

**Black Point Beach Association
Board of Governors
January 14th, 2020 Special Meeting Minutes**

Present: Cheryl Colangelo, Chair
Will Fountain
Bill McDowell
Cary Michael Johnson
Steve Beauchene
Phil Lombardo
Rick Diachenko

Absent: Ruth Ames, Tax Collector

Also Present: Cynthia Donovan, Treasurer
Jim Moffett, Association Manager

The Special Meeting of the Black Point Beach Club Association Board of Governors was held on Tuesday, January 14th, 2020, at 6:00 p.m. in the Black Point Beach Club Association Clubhouse located at 6 Sunset Avenue in Niantic, Connecticut.

I. Call Meeting to Order & Attendance

Ms. Colangelo called the Special Meeting of the BPBCA Board of Governors to order at 6:00 p.m. A Quorum was present.

II. 2020 BOG Calendar

Ms. Colangelo discussed the possibility of adding additional as needed meetings to the regular meeting schedule; "as needed" enables the Board to add items to the meeting agendas while "special" meetings don't offer the same flexibility.

MOTION (1)

Dr. Beauchene moved to add November 3rd, as well as the fourth Thursday in January and February to the meeting schedule as needed.

No Second, Motion failed.

Mr. Diachenko said he's opposed; property owners who don't live here year around are not able to participate. He stressed the importance of efficiency versus more meetings. After further discussion Mr. Diachenko suggested adding as needed meetings in November and February only while Mr. Lombardo asked if it would be prudent to add a meeting in August and avoid adding meetings during the holiday months.

Mr. Fountain said it's necessary to have a January meeting for preparation and noted a meeting can always be cancelled if not needed.

MOTION (2)

Dr. Beauchene moved to add the fourth Thursday in January and February to the regular meeting calendar if needed.

Mr. Fountain seconded the motion.

Motion carried, 6-1-0.

Nay: Mr. Diachenko

Ms. Colangelo said that while on the topic of meetings she'd like to bring attention to Article 2, Section 3 of the Black Point Beach Club Association Bylaws, specifically the language "10 days notice for the annual and special meetings." She'd like to eliminate "or special meetings" from this section to be inline with FOIA as well as the Town which only require 24 hours notice in the posting of an agenda for a regular or special meeting.

MOTION (3)

Ms. Colangelo moved to remove "or special meetings" from Article 2, Section 3 of the Black Point Beach Club Association bylaws.

Dr. Beauchene seconded the motion.

Motion carried, 7-0-0.

III. Special Committee Report: Pier Update

Dr. Beauchene discussed both the Pier expenses and the invoice for additions to the contract (attached.) The total in overrun costs is \$24,040 which includes the extra concrete that was needed for the project. He said he was surprised to see the additional concrete on the invoice since he was under the impression that Pinder would be covering this item from their own contingency; he is looking into this matter.

The Board discussed the added pier cost.

The Board discussed the \$1,000+ water cost for the project which was covered by Dr. Beauchene.

MOTION (4)

Mr. Diachenko moved to reimburse Dr. Beauchene \$1,000 for the water usage needed for the pier project.

Mr. Fountain seconded the motion.

Motion carried 6-0-1.

Dr. Beauchene abstained from the vote.

Dr. Beauchene asked if the Board would like an As-Built for the pier. He said he hasn't been quoted the cost yet but they can retain it for future reference.

Mr. Fountain said we didn't even have a blueprint for the boat launch.

Mr. Johnson said an As-Built is recommended by the Clerk of the Works and thinks they should find out the cost and decide at our next meeting.

Mr. Diachenko pointed out that the boat launch had a lot more nuances.

The Board discussed how the As-Built for the boat launch completed by Docko, Inc. cost \$880.00.

MOTION (5)

Mr. Diachenko moved to approve the expenditure for an As-Built for the pier.

Ms. Colangelo seconded the motion.

Motion carried, 7-0-0.

Ms. Donovan noted this will be part of the capital expenditure.

Dr. Beauchene discussed the evaluation of the three piers and how the low end of Whitecap is undermined. The Board discussed installing some signage or hazard tape and noted that no one should be walking on the cap.

Mr. Fountain suggested contacting the Town regarding their sewer; since the sewer belongs to the Town they may have to repair it.

The Board discussed how they have not yet received an estimate in regards to the evaluation of the other piers.

Ms. Colangelo thanked Dr. Beauchene for all of his work on the pier project.

IV. Unfinished Business- Maintenance & Repairs

Mr. Fountain discussed the dead tree removal noting that now is the time to do it. Mr. Moffett shared that the lowest bid was \$1,350.00 from Wilcox Tree Experts.

MOTION (6)

Ms. Colangelo moved to approve the allocation for tree removal service from Wilcox Tree Experts.

Mr. Johnson seconded the motion.

Motion carried, 7-0-0.

Mr. Fountain discussed the alarm and said he will take care of this item. Mr. Moffett said he will give alarm tutorials for all who need it.

Mr. Fountain, Mr. Johnson and Mr. Moffett shared how they researched flooring for the clubhouse. Mr. Fountain showed some of the floor samples he received. Ms. Colangelo said the Board previously voted for just the kitchen but that a discussion could be opened for the rest of the clubhouse. She said the flooring chosen has a 15 year industrial warranty.

Mr. Fountain said it would cost \$12,700 for the entire building including labor and said there is \$25,000 in capital available. Mr. Diachenko asked if the flooring is slippery and Mr. Fountain and Ms. Colangelo said it's not and showed him the sample. Mr. Fountain said the cost for just the kitchen would be \$1,900.

The Board discussed the pros and cons of replacing the flooring in the entire building as opposed to only the kitchen. Mr. Diachenko pointed out that it will probably cost more to do the kitchen and rest of the clubhouse separately. Ms. Colangelo asked Ms. Donovan about fiscal responsibility and Ms. Donovan responded that the money allocated for items like this are for periodic upgrades; people might be more interested in renting the clubhouse if the floor was nicer.

MOTION (7)

Dr. Beauchene moved to approve the allocation of \$12,781 to replace the entire clubhouse floor.

Ms. Colangelo seconded the motion.

Motion carried, 5-2-0.

Nay: Mr. Lombardo and Mr. Johnson.

Ms. Colangelo said if anyone wants to weigh in on the color, to let them know by Friday.

The Board discussed the climbing wall post and Mr. Johnson observed that he doesn't think it will ever go back up and be aligned. The Board discussed getting rid of everything. Mr. Fountain said the panels may straighten out if they're out in the sun but there is no guarantee. Mr. Johnson said there is a safety component and he questions the integrity of the product in its current condition.

Mr. Fountain asked about removing the poles and Mr. Johnson suggested waiting until it can be combined with another activity. Mr. Moffett will pay to remove the poles and have them moved to Billow later in the year. The Board decided to revisit this item in July.

Mr. Moffett mentioned the railing for Nehantic and said he got a quote for \$850.00. He will determine any interference potential in regards to Mike Nebelung's equipment prior to asking for this item to be voted on.

Mr. Johnson discussed decals for buoys and said he went to Boats Inc. and was quoted \$57/pair and there are 13 out there; the cost will be around \$800.00. The Board all agreed to the buoy expenditure.

Ms. Colangelