

Subject: Regular Meeting of the OLSBA Board of Governors on Wednesday, January 24, 2024 at 7 p.m. via Zoom

The president of the OLSBA hereby provides this written notice of the agenda for the Regular Meeting of the BOG to take place at 7:00 p.m. on Wednesday, January 24, 2024 via Zoom. The Zoom meeting credentials are as follows:

Topic: 1-24-2024 Regular Meeting of OLSBA Board of Governors 7 pm
Time: Jan 24, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Agenda

I. Proxy Form

Vote seeking to approve the attached proxy form for use by voting members



Proxy Form for Old
Lyme Shores Beach /

II. **Sheffield Brook-Related Invoice.** Vote seeking to approve payment of the Ramboll invoice by our treasurer - Sheffield Brook Outfall Assessment for Old Colony Beach and OLS, \$4,875 (one-half of \$9,750).

III. **Invoices/Expenses.** Vote seeking to approve payment of the following by our treasurer:

<u>Date Rec.</u>	<u>Vendor Name</u>	<u>For</u>	<u>Amount</u>	<u>Line Item</u>	<u>Line Item Balance Remaining</u>
1/5/2024	Eversource	Street Lights	\$19.34	Utilities	

- Any other expenses or bills

IV. **Information Technology (IT) Expenses.** Discuss potential for a new expense line item in the FY2024-2025 budget titled "IT Expenses."

V. **OLSBA Checking Account Signatories.** Vote seeking approval to remove Bryan Even and Thomas Annulli as authorized signers of OLSBA checks, and substitute Diane Duhaime and Paul Yellen therefor; and maintain Norman Yester, Treasurer, as an authorized signer of OLSBA checks.

VI. **OLSBA BOG Policy for Approving and Paying Invoices.** Vote seeking approval to adopt a written policy for receiving, approving and paying invoices issued to OLSBA, in the form of the January 20, 2024 draft; and requiring that updates to the written policy also require BOG approval.



Draft OLSBA BOG
policy for approving

VII. **Parliamentarian Committee.** Vote seeking approval to create a standing Parliamentarian Committee, and to appoint Kathy Olsen to serve on this committee. Responsibilities include serving as parliamentarian at BOG and Association meetings in accordance with Robert's Rules of Order, and any other parliamentary-related areas of responsibility as may be assigned by the BOG.

VIII. **Finance Committee.** Vote seeking approval to create a standing Finance Committee, and appoint the following to this committee:

John Cunningham, Greg Symon, Jay Moynihan, Kathi Stickley, Paul Yellen, Norm Yester
Committee activities include:

- Monthly Financial Reports
- Developing proposed budget and mill rate for FY2024-2025 in advance of and for sending written notice to the membership at least 10 days' prior to the annual meeting
- Developing slide presentation for presentation at the June 15, 2024 annual meeting and for posting at the oldlymeshores.org web site on the topic of why and how the

proposed mill rate is determined and related to the proposed budget, both of which are presented for a vote by the membership at each annual meeting

- Monitoring compliance with the BOG's written policy for receiving, approving and paying invoices issued to OLSBA
- memorializing all this activity to guide the membership in future years
- any other finance-related activities as may be requested by the BOG

IX. **Communications Committee.** Vote seeking approval to appoint the following to this standing committee:

Maggie Caron, John Cunningham, DeDe DeRosa, Diane Duhaime, John Mandracchia, MaryKate Reynolds, Greg Symon

Committee activities include:

- Web site refresh
- E-Newsletter
- Facebook and Instagram Presence
- Developing and recommending a budget line item with regard to its activities
- Memorializing its activities to guide the membership in future years
- Any other communications-related activities as may be requested by the BOG

X. **Infrastructure Committee (e.g., road, gate, sign repairs, bulletin boards, catch basin maintenance, etc.).** Discuss the potential for appointing members to a new standing Infrastructure Committee. Potential committee activities include:

- Assessing infrastructure needs and associated expenses
- Surveying membership to prioritize infrastructure expenditures
- Developing and recommending a budget line item with regard to its activities
- Planning, budgeting, preparing RFPs, managing contracts and monitoring contractor performance and invoicing
- Memorializing its activities to guide the membership in future years
- Any other infrastructure-related activities as may be requested by the BOG

XI. **Voting Operations Committee.** Discuss the potential for this new standing committee, with appointments from among the officers, BOG, WPCA and general membership.

XII. **Welcome and Directory Committee.** Discuss potential for this new standing committee, with appointments from among the officers, BOG, WPCA and general membership.

XIII. **Service Manual Committee.** Discuss potential for this new standing committee, with appointments from among the officers and BOG. Potential committee activities include:

- Creating and maintaining a service manual for officers and BOG members, including topics such as the charter, by-laws, Robert's Rules of Order, and budget-related policies and procedures
- Creating an orientation program for new officers and governors
- Developing and recommending a budget line item with regard to its activities
- Any other activities related thereto as may be requested by the BOG

XIV. **Beach Committee.** Vote seeking approval to appoint the following to this standing committee: Rick Duhaime, George Finley, Greg Symon, John Mandracchia, Paul Yellen
Committee activities include:

- Developing and recommending an annual beach maintenance plan and associated budget line item with regard to all aspects of maintaining the beach for the OLS membership (including, without limitation, such items as sand moving, removing, raking, seaweed removal, routine beach cleanup, storm response beach cleanup, management of raft, swim lines, buoys, trash and recycle bins, boats, racks, planters, benches

- Coordinating with Old Colony Beach the maintenance items per OLS's obligations as set forth in the July 25, 2016 Sheffield Brook maintenance agreement (copy attached)
- Reviewing and suggesting updates to OLS ordinance titled "beach"
- Planning, budgeting, seeking RFPs, managing contracts and monitoring contractor performance and invoicing
- Developing and recommending a budget line item with regard to its activities
- Memorializing its activities to guide the membership in future years
- Any other activities related thereto as may requested by the BOG

XV. **July 4th Committee.** Vote seeking approval to create a standing July 4th Committee, and to appoint Margaret Caron and Julia Nixon to serve on this committee. Committee activities include:

- Planning and running the July 4th parade, all other activities associated with OLS July 4th celebrations, and Carousel Night for OLS
- Developing and recommending a budget line item with regard to its activities
- Memorializing its activities to guide the membership in future years
- Any other activities related thereto as may requested by the BOG

XVI. **Entertainment Committee.** Discuss potential for this new standing committee, with appointments from among the membership. Potential committee activities include:

- Planning two events per summer for new and long-time members to mingle and get to know each other (e.g., live band, social gathering, karaoke)
- Coordinating all aspects of Friday night movies on beach, including equipment and staff
- Developing and recommending a budget line item with regard to its activities
- Memorializing its activities to guide the membership in future years
- Any other activities related thereto as may requested by the BOG

XVII. **Commence Discussions for Summer 2024 Gate and Beach Attendants (fka Security), Traffic Control, and Recreation Program**

XVIII. **Independent Audit Firm Search Committee Report**

XIX. **Nominating Committee Report**

XX. **Beach Conditions Update**

XXI. **WPCA Items**

A. Discussion concerning tabled motion seeking approval of draft Amended and Restated WPCA Ordinance located at [Proposed Amendment to Ordinance Establishing the WPCA \(2024\) | OLS Standard \(oldlymeshores.org\)](#) with a letter from the working group that details the reasons for proposed changes.

B. Vote seeking approval and acknowledgment of the WPCA vote at its January 23, 2024 meeting which approved the signing/submission of the required documentation concerning the Project Loan and Grant Agreement 645-D between OLSBA and the State of Connecticut (e.g., certificate of extension/amendment), to extend the March 31, 2024 Scheduled Completion Date (maturity date) by an additional 12-18 months, and to approve the OLSBA president to sign/submit the same on behalf of the OLSBA.

XXII. **Public Comments**

XXIII. **Adjournment**

Diane Duhaime
President