

## **KTD Monthly Board Meeting held September 4, 2014 at 7:30 PM**

At the Windmill

**Recording:** Betsy Delaney, Rosemary Scott

**In attendance:** K Cullen – Treasurer, E DeLeo – Secretary, E Sears – Director-Marina, J DiFranco – Director-Beach, S Plante – Director-Water System, P Naryneicki – Director-Roads, A Magoon – Director-Property Management

**Absent:** C Franklin – President, M Cronk – Vice President

**Quorum Achieved**

**Guests:** 4

### **Treasurer's Report**

Cash position is sufficient with money coming in for this tax period. Arrears currently stand at \$18,386. 1 property owner is 9 payments in arrears, 2 are 5 payments in arrears, 1 is 2 payments in arrears, and 9 are the most recent tax period only. 1 resident owes the small vessel fee. 3 residents owe small amounts that represent FOI fees.

There is currently \$24,160 in the water system sub-account. The generator project has cost \$39,400 with only Phase III (portable generator hookup for wells at entrance of community) outstanding.

Treasurer is working to complete effort to obtain needed bank signatures resulting from change in Officers.

Treasurer updated budget to reflect the approval at the Annual Budget Meeting of the small vessel fee. \$300 has been added for a total adjusted budget of \$109,430.

Reports will be updated to distribute \$4,000 milfoil cost between marina and beach appropriately, 65% to marina - \$2600 and 35% - \$1400 to beach.

### **Secretary's Report**

All resident submissions received since last regular monthly Board meeting were distributed to Board members.

Votes were read into record for votes taken between July and September meeting:

- Milfoil Control \$4000 New England Aquatic - 7 yes, 1 did not cast a vote, majority approved
- GFI switch at marina \$135 - \$145 Warren Schomber - 7 yes, 1 no (felt we should establish relationship with another electrician as a backup), majority approved
- July 9th Meeting minutes - 5 yes, 3 did not cast a vote, majority approved

- August 9th Annual Meeting minutes - 5 yes, 3 did not cast a vote, majority approved

Brush control and weeding service was requested of contracted property maintenance vendor as per contract.

Treasurer added the vote request to record that she put out regarding the preparation of financial compilation and statements. DaPonte & Co, CPA, our current service provider, and 2 other CPAs were contacted. DaPonte's quote was the least expensive at \$1400 - 6 votes were cast to approve continuing with DaPonte, 2 did not cast votes, majority approved.

### **To Do List**

#### Roads –

Work continues on contract for snow removal and bids for line painting.

Since this year is a rebid year for snow removal, Excel and Joe Istvan will be contacted for snow removal bids.

Suggestion was made to seek another bid from Three Sons Painting (M Seaman) for the line painting. Bid was received from prior line painting vendor for \$500 that included 10 white lines and 8 speed bumps.

#### Beach –

Regular daily raking discontinued after labor day but the teens that raked during the summer will be contacted to see if any of these teens will be available to be on call if nice weather. A few Board members commented on the great job done by the kids and that there would always be visible raked lines when you would go down to beach.

Anchor buoy will be replaced in spring.

#### Marina –

E Sears commented that we have to live with the fact that the cove is shallow in comparison to other lake community marinas contributing to our milfoil problems. He recapped the season - new docks were installed, new GFI switch put in, and CL&P replaced the light. Outstanding items include ground indentation that needs to be filled on left side of landing when facing southern stringer. He has asked C Franklin to mention to Brad from Excel to bring in some stone to fill. Additionally, launch docks along the side ramp need two boards replaced.

Buffer garden to be planned over winter and work should be done in spring.

#### Water system –

Paper work has been submitted to the state. Dave Disbrow feels that it could take 1 to 6 months for state approval. Professional Water helped with paper work. J DiFranco mentioned potential of Disbrow selling business.

A Board member questioned if a well can be dug in the winter. The answer was that it depended on how frozen the ground is.

S Plante provided overview of Phase III of Generator Project to hook in portable generator to power wells 2, 4, and 6 by community entrance. In order to hook in the generator, the service station must be replaced including main disconnect grounds and rods. \$2,200– quote from Warren Schomber. S Plante would like to install indicator lights for AB motor starters - \$ 492. Currently 2 have switches/lights and 2 have switches only. Although you can tell if they are running by listening, the 2 lights make it easier.

To reach the service station, the bushes need to be cut away from the side of the pump house.

Total cost excluding cutting bushes is \$2,692. Expense was considered against current water system balance and pending well replacement (\$12-15k). It was agreed that the new well would not happen until after the holidays. The second tax installment would come due by then and would provide for a sufficient buffer balance in excess of the well cost to be rebuilt in the water system account.

**Motion** to move forward and complete Phase III – S Plante, seconded by E DeLeo, all in favor – motion carried.

Property Management –

A Magoon confirmed his understanding of the pending items including 3<sup>rd</sup> floor windmill windows and that Walter Eppler made suggestion to go with Lowe's and that the replacement ceiling light panel needs to be cut and installed.

S Plante updated A Magoon on the work at pump house as he had spoken to Antonio - Twins of the Taurus who met with him to go over the work for electrical panel at beach as well as pump house work. Additionally, C Franklin talked to Brad – Excel who suggested to put steps in that are cut into hillside instead of any work that needs permitting. S Plante suggested putting slates down as gravel would wash away.

The Board reviewed the draft of Vendor Guidelines. K Cullen expressed that on page 2 that the requirement of three cost comparisons over \$500 was too low, noting that expenditures over \$500 still need board approval. She suggested the change to over \$1000 or \$1500 should seek three cost comparisons. Consensus was to go with \$1000.

E Sears questioned if annual contracts should be reviewed more than every three years. A Magoon felt that if there is a problem, we will rebid more often as per guidelines. Clarification was made that contracts would not be three year contracts and that it is our right to renew or not each year and that we will rebid sooner than 3 years if more than a 5% increase, year over year.

**Motion** to approve guidelines with change of \$500 to \$1000 for three bid requirement – K Cullen, seconded by S Plante, all in favor – motion carried.

K Cullen distributed the revised Contractor Checklist to be in sync with Vendor Guidelines, reflecting what directors need to do during bidding, contracting through payment.

K Cullen distributed a sample Certificate of Insurance and she will confirm needed liability insurance minimum limits with Peter Collins.

E Sears noted that Vendor Guidelines will prevent delays that have been encountered in the past with small jobs. E DeLeo added that since the Treasurer must always be informed, at least two Board members will always know in advance.

J DiFranco requested direction regarding how to approach recurring services such as porta-potty and garbage as seasonal services. It was agreed that these are classified as utilities and not covered by Vendor Guidelines.

Regular session closed for public comment.

### **Public Comment**

R Scott stated that May Budget Meeting minutes are incorrect as she did not believe that there was a call for discussion after motion to vote was seconded for both the budget and small vessel fee.

R Scott wished to respond to Board's email to all residents that referenced pestering by residents. She explained why she sent repeated emails and stated that she felt that it was not ok to say that she was pestering.

R Scott stated that she felt that in an incident of a neighbor's dispute that it was wrong for a Board member to receive a complaint and print out and give to the subject of complaint. Her hope is that new Board will follow a code of ethics moving forward.

B Delaney stated that the assignment of directorships made by the President outside of a public forum was a transparency violation that goes along with problem of the elections and that she is speaking out against that.

**Motion** to adjourn –E Sears, seconded by S Plante, all in favor – motion carried.