

**POALH Board of Governors**  
**Meeting Minutes**  
**March 21, 2022**

The virtual meeting was called to order at 7:02 pm by Cindy Biancamano via Google Meet GoToMeeting.

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

Association members in attendance: Peggy Krempecki, Incoming Treasurer; Gail Edgington, Bylaws Committee; Lisa Hober, Bylaws Committee; Laurie Dworak, Bylaws & Budget Committee & Lynn Crisci

Public in Attendance: Ed Bader - Tax Collector

**Minutes:** *Dave Edgington made a motion to accept the minutes of the February 21, 2022, board meeting. Phil Sabo seconded.*

Discussion: Jason Griffing questioned a portion of the minutes under Old Business (continued) Treasurer's Position relating to the board moving a task from the treasurer to the tax collector not agreeing that the minutes correctly reflect what was decided. From February 21, 2022 minutes - "The board also decided to remove the task on the treasurer's job description of receiving the tax monies and keeping an up to date list of member association taxes paid and adding it to the tax collector's duties." This topic is further discussed under Financial Reports - Treasurer. *A vote was held. Cindy Biancamano, Angela Buccheri, Hema DeSilva, Dave Edgington, Evelyn Passan, Phil Sabo & Kathy Sabo accepted the minutes (7). Corinne Halliday opposed (1). Jason Griffing abstained (1). The motion to accept the minutes of February 21, 2022 carries.*

**Public Comment:** None

**President's Report:** Cindy Biancamano reported that 49 acres across from the farm sold which is not part of the association.. A couple purchased the property.

**Financial Reports:**

- **Tax Collector:** Ed Bader reported that 7 property owners have not paid their taxes which have gone into collections. There is one other small account that has also not been paid. The collection process will take anywhere from one to three months. The amount is a little less than \$4,000.
- **Treasurer:** Jason Griffing (interim treasurer) sent out the current treasurer's reports. Not much going on other than the normal utility bills. Peggy Kermpecki (incoming treasurer) and Jason have been in contact via email to set up a training session. Discussion continued regarding Jason Griffing's point brought up during the acceptance of minutes. Kathy Sabo indicated, after speaking with the tax collector of East Haddam, the process that the Town of East Haddam has is as follows: The tax collector notes all the checks and payments of residents paying their taxes (it is not the treasurer's responsibility to do it again.) The tax collector then puts all the checks in a sealed bank envelope noting the amount. She then hands off the bag of checks to the treasurer to deposit. The treasurer does not open the bag, it goes right to the bank. The bank will let them know if the deposit amount is incorrect. The treasurer has nothing to do with recording the people who are paying. It is the tax collector's job. The tax collector runs any reports needed. The tax collector will occasionally make a deposit for the treasurer when the treasurer is on vacation, but the treasurer does handle this task. Kathy Sabo did not feel that what the board decided at the last board meeting is unrealistic. What we have in place is just double work, especially for a group of volunteers. Hema DeSilva felt that Jason and Peggy could discuss the process and come up with something they feel comfortable with. Dave Edgington felt that we had already discussed and made a decision on the new process to be put in place. The reporting of what the Town of East Haddam does makes sense and feels two people recording payments is redundant work. Jason Griffing feels it is important and smart to have checks and balances because mistakes occur therefore having it noted in two places is good and having all our financial information in one place is important. Jason Griffing did not realize the treasurer not noting the payments was part of what was voted on. Kathy Sabo also indicated that moving forward it is our goal to get everything on Google Docs onto the shared drive so the treasurer can actually have access to whatever the tax collector is noting. Ed Bader indicated the tax collection system will not be on the shared drive as we have a system where we pay Quality Data for that task. Kathy Sabo thought the treasurer could have the login information to get into Quality Data to access the information there if it cannot be put onto Google Drive. Cindy Biancamano wanted to clarify that Quality Data obtains the grand list and generated our bills. Then the tax collector would mail them and record them. Ed Bader indicated we have an online system (Quality Data) where we record the tax receipts. Ed Bader feels we still need a checks and balances system. Phil Sabo disagrees with needing the checks and balances as the bank will check the amount of the deposit. Ed Bader did not feel he should be making the deposits. Kathy Sabo felt that everything should be ready to go though, endorsed and in a bag ready for the deposit. Cindy Biancamano & Dave Edgington felt that that was reasonable. Corinne Halliday felt we should put it on the agenda for next month and vote on it. Topic was tabled until the next meeting.

**Committee Reports:**

- **By-Laws:** Lisa Hober indicated all revisions were previously sent to all board members and began going through the bylaw revisions. Highlights are as follows:

1. Article VII Section 4: This revision entails returning the verbiage that was removed in August 2016 and removed the verbiage that was added in 2016 as what was added went against the Charter. The Charter is our law and supersedes the bylaws. The monies must be collected by the tax collector.
2. Article V Section 8: Just the word “governors” needed to be added.
3. Article VI Referendums: Deals with adding verbiage to include expenditures requiring a special assessment.
4. Article VI Voter Registration Section 10: New verbiage regarding voter registration rules to be in line with the Town of East Haddam.
5. Article VII Section 1 paragraph 2: Removing said paragraph.
6. Article IX Section 2: Adding specifics on how ordinance revisions are communicated to members via website and newsletter agreeing on the use of the word “or” in the change.
7. Article IX Section 4: Changed the word “mailing” to “communication.”
8. Article X Section 1: Adding that committee appointees shall be POALH members and/or Lake Hayward residents.
9. Article X Section 7: Added that committee members are listed in newsletter or website.
10. Article XI Properties Section 4: Cleaned up the grammar here but left the same intent.
11. Article XIV Section 2: Cleaned up the grammar.
12. Article XIV Section 3: Added that no member of the budget committee shall be on any other committee unless said committee is not seeking budget allocations.

Revisiting Article VII Section 4 Jason Griffing asked if the bylaw change was if the treasurer & tax collector had to be a resident or not. The proposed change is that the tax collector would have to be a POALH member. Board comments were as follows: would prefer to have the tax collector and treasurer to be a POALH member but not required to be so that it is not limiting when volunteers are really hard to come by; if we do end up hiring a company to do these tasks they would not be a resident; need to leave that one sentence about being a POALH member out; it is important to have options; word it that the tax collector does not have to be a resident but preference would be given to POALH members to fill the position (most board members like this idea). Lisa Hober indicated that the bylaw committee would come up with different verbiage and add it to the google document. Lisa Hober will mail updates to all board members. She also inquired if there would be a separate vote for every change or if there would just be one vote to accept all changes. The board agreed that it should just be one vote on the whole matter. The bylaws need to be mailed to all association members by May 1, 2022.

- **Budget Committee:** Laurie Dworak (chair) connected with David Spencer (com member) & Lisa Sobestanovich (com member) via email to go over requirements for committee members. She is looking for one more person to serve on the committee.
- **Dam Committee:** Tim Pelton sent out a document updating board members on progress and is on track.
- **Events:** Angela Buccheri reported the calendar is up to date and working on all devices. Heather Taylor is not interested in continuing with the Lake Hayward Days carnival. We will need a volunteer to take over that position. Heather Taylor would also like to bring back the triathlon. Cindy Biancamano will ask our insurance agent what the additional cost would be. Jason Griffing suggested a nominal fee to join to offset the insurance. The roads are not closed for the triathlon. Evelyn Passan remembers triathlon participants having to sign waivers and the need for an insurance rider. The board will decide on this event once costs are known.
- **Geese Committee:** Evelyn Passan reported that a trail camera was installed on first beach. There are some geese on the lake already. Evelyn will call Nutmeg Farms to figure out a schedule to see what we can do.
- **Lake & Water Quality:** Corinne Halliday indicated the contract for our annual invasive weed treatment has been signed. Treatment will be on the Monday or Tuesday of the last week of June. Corinne has a zoom call with our new rep from Solitude who has been in contact with DEEP to change our permit a bit. Corinne will also try to be present on the boat when the treatment is being done this year. The committee was already in front of the board of selectmen asking for the yearly stipend. This past Saturday they appeared before the Town of East Haddam board of finance and board of selectmen requesting money for the three lakes stipend and asking for more money to go towards the dam. The board discussed water testing for E Coli and if it is still warranted. These topics were touched upon: communication with association members of test results; timing (large time span) from the testing center in between collection sample to test results; when we need to advise members to stay away from swimming on the beach; will Mike Chupas still be doing this task; only one sample is taken from each beach; the state does not require testing it is only recommended; members are possibly still swimming in contaminated waters while we are waiting for test results; we are paying for a 24 hour turn around when one of the tests actually takes 36 hours to run; the board will need to come to a recommendation and then bring it to the membership.

**Bio Detention Basin:** Corinne Halliday indicated representatives from DEEP, the Town of East Haddam, and Inland Wetlands came out to visit the site and are very excited and happy about this project. Committee members met with the Inland Wetlands committee and the project passed with flying colors. The next step is to get an RFP out there to see who wants to bid on the job. DEEP is encouraging the POALH to share this project as an educational opportunity for other lakes in Connecticut.

- **Nominating Committee:** Email blast is going out looking for volunteers to serve.

- **Properties:** Phil Sabo asked for a motion to waive competitive bidding for the Portable Toilets Cleaning Contract for the next two years. The cost is \$5,975.00 per year which is \$1,050.00 per month. The portable toilets will also be cleaned on the outside. *Evelyn Passan made a motion to waive competitive bidding and accept the contract that Phil has obtained. Dave Edgington seconded the motion. All board members present agreed (9). Motion carries.* Phil further reported that the mowing contract is up this year. Phil would like to continue to have a contract with American Pride as he has not gone up in his prices over the past four years. Phil asked for a motion to waive competitive bidding for the Landscaping Contract for the next five years. The cost is \$13,212.00 for each year. This is for all properties, all right of ways, spring cleanup, fall cleanup and a midsummer cleanup of the right of ways. He is still not going up in the next five years. Phil works well with this company and the board also indicated that he does a great job. *Dave Edgington made a motion to waive competitive bidding and accept the bid. Jason Griffing seconded the motion. All board members present agreed (9). Motion carries.* It was also reported that these two contracts will now be in alignment with the properties budget year starting July 1st through June 30th.
- **Technology:** Evelyn Passan asked the board to put the gmail app on all devices to use the POALH email when corresponding instead of a personal email. Board members can also add the apps of Google Docs, Google Sheets, Google Drive & Google Calendar to their devices. Everyone should start putting documents on the shared drive. Evelyn will be updating the website with current contact information for Nichole Howell as the newsletter person. Evelyn asked when she should add Peggy as treasurer and asked Peggy for an alternate email address.. Evelyn reported that the password reset will be handled through Computer Connection. If you lock yourself out of your email it will send a reset to your alternate email. Evelyn will not be able to help you with it.

#### Old Business

- **Property Encroachment:** Cindy Biancamano reported that the property owner's surveyor was not able to finish the surveying last spring and will resume it this spring.
- **Spring Packet:** Board members need to get their submissions to Nichole Howell asap, they were due today. Nichole should have the draft sent out to all board members by April 10th with commenting access (not editing). The spring packet should be emailed and on the website by April 15th. Jason Griffing is having postcards printed to let association members know the spring packet is being sent out electronically. Jason Griffing will get the postcards and printed labels to Kathy Sabo for processing to be mailed out.
- **First Aid Kit for Pavilion:** Evelyn Passan is obtaining it.
- **Promotional Merchandise:** Cindy Biancamano will inquire who of the two volunteers will be the main contact so Jason can get that information on the website. Cindy is also working on setting up a Square account for credit card use utilizing a newly opened account at the bank just for this purpose.
- **Xfinity Service:** Jason Griffing is working on getting in contact with them to lower our bill.

#### New Business

- **Playground @ Second Beach:** Cindy Biancamano brought up the need to replace the playground. This may cost between \$10,000 to \$20,000. The board decided to set up a committee to take on this task. Asking for volunteers for this committee will go out in an email blast.

*Dave Edgington made a motion to adjourn the meeting. Phil Sabo seconded. All board members present agreed (9).*

The meeting was adjourned at 8:48 pm.

Next board meeting is an in person meeting on Monday, April 18, 2022, at 7:00 pm at 15 Lookout Drive, East Haddam, CT..