Thompson made at the August Association Meeting which was seconded and passed: *I make a motion to AMEND Dam Reconstruction – Presentation & Capital Expenditure/Funding/Construction Vote. I move to Amend the motion to strike out options 1 & 2, & substitute option 3 to say: Option Three- ATTAIN REPAIR BIDS (not less than 3) with reference to the 2019 Inspection Report – Lake Hayward Dam. Said Bids to be available to the POALH membership at the June 2022 meeting OR before if the Board of Governors deems earlier action is warranted.*

- **Events:** Angela Buccheri reported that there is a new person that will be taking over the children's crafts for next year moving it to Monday evenings. It was a year of learning how things run and what things they can do better on for next season. Angela asked that if anyone has any outstanding receipts from events to please get them in so the budget can be looked at. The supplies for Lake Hayward Days were cleaned out and if there are funds leftover the money will be used for new products for this event. Kathy Sabo suggested that moving forward with the calendar we could put other things on the calendar, not just have it for events. She would like to see an association calendar including things in addition to events such as when the trash will start twice a week, when the porta potties close, etc. It was agreed that all things should be on the calendar. Evelyn Passan had someone looking at the microphones to troubleshoot them and could not find any problems. Cindy Biancamano reported that she bought screens to put on the microphones which solved the problem of the microphones cutting out. Phil Sabo reported that using the speakers with his phone was still cutting out and feels there is more of an issue. We may want to upgrade the system.

- **Geese Committee:** Evelyn Passan reported that the geese are just about gone. The geese that we have as residents are gone but will be back in the spring. She spoke with Critter Cop again and felt that is something we need to consider. It should cost about \$8,000. The roundup would have to be done in June when they are molting. Critter Cop is certified and the POALH would have to get the license. This is something that would need to be voted on by the association. What we are doing now is just reducing production. We can keep doing it the way we are doing it, but it needs to be more aggressive. This will help with E. Coli issues. Options to bring before the membership is to be more aggressive with our current process or have Critter Cop do a roundup, donating the meat to shelters. Both cost money. But the budget is already formed for next year. It would have to be for the following year. It was also suggested to purchase fake swans to put out in the spring. It would also be good to put out motion sensor cameras, so we know when the geese are on the beaches to harass them. Kathy Sabo brought up that there needs to be some money put into the geese committee budget as there is nothing there now for the 2021-22 budget season. Kathy suggested taking the money the board has previously saved in the 2021-22 budget by reducing the secretary stipend by \$1,500, tax collector stipend by \$1,000 and getting rid of the financial advisor stipend of \$1,000. These stipend reductions were voted on by the board in July of 2021 to take effect immediately. This would equal \$3,500 that we could swing over to put into a budget line item for the geese. One thousand of that money has already been spent as the bill for the 2020-21 season geese work was deferred until July of 2021 putting it into the 2021-2022 season expenditures. *Dave Edgington made a motion to move \$3,500 in the 2021-22 budget over to the geese. Phil Sabo seconded. A vote was held. All board members present agreed (8).*
- **Lake & Water Quality:** Corinne Halliday indicated that the last two weeks the water has been very clear. Dave Edgington asked if E. coli issues have been bad across the state this year. Corinne did not know but did comment that when some towns get a lot of rain, like Fairfield, they just have to close the swimming areas. She will be more aggressive with the Town of East Haddam because it is amazing the amount of water that comes pouring out of the fields when it rains. Our watershed has a lot going on. The bio detention basin should help. We need to start paying more attention to this as it affects the algae growth. The stream testing we are doing is showing that a lot of nutrients and phosphorous is coming down towards first beach. Kathy Sabo asked if we are required by the state to do the testing for the E. coli. Corinne stated that we are not a state beach, but we are a municipality and are doing it exactly how any other town is required to do it. We are doing a minimal level of what we are required to do now. Phil Sabo has a problem with the timeline. For example, when you take a sample on a Monday, and we get the sample back on Wednesday people have been swimming in it for two days anyway. Are we wasting our money? We need to find out if the testing is mandatory. If we stopped testing, we would have to be very transparent about it with association members and reiterating that they are swimming at their own risk. Corinne Halliday will talk to Russ at Chatham Health regarding if this is a state mandate or some clarification on testing requirements by a private municipality and what his advice would be to us. Angela Buccherri looked at the DEEP website where the guidelines are laid out pretty clearly. It looks to be only recommendations not required. The fact that the testing is not timely enough seems to be the problem. Unfortunately, the lab needs the time to run the tests. It is hard to know what causes the high e coli results. Is it because we changed labs this year and the testing is different, or it could be the amount of rain we have had? It is hard to pinpoint.

**Beach Closing Protocols:** Mike Chupas will report to the whole board when a beach is being closed due to E. coli. An email blast will go out notifying all association members about which beach is closed.

