OLSBA BOG Special Meeting 8.15.2026

Draft Minutes

Officers Present: John Cunningham (President), Paul Yellen (V.P.), Rob Cappellucci (Treasurer), Tracey Cappellucci (Secretary)

BOG Members Present: MK Reynolds, Jack Thomas, Tim Larson, Jay Moynihan, Jerry Vande Werken

Key Takeaways

- The meeting was conducted as a special session with a quorum present; Bob was absent.
- The agenda format (based on suggestions from Jerry, Mary Kate, and Paul) was adopted on a trial basis with a 4-1 vote.
- Chris Shelton's prior appointment to the WPCA was affirmed on the record; no re-vote was required.
- DeDe DeRosa was unanimously appointed to the WPCA with a term ending June 30, 2029.
- Tim Larson was unanimously appointed to the WPCA, filling the seat vacated by Marty Merritt, with a term ending June 30, 2027.
- Change Order No. 1 was approved: $1,200 for tree removal at Gorton Avenue ball field, and the existing storage shed will be relinquished to Baltus Guard in exchange for a new replacement shed and site preparation.
- Two Hammer Law waivers were approved: one for Judy Keefe (garage renovation) and one for Nancy Fitzgerald (roof replacement), both with work hours restricted to 9 AM–4 PM, Monday through Friday.
- Discussion on meeting conduct guidelines was initiated; Jerry will refine his written proposal for further review at the next meeting.
- The regularly scheduled meeting on the 19th will proceed as planned, with Paul Yellen presiding in John Cunningham's absence.

Discussed Topics

1. Call to Order and Quorum Confirmation

John Cunningham called the meeting to order at 10:01 AM, confirming a quorum was present. Bob was noted as unable to attend.

- **Details**
  - John: Confirmed quorum and called the meeting to order, noting Jay would join when available.

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2. Adoption of Meeting Agenda (Trial Basis)

John presented the agenda, which was restructured based on suggestions from Jerry, Mary Kate, and Paul following dissatisfaction with the previous meeting's format. A motion was made to adopt the agenda on a trial basis.

- **Details**
  - MK Reynolds: Made the motion to adopt the agenda.
  - Jerry : Seconded the motion.
  - Jay: Raised concerns about time limits on discussion items and expressed reservations about agenda item No. 3 (Chris Shelton's appointment affirmation).
  - Jack T: Noted he would vote yes for this meeting only.
- **Conclusion**
  - Agenda adopted on a trial basis by a vote of 4 to 1. (Jay voted no)

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3. Affirmation of Chris Shelton's Prior Appointment to the WPCA

John included this item to formally acknowledge that Chris Shelton's election at the previous meeting followed proper procedures, and that Shelton had since confirmed in writing his willingness to continue serving on the WPCA.

- **Details**
  - John: Explained the item was for record-keeping purposes only; no re-vote was required. Shelton had emailed the nominations committee affirming his intent to serve.

- Jack T: Noted the board had already voted Shelton in and questioned the need for re-affirmation.
- Jay: Preferred to move on without further discussion, noting Shelton had already participated in WPCA meetings and that Jay had personally confirmed Shelton's willingness prior to the original vote.

- **Conclusion**
  - No vote required. Shelton's appointment was affirmed on the record and the matter was considered closed.

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4. Appointment of DeDe DeRosa to the WPCA

John entertained a motion to appoint DeDe DeRosa to the WPCA for a term ending June 30, 2029. DeRosa was noted to have approximately 10 or more years of involvement with WPCA activities and strong relationships with other associations.

- **Details**
  - MK Reynolds: Made the motion; welcomed DeRosa back.
  - Jay: Seconded the motion.
  - John: Highlighted DeRosa's deep knowledge of the project and her value as a resource during the upcoming construction phase.
- **Conclusion**
  - DeRosa unanimously appointed to the WPCA (term ending June 30, 2029)

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5. Appointment of Tim Larson to the WPCA

John entertained a motion to appoint Tim Larson to the WPCA, filling the vacancy created by Marty Merritt's resignation, with a term ending June 30, 2027.

- **Details**
  - Jack T: Made the motion.
  - Jerry: Seconded the motion.
  - Tim Larson: Accepted the appointment, expressing appreciation for the support and commitment to being as helpful as possible.
- **Conclusion**
  - Tim Larson unanimously appointed to the WPCA (term ending June 30, 2027)

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6. Change Order No. 1 – Tree Removal and Storage Shed Replacement at Gorton Avenue Ball Field

Jay introduced Change Order No. 1, covering two components: (1) tree removal at the Gorton Avenue ball field to prepare the site for the planned Bioxide facility, and (2) relinquishment of the existing storage shed to Baltazar in exchange for a new replacement shed and site preparation work.

- **Details**
    - Jay: Provided an overview. The Gorton Avenue Athletic Field is the planned site for the Bioxide facility. Harry's Tree Service would perform the tree removal at $1,200, funded from the WPCA line item ($112,300 available). The existing shed would be removed by Baltazar at no cost, with Baltazar contractually obligated to provide a new shed and complete site preparation.
    - Paul Yellen: Confirmed the new shed would be comparable in size to the existing one. Noted that the Bioxide facility would not significantly reduce available parking space at the ball field, and that parking should not be permitted during active construction.
    - Jack T: Asked about remaining use of the ball field for excess parking and whether this was an opportunity to obtain a larger shed.
    - John: Clarified that shed dimensions were specified in the 720C contract and that a larger shed would require a change order and potentially a zoning variance.
    - Jay: Deferred to Paul Yellen on whether a larger shed was needed.
    - Paul: Confirmed the current shed size is adequate for storage needs; satisfied as long as the replacement is the same size or larger.
    - Jerry: Raised a concern from a prior pre-construction meeting about flooding at the north end of the ball field near the proposed new shed location.
    - Jay: Confirmed the shed would be relocated further east, away from the flood-prone area, consistent with the site plan.
    - Tim: Seconded Jay's motion; noted the Bioxide station would occupy roughly the same footprint as the current shed, necessitating the move. Inquired about shed construction material.
    - John: Described the replacement as a traditional cape storage building, 12 x 20 feet, 12 feet tall, vinyl siding, architectural shingles, with a barn door.
- **Conclusion**

- Change Order No. 1 approved unanimously: $1,200 for tree removal (funded from WPCA line item); existing shed relinquished to Baltazar; Baltazar to provide new replacement shed and site preparation.

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7. Hammer Law Waiver – Judy Keefe (55 Saltaire Drive)

Paul presented a Hammer Law waiver application from Judy Keefe, whose mother Marilyn Keefe is currently on hospice. The application sought approval for renovations to an existing bedroom in the detached garage to make it livable for Judy during her mother's end-of-life care at the property.

- **Details**
    - Paul: Described the scope of work (sheetrock, electrical upgrades, smoke alarms); estimated approximately three weeks of intermittent work by contractor Tim Stokes. The bedroom is a pre-existing, pre-zoning condition.
    - Jerry: Asked about work hours; proposed a motion to approve with hours restricted to 9 AM–5PM, Monday through Friday.
    - Jack T: Suggested hours be set to 9 AM–5 PM, Monday through Friday.
    - MK Reynolds: Seconded the motion.
    - Tim: Expressed support; suggested the board consider developing a standardized waiver metric for future applications to streamline approvals.
    - Paul: Noted that current bylaws require individual board review of each application, allowing flexibility; acknowledged the value of pre-meeting preparation.
    - A neighbor's comment in the chat requested the end time be set to 4 PM.
    - Jerry: Amended the motion to restrict hours to 9 AM–4 PM, Monday through Friday.
    - MK Reynolds: Seconded the amended motion.
- **Conclusion**
    - Hammer Law waiver for Judy Keefe approved unanimously with work hours of 9 AM–4 PM, Monday through Friday.

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8. Hammer Law Waiver – Nancy Fitzgerald (55 Billow Road)

Paul Yellen presented a second Hammer Law waiver for Nancy Fitzgerald, whose roof sustained shingle damage and an active water leak following a recent wind and rainstorm. The application sought approval for a full roof replacement, estimated to be a one-day job.

- **Details**
    - Paul: Described the emergency nature of the repair; noted the contractor was identified and ready to proceed.
    - Jack T: Suggested the same work hours as the Keefe waiver (9 AM–4 PM, Monday through Friday) be applied.
    - MK Reynolds: Made the motion.
    - Jerry: Seconded the motion.
- **Conclusion**
    - Hammer Law waiver for Nancy Fitzgerald approved unanimously with work hours of 9 AM–4 PM, Monday through Friday

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9. Pending Hammer Law Waiver Luanne Grennon Sea Spray Road

Jack T raised the existence of a potential third Hammer Law waiver request from a neighbor on Sea Spray Road who has a leaky roof.

- **Details**
    - Robert Cappellucci: Confirmed Luanne had approached him; she needs to complete the Hammer Law waiver form. Robert indicated he had largely completed the form on her behalf and only needed her signature and a few additional details.
    - Jack T: Suggested approving it immediately given the urgency of a leaky roof.
    - John: Noted that as a special meeting, agenda items cannot be added; the matter should be addressed at the next regular meeting.
    - Tim: Suggested the item be placed on the agenda for the next meeting and that Luanne be reassured her emergency would be addressed promptly.
    - Robert: Confirmed he had already contacted Luanne during the meeting to inform her of the situation and next steps.
- **Conclusion**
    - Item is deferred to the next regular meeting (scheduled for the 19th). Robert assists Luanne in completing the waiver form prior to that meeting.

10. Meeting Conduct Guidelines and Robert's Rules of Order

Jerry introduced a discussion on improving meeting conduct, preparation, and procedural clarity following concerns about the previous Board of Governors meeting. He circulated a written document with suggested guidelines and clarified the proper use of motions to table under Robert's Rules of Order.

- **Details**
  - Jerry: Explained the difference between a motion to table (stops discussion temporarily, no debate required, majority vote) and a motion to postpone indefinitely (debatable, requires a second, majority vote). Proposed guidelines covering agenda preparation, advance distribution of materials, and meeting conduct.
  - Paul: Agreed the previous meeting appeared disorganized and unprofessional. Expressed concern about hard time limits but supported the principle of better preparation and pre-meeting resolution of questions.
  - Robert: Supported time limits as soft guidelines, not hard constraints. Endorsed the idea of soliciting agenda items two weeks in advance, consistent with nonprofit and government board practices.
  - Tim: Supported adopting the guidelines as principles; suggested moving member public comment to earlier in the meeting with a defined time limit per agenda item to encourage broader participation.
  - Jay: Expressed preference for reviewing the refined document before any adoption; distinguished between Robert's Rules procedural issues and meeting conduct/time management concerns.
  - Jack T: Cautioned against over-formalizing the process, noting that flexibility and natural give-and-take are part of effective meetings.
  - John: Summarized the discussion; confirmed he would continue using the current agenda format with time limits treated as suggestions, not hard constraints. Noted the value of distributing materials in advance so members are not hearing information for the first time during the meeting.
- **Conclusion**
  - No vote taken. Jerry to condense and refine his written guidelines document and redistribute for further review and discussion at the next meeting. The current agenda format will continue to be used on a trial basis.

11. Next Regular Meeting – Scheduling and Presiding Officer

John noted he would be traveling on the 19th (the scheduled regular meeting date) and proposed either having Paul Yellen preside or rescheduling.

- **Details**
    - Jerry: Noted he would be out of town the week of the 19th and preferred the 26th or 27th.
    - Tim: Suggested keeping the meeting on the 19th, noting the Grennon waiver and routine business (bills, etc.) needed to be addressed.
    - Paul: Agreed to proceed with the meeting on the 19th as scheduled.
    - Robert: Confirmed he had already reached out to Luanne Grennon to prepare her waiver form in time for the 19th meeting.
- **Conclusion**
    - Regular meeting to proceed as scheduled on the 19th. Paul Yellen will preside. John to coordinate with Paul on the agenda, targeting distribution by Sunday night at the latest.

Adjournment

- Jerry makes motion to adjourn: seconded by MK
- Meeting adjourned unanimously at 10:56