

OLSBA BOG Meeting Minutes March 18, 2026 Regular Meeting

Attendees

John Cunningham (President)

Paul Yellen (Vice President)

Rob Cappellucci (Treasurer)

Tracey Cappellucci (Secretary)

Tim Larson, Mary Kate Reynolds, Jack Thomas, Bob Palazzo, Jerry Vande Werken, Jay Moynihan
(Board Members)

Quorum verified, meeting called to order at 7:00 pm

The meeting began with approval of minutes from the previous meeting.

- **Details**
 - Tim: Moved to approve the minutes
 - Jerry: Seconded the motion
 - All members voted in favor
- **Conclusion**
 - Minutes approved unanimously

Cable Revenue Opportunity Investigation

Discussion of Steve Levenhertz's presentation from the last meeting regarding cable revenue opportunities.

- **Details**
 - Jack: Expressed need for more information before making a decision, willing to spend time investigating if board interested
 - John: Asked if board wanted to pursue further or dispense with the opportunity
 - Bob: Made motion to investigate further
 - Jack: Seconded the motion
 - All members voted in favor
 - Tim: Agreed to lead the investigation and run down the details

- John: Noted some members weren't interested in marketing presence at public events
- Tim: Stated obligation to investigate if revenue involved, requested contact information
- **Conclusion**
 - Motion to investigate cable revenue opportunity passed unanimously (6 votes)
 - Tim Larson will lead the investigation effort
 - John to provide contact information for Steve Levenhertz

President's Report and Infrastructure Project Update

John presented comprehensive update on internal operations, communications, and infrastructure project status.

- **Details**
 - John: Presented goals for governance, communication improvements, and infrastructure project progress
 - John: Reported on Three Beaches meeting, DEEP meetings, and permitting status
 - John: Explained Town of Old Lyme's claim they are not bound by 2020 CSA; both sides have merit to arguments
 - John: Outlined critical path to construction involving Clean Water Funds applications and various permits
 - John: Identified urgent permits needing renewal: General Permit (re-registration before April 1st), Coastal Resources General Permit (denied extension, needs reapplication), Inland Wetlands (approved, awaiting meeting), Bioxide Station Special Permit (lapsed, needs public hearing)
 - John: Reported reconnecting QuickBooks with Citizens Bank, updating missing transactions, and addressing Fuss & O'Neill stop work orders due to unpaid bills
 - Tim: Asked about permit costs and whether they're individual bills or bundled with Fuss & O'Neill
 - John: Confirmed costs are reimbursable per Carlos at DEEP pre-approval, will be billed by Fuss & O'Neill
 - Jay: Clarified payment history and Clean Water Fund reimbursement timeline
- **Conclusion**
 - Town obligation under CSA remains unresolved; may require negotiated settlement or court judgment
 - Either outcome (town obligated or not) represents win-win for beaches regarding costs and loan forgiveness

- Critical permits identified with action items and timelines
- WPCA accounting system updated with missing transactions

Treasurer's Report and Financial Status

Rob presented February 2026 financial report and budget discussion.

- **Details**
 - Rob: Reported \$271,000 cash on hand as of February 28th, up from last month due to \$49,000 Clean Water Funds reimbursement
 - Rob: One outstanding aged tax bill being pursued; revised bills sent with accrued interest, payment expected by month end
 - Rob: Second delinquent account will receive lien notice if payment not received
 - Rob: Accounts payable includes approximately \$25,000 to Shipment and February plowing from Nickerson
 - Rob: Budget on track; year-to-date surplus of \$115,000 versus budgeted \$2,500
 - Rob: Snow plowing exceeded budget by \$4,000 but expects savings in other lines to offset
 - Jay: Asked about disposition of \$18,000 upfront payment to Fuss & O'Neill
 - Rob: Confirmed \$18,000 is part of \$49,000 reimbursement; remaining \$31,000 owed to Fuss & O'Neill
 - Tim: Questioned whether Fuss & O'Neill bills in item 9 should be discussed now or separately
 - Rob: Recommended following agenda order; Fuss & O'Neill approval unusual due to state payment mechanics
- **Conclusion**
 - Financial position stable with adequate reserves
 - Tax collection efforts ongoing with lien process for delinquent accounts
 - Motion to accept Treasurer's report and pay Nickerson plowing bill made by MK
 - Seconded by Bob
 - Motion approved unanimously

Budget Planning for Fiscal Year 2027

Discussion of budget development process and timeline for upcoming fiscal year.

- **Details**
 - Rob: Started compiling core operating budget; FY27 will look different due to repayment obligations

- Rob: Plans to share draft with committee members and Board within 30 days for feedback
- Rob: Will separate core budget from project-related costs for better tracking
- Jack: Asked about timeline for determining tax rate
- Rob: Will calculate core budget assessment, then layer in project-related costs before finalizing
- John: Suggested considering financing arrangement to reduce member burden and cover gap between fiscal year start and Clean Water Funds availability
- Jerry: Asked if reimbursable versus non-reimbursable expenses could be tracked separately
- Rob: Confirmed ability to track costs separately; wants to maintain visibility on core budget distinct from project costs
- John: Noted \$60,000-\$70,000 accrued interest on design loan must be addressed; choice between lump sum payment or capitalizing into construction
- Jay: Emphasized need for DEEP pre-approval for any expenses to be eligible for Clean Water Funds reimbursement
- **Conclusion**
 - Core budget to be drafted and shared within 30 days
 - Project-related costs will be tracked separately from operating budget
 - Financing options to be explored to manage cash flow gaps
 - Budget presentation planned for consideration before June

Operations and Maintenance Report

Paul provided update on winter operations, snow removal, and upcoming maintenance activities.

- **Details**
 - Paul: Reported successful snow removal from all association properties during extreme winter conditions
 - Paul: Received complaints about mailbox damage on Brightwater and fence damage on Saltaire from snow plowing; fence already repaired
 - Paul: Stop sign at end of Saltaire came down due to rot; will repair/replace with 6x6 posts
 - Paul: Minor lawn damage from plows expected; can be resolved with rake and seed
 - Bob: Expressed concerns about plowing professionalism; snow piled unevenly on one side of street, blade not raised at corners

- Paul: Agreed to seek bids from other contractors in fall for next year
- Paul: Kayak rack broken; will repair with John Mandrachia before end of April using materials on hand
- Paul: Unable to locate stormwater drainage pipe ends at beach despite detailed notes; pipes likely buried deep in sand
- Paul: Plans to have Anthony skim sand with machine to find pipes when piling sand for distribution to other beaches
- Paul: Requested approval to push sand toward low tide mark before March 31st to reduce ramp effect against seawall
- Tim: Made motion to authorize Paul to manage sand operations
- Jack: Seconded motion
- Tim: Asked if fire department could charge pipes to blow out blockage
- Paul: Skeptical fire department has sufficient water pressure to move deep sand
- Bob: Suggested GPS location marking for pipe ends; asked about using stockpiled sand for sewer project
- John: Acquired RTK base station for accurate GPS marking once weather permits installation
- Paul: Discussed security company retention for 2026 season; no major problems last year except billing tracking
- **Conclusion**
 - Motion to authorize Paul to manage sand operations approved unanimously
 - Will seek competitive bids for snow plowing services for next season
 - GPS marking system to be implemented for drainage infrastructure
 - Security arrangements to continue with improved record-keeping

Connecticut Water Meter Pit Replacement Project

Discussion of Connecticut Water's plan to replace shallow water meter pits with deep pits.

- **Details**
 - Paul: Connecticut Water replacing shallow pits with deep pits for maintenance reasons, possibly freezing issues
 - John: Received list of affected addresses; construction scheduled to start April 15th
 - John: Asked engineer about motivation and timeline; no response yet
 - Paul: Reminded Connecticut Water of hammer law for summer construction
 - Paul: Engineer confirmed work not critical between July and Labor Day

- Paul: Lengthy list of properties affected; all owners will be notified in advance
- Bob: Concerned 24-hour notice insufficient for property owners
- John: Will work with Connecticut Water on scheduling; if freezing issue, work likely split between spring and fall
- **Conclusion**
 - Connecticut Water agreed to respect summer hammer law
 - Broader communication to membership planned in next couple weeks
 - Will negotiate for more than 24-hour notice to property owners

Sheffield Brook Drainage Issues

Ongoing discussion of flooding and drainage problems at Sheffield Brook shared with Old Colony.

- **Details**
 - Jack: Three basic issues: grant money (\$450,000-\$500,000) unlikely in short term due to political climate; long-term solution not being shared; short-term solution needed
 - Jack: Concern about contaminated water on beach where residents swim
 - Jack: Need to understand what approvals required for work below mean high watermark
 - Jack: Temporary solution needed to keep sand out of groin area
 - John: Attended Old Colony meeting with Ramboll engineering firm exploring grant funding opportunities
 - John: Potential for \$2 million project integrating Miami Beach and Old Lyme Shores stormwater issues
 - John: Would be new federal money requiring grant writing; steep hill to climb
 - Bob: Skeptical of engineering solutions; storm forces very powerful; difficult to predict effectiveness
 - Paul: Distribution box 30-40 feet back from pipe openings; east pipe flowing fine, west pipe blocked approximately 20 feet back
 - Bob: Proposed cone-shaped device with chain that could be pulled through pipe by excavator to create opening
 - Jay: Expressed concern about spending money without written agreements; pattern needs to change
 - Rob: Questioned whether Old Colony making commitments on behalf of Old Lyme Shores

- Jack: Suggested separating reimbursable design costs from non-reimbursable maintenance costs
- **Conclusion**
 - Pursuing federal grant funding through Old Colony's efforts
 - Design discussions to continue offline
 - Need better accounting separation between reimbursable and maintenance costs
 - Agreement with Old Colony to be reviewed for exact cost-sharing language

Recruiting Committee Update

Steve presented on behalf of Judeen regarding committee survey results and recruitment plans.

- **Details**
 - Steve: Survey of 34 potential committee responses yielded only 2 completions; one sold home, one deferred to others
 - Steve: Survey goals included confirming committee descriptions, member contact information, and identifying support needs
 - Steve: Three committees currently have no members: Historian, Welcome and Directory, Parliamentarian
 - Steve: Question whether parliamentarian committee needed or if Board attorney could fill role
 - Steve: Suggested each Board of Governors member pick a committee to be point person for better communication
 - Steve: Requesting information from expiring term members about intentions, job descriptions, time commitments, and skills needed
 - Steve: Responses requested before April 1st
 - John: Suggested tabling detailed discussion until April meeting when Judine can present
- **Conclusion**
 - Committee survey had poor response rate
 - Discussion of committee structure and Board liaison roles tabled until April meeting
 - Information gathering from current committee members ongoing

WPCA Update and Project Timeline

Jay provided comprehensive update on WPCA activities and construction timeline.

- **Details**

- Jay: DEEP meeting held earlier in week; timeline moving forward with many items in flux
- Jay: Concerns about lack of written documentation for moving items; needs to be tightened up
- Jay: Anticipating completion of checklist, Clean Water Fund application, and Fuss & O'Neill amendments by mid-April
- Jay: Amendment 6 (shared portion) and Amendment 8 (draft) total approximately \$400,000
- Jay: DEEP requires prior written approval for any costs to be eligible for Clean Water Funds reimbursement
- Jay: Clean Water Funds not immediately available; likely several months wait
- Jay: Table 4 (cost budget) update needed; waiting for at least one vendor's market analysis adjustment
- Jay: By April 15th, should have better understanding of definitive costs
- Jay: Bond Council previously certified within half million of \$22.7 million cap; Miami Beach right on their number
- Jay: Baltazar Construction (designated contractor) will attend April 14th WPCA meeting for introduction
- Jay: Suggested appointing alternate to cost-sharing group if Bob unavailable for meetings
- Jerry: Asked about process for ensuring pre-approval of expenses
- Jay: Process involves reaching out to DEEP for approval; seemed to go expeditiously in recent case
- Jay: Clean Water Funds timeline: 6 months after application complete before funds available
- Jay: Application must go through DEEP, Treasurer's office, and AG's office for review
- Tim: Believed project blueprint has eligible items earmarked upfront; construction manager assures maximizing eligible components
- Bob: Asked about itemization of payments in QuickBooks by project component
- John: Internal project only in OLSBA accounting system; Old Colony managing shared project with paper records only
- John: All detail flows from billable to payable to reimbursable with proper tagging

- Jay: Recommended vendor assistance for chart of accounts and financial support given hundreds of thousands of dollars flowing soon
- Jay: Cost-sharing group now meeting monthly; Doug Whalen agreed to operate as public entity with agenda and meeting link
- **Conclusion**
 - Target mid-April for completion of key documents and cost clarity
 - DEEP pre-approval required for all expenses to maintain Clean Water Funds eligibility
 - Baltazar Construction introduction scheduled for April 14th WPCA meeting
 - Cost-sharing group meetings will be publicly accessible going forward
 - Need for professional financial support to be addressed in FY27 planning

Infrastructure Project Actions

Vote: Payment to Fuss & O'Neill for Outstanding Invoices

Board voted on payment of outstanding engineering bills from prior approved work.

- **Details**
 - John: Requested vote on \$50,000+ accumulated liabilities to Fuss & O'Neill from association account
 - Tim: Asked if bills were previously approved or new approvals needed
 - John: Previously approved as part of bidding process; not yet paid
 - Rob: Clarified \$49,248 received from state; four invoices covered by that amount plus \$18,000 previously paid
 - Rob: Three invoices totaling approximately \$30,000 ready for payment from available funds
 - Rob: State's Lee Rogers suggested paying \$6,600 invoice not included in wire transfer
 - Rob: Recommended holding \$7,890.83 invoice as not yet due
 - Jack: Made motion to approve payment of specific invoices by date: 11-2025, 12-23-25, 1-16-26, 2-4-26
 - Mary Kate: Seconded motion

Conclusion

- Motion to pay four specific Fuss & O'Neill invoices approved unanimously
- Total payment approximately \$30,000 from Clean Water Funds reimbursement
- Remaining invoices to be addressed separately

Vote: Authorization for Permit Renewal

Board voted on authorization to re-register general dewatering permit before April 1st deadline.

- **Details**
 - John: Requested authorization for approximately \$3,000 expenditure to re-register general permit for construction stormwater, discharge, and dewatering
 - John: Permit resets April 1st due to legislative redefinition; can do administrative re-registration before March 31st
 - John: Obtained credentials from Matt Merritt who originally filed permit; transferred to current access
 - John: Will work with Fuss & O'Neill permitting specialist to complete
 - Jay: Made motion to approve
 - Tim: Seconded motion
- **Conclusion**
 - Motion to authorize \$3,000 expenditure for general permit re-registration approved unanimously
 - Work to be completed before April 1st deadline

Approval of Shared Project Cost Escalation Analysis

Board voted on authorization for Fuss & O'Neill to conduct cost escalation analysis for shared project.

- **Details**
 - John: Requested authorization for \$6,600 (30% of \$23,000) for cost escalation analysis needed for Clean Water Fund IFO application
 - John: Miami Beach and Old Colony already sent authorization emails to Fuss & O'Neill; Old Lyme Shores is gatekeeper
 - John: Analysis required to finalize shared project numbers and distribution among three beaches
 - Tim: Made motion to approve
 - Jay: Seconded motion
 - Jay: Expressed concern about lack of written documentation and moving forward without signed contracts
 - Jay: Acknowledged relatively small amount and need to move forward but pattern troubling

- John: Agreed not good situation but relatively small in greater context; conversation needed mid-April when clearer picture available
- MK: Emphasized need for written invoices and agreements going forward; no more gentleman handshakes
- Jay: Referenced two occasions in last 8 months when Fuss & O'Neill stopped work due to payment issues
- John: Confirmed line items exist in agreement for billing; perspective on closing agreement
- MK: Stated Old Lyme Shores has better books than other beaches but doesn't want to hand money away
- Rob: Asked about funding source; will come from operating budget as reimbursable expense
- Jay: Noted reimbursement likely not until next fiscal year
- **Conclusion**
 - Motion made by Tim to authorize \$6,600 expenditure for shared project cost escalation analysis.
 - Seconded by Jerry
 - Motion approved unanimously
 - Board emphasized need for written documentation and invoices going forward
 - Relationship with Fuss & O'Neill to be tightened up regarding contracts and approvals

WPCA Ordinance Review Discussion

Paul Gramal submitted proposal to review and update WPCA ordinance; discussion led by Dede in Paul's absence.

- **Details**
 - John: Received correspondence from Paul Gramal about renewing relationship with WPCA and strengthening ordinance
 - Dede: Original ordinance has ambiguity; proposed changes would better define how BOG and WPCA sit side by side without overlap
 - Dede: Based partly on Point of Woods model; they modified their ordinance going into construction and operation
 - Dede: Would make explicit WPCA's ability to secure outside support for secretarial, treasurer, and consultant resources
 - Dede: Intent not to vote today but tee up issue for potential annual meeting consideration

- John: Interested in forming small group to discuss; invited Jay to participate
- Jay: Concerned about "rump organization" characterization; other beaches have complimented WPCA's comprehensive coverage
- Jay: Noted proposal came up January 2024 and received only one vote of six members
- Jay: Doesn't see problem; board has covered WPCA needs; not priority with everything else going on
- MK: Asked what the proposal is and why bringing up now with so much else happening
- John: Acknowledged being lone voice previously; being early and being wrong often same to audience
- John: Believes structural challenges exist for WPCA to be maximally effective
- MK: Emphasized need to think about legal separation as project moves forward
- John: Original establishment was "slapdash under the gun"; worth conversation after 15 years even if result is no change
- Jay: WPCA in "pretty good place" currently
- **Conclusion**
 - Discussion tabled; John to follow up by email about forming committee
 - Committee would include people who disagree to hammer out issues
 - No immediate action taken; topic may be revisited in future

Motion to adjourn at 9:06

- Motion made by MK
- Seconded by Bob