**Bio Detention Basin:** Cindy Biancamano reported we have the contract for the \$16,500 DEEP grant for bio detention basin. The total price of the project is estimated at \$34,100 which is the amount authorized by the members at the August 2021 annual meeting. Carl Acemovic, the consulting engineer, and Ed Bader have reviewed the final appendix A and attachment and it is consistent with what was in the prior drafts. Cindy Biancamano will get that signed and submitted. The project will be completed by August of 2022. There is no start date yet. The DEEP requires quarterly reports due for work between September and November, December to March, April to May, etc.

**North End of the Lake:** Evelyn Passan thinks the north end of the lake needs attention with the milfoil and the muck overtaking the water. Corinne Halliday will talk to Solitude about it. You cannot just break up stuff as it will just make new plants. Evelyn feels that if plant growth is not stopped it will just keep moving and filling in the lake. Does it need to be dredged?

- **Nominating Committee:** No report.
- **Properties:** Phil Sabo reported that Bill Taylor caulked the pavilion poles. Tennis court lights are working but when it rains, they go out. There may be an issue there. Phil will look into changing all the lights on the tennis courts to all LED's and check out the wiring at that time. Eversource did fix one light on the pole at the tennis courts. There is still no quote for a price for the sign on the south end. Phil called three places regarding the porta potties. One business that came out – Janesky – who does rubbish and porta potties. He gave us a price of \$1,050 a month. Presently we pay

\$1,302 a month. Phil will try to get a two year contract with Janesky. The association has four porta potties. Three handicap and one regular. Jim Ventres from the Town of East Haddam met with Phil on the property on Glimmer Glenn that has been described as a right of way. They walked the whole property. There are three or four trees down now that need to be taken care of. Jim Ventres indicated to Phil that the POALH owns that piece of property. It is not a right of way, and it is not an easement. It is about eleven feet wide and fifty long from the road to the lake. Abutting property owner Mr. Kelly will help with the cost of tree removal or perhaps want to purchase the property. Phil Sabo will try to identify the property and find out which parcel it is that we pay taxes on. Some board members feel that the property needs to stay uncleared and keep the brush. It would not be good if it became grassy lawn as Glimmer Glenn has enough runoff problems. Now that we know that we own the property, what do we do with the abutting owner's fence erected on our property. It is really the property owner's responsibility who is putting up the fence to get the survey. We will continue to have the property owner who erected the fence not put up the gates until we decide how we want to move forward with the property. It was suggested to get an expert opinion to see if that piece of property is curbing runoff. Board members will individually take a look at the property before the next board meeting so we can have a knowledgeable discussion on how to move forward with this piece. Phil further reported the porta potties will be closed the week of October 10, 2021. Boats need to be off the racks by November 15<sup>th</sup>.

- **Public Safety:** Evelyn Passan asked if we had an overnight parking rule at our parking lots as there has been a car parked in the First Beach parking lot for three weeks. It has a parking pass. Cindy Biancamano will contact the person parking their car there.
- **Technology:** Discussed in Public Comment.

### Old Business

- **Property Encroachment:** Cindy Biancamano reported that she has been asked to provide their lawyer with our map which she has done.
- **Refrigerator:** Cindy Biancamano reported that we decided as a board at the last meeting not to purchase a refrigerator.

### New Business

- **2022 Meeting Calendar:** The board was emailed the meeting calendar for 2022. It was decided to not move forward with scheduling Town Hall Meetings for the association in July as attendance is poor. Board members were asked to volunteer to host board meetings at their home in Jan, Feb and March of 2022 and to let Kathy Sabo know which dates they can host.
- **Newsletter Editor:** Discussed in Public Comment
- **Lake Hayward Store Coordinator:** Discussed in President's Report.
- **BOG Dinner:** Being held on Friday, October 1, 2021.
- **Keys:** The treasurer and tax collector have not yet gotten keys for the file cabinets to the president. She has also not yet received a key for the shed at third beach. Phil Sabo reported that he has a key for the third beach shed and will get a copy made for her. This is so the president has a master set of keys that can be handed down to each president.
- **Stipends:** Half of the stipend amounts were typically paid every year on July 19<sup>th</sup>. This 2021-22 budget year half the stipends that were paid on July 19<sup>th</sup> were the treasurer, webmaster/newsletter and tax collector. Back in July the board voted to pay the stipends half in December and half in June. It was noted that Phil Sabo will be receiving the property manager stipend moving forward. Mike Chupas also gets a stipend for water collecting which we are not sure on the time frame that gets paid. Beach rakers get paid weekly.

*Evelyn Passan made a motion to adjourn the meeting. Angela Buccheri seconded.*  
The meeting was adjourned at 9:33 pm.