

District of Chapman Beach

Winter BOD Meeting

Monday January 25, 2021

6:00 pm

Zoom Meeting

Call to order at 6:02 pm by Marlena Whaley

Board Members presents: Marlena Whaley, Eloise Kumnick, Diane Fuller, Andy Calderoni, Damian Ranelli, Pete Potter, Bob Alger, Paul McGill, and John Johl

Guests present: Janet O'Donnell, Mike Zubretsky, Jim Mallozzi, John Pellico, Brian Gooley, MaryKay Marino, Mike Marino, Ed Gales, Sandi Gales, Peter Niro, Scott Tierney, Peter Lovely, Jeanne Lovely, and John Scully.

Clerk's Report: Motion to accept the October 19, 2020 Fall BOD minutes by Damian Ranelli and seconded by Marlena Whaley and passed unanimously. Motion to accept the May 9, 2020 Budget meeting by Diane Fuller and seconded by Eloise Kumnick and passed unanimously.

Treasurer's Report: Diane Fuller reported that the balances in the checking and savings accounts as of 12/31/2020 were approximately \$63,000 and \$53,000 respectively. The savings account balance includes the \$45,000 Storm Fund and \$8,000 Jetty Fund. The second quarter was uneventful and delinquent taxes remain low. As to the four recommendations from the Audit Committee, Diane will provide an outline of significant treasury and financial policies for review at the Spring BOD meeting, all historic financial documents are now held by Andy Calderoni and Diane Fuller, Diane Fuller will request a bid to provide at least \$125,000 in Surety Bond coverage for consideration during the 6/30/2022 Budget process and the requirement for two signatures for check requests in excess of \$5,000 was incorporated in the resolutions filed with Essex Savings Banks last fall. Motion made to accept the Treasurer's Report by Andy Calderoni and seconded by Eloise Kumnick and passed unanimously.

President's Report: Marlena Whaley reported that she had received three items of correspondence. Jeanne Lovely asked that a sign with beach rules be erected so all members, visitors, and renters are aware of our rules. Janet O'Donnell asked that all elections be conducted with paper ballots and that the Board revisit the possibility of district trash removal. A letter from Bob Alger, Paul McGill and John Johl followed the Fall BOD meeting stating some items that should be addressed to manage future meetings. Motion to end the President's report and enter Public Session by Marlena Whaley, and seconded by Eloise Kumnick and passed unanimously.

Public Session: Ed Gales asked that committee reports be read so members are aware of discussions in committee meetings. Jim Mallozzi asked about the status of the bylaw changes voted on at the 2020 Annual Members Meeting and was told that item would be discussed under Old Business. Motion to end Public Session by Damian Ranelli and seconded by Marlena Whaley and passed unanimously.

Old Business:

Major Projects: Bob Alger briefly described the information the Major Projects Committee had gathered to date on the options and potential costs for repair of the jetties. The first step would be to engage an engineering firm to perform a waterside topographical survey, to perform a groin evaluation and repair plan and to obtain state and federal permit from CT DEEP and the New England Army Corps of Engineers (ACOE).

Pete Potter made a motion that a Special Meeting of the members be scheduled for Monday, February 15, 2021 to request approval to spend up to \$15,000 to hire an engineering firm to perform the waterside topographical survey and the groin evaluation and repair plan and to obtain state and federal permits. The motion was seconded by Damian Ranelli and passed unanimously. Bob Alger will write a letter to be sent the members detailing the Jetty project options, costs, and the request for the preliminary engineering and permitting monies. Andy Calderoni will post the required legal notice in the Hartford Courant.

Bob Alger also reported that the cost of a survey of District Property north of Chapman Avenue including Fox Street, 2nd Avenue, and 3rd Avenue are estimated at \$8,000 - \$10,000. The Board discussed whether there was a need for such a survey at this time and how the cost would be funded. Marlena made a motion to also request the members' approval at the February 15th Special Meeting to spend up to \$10,000 to obtain a survey of District Property north on Chapman Avenue including Fox Street, 2nd Avenue and 3rd Avenue. Bob also stated that the traffic on Fox Lane is uncontrolled and causes an issue with cars parked (illegally) on the road. This impacts his property specifically and he will hold the District responsible to damages caused by not getting the survey completed and an accident that may occur. The motion was seconded by Damian Ranelli and passed unanimously. The necessary information regarding this project and costs will be added to Bob Alger's letter and the Hartford Courant legal notice.

Land Management Committee: Eloise Kumnick reported a brief meeting was held to discuss the upcoming budget process but no other activity.

Sand Committee: Mike Zubretsky reported no activity planned at this time

Recreation Committee: Andy Calderoni reported no activity planned at this time

BOD Guidelines and Communications:

Communication Flow Diagram: Paul McGill revisited his flow diagram that would validate district projects outlining steps to implement and complete such projects by actively designating a sponsor and seeking involvement of district members.

New Website: Andy Calderoni presented a temporary Go Daddy website developed with the assistance of Darlene Briggs that can be temporarily accessed at seayuh.com. It was suggested we use the domain chapmanbeach.org which seems to be available at this time for this new site. Marlena asked that Andy compose a procedure defining the content and who can edit the site. Andy reported now that we have a site with some structure to it we can reach out to Amy Ray for some help in completing the build. Andy Calderoni made a motion that he be allowed to proceed with getting this site up and running at a minimal cost through Go Daddy. The motion was seconded by Pete Potter and passed unanimously.

Committee Procedures: A discussion regarding whether Committee meetings need to be open, scheduled with advance notice and posting of an agenda took place. Marlena Whaley agreed to contact the Westbrook town attorney for clarification of the application of the open meeting law to committee meeting.. The discussion of committee procedures regarding bids and payment submissions was tabled until the April meeting.

By Law changes: Marlena Whaley contacted Suzanna McCauley regarding the bylaw changes adopted at the September Annual Members' Meeting and asked that someone assist her. Jim Mallozzi volunteered.

Garbage Collection: Janet O'Donnell agreed to investigate district garbage collection.

Request for Paper Ballots: Marlena committed to use paper ballots going forward for director and officer elections.

Hammer Law: Pete Potter offered to head up an investigation into the possibility and implications of a Hammer Law. More information is needed and this will be addressed at the Annual Members' Meeting.

Beach Rules Sign: Tabled

Tax Collection: Andy Calderoni previously sent sample tax bills to the board members with a letter explaining the process we could collect taxes internally and save over \$5,000 each year. Questions were asked regarding the legality and liability of a member taking on these duties. Diane Fuller stated the Tax Collector, whoever they are, is covered under our Surety policy. Andy was asked to investigate the actual responsibilities and requirements to perform the tax collection duties to assure this process can be performed by a District volunteer. Andy will report further at the April meeting.

Motion to adjourn by Damian Ranelli and seconded by Eloise Kumnick and passed unanimously at 8:27 pm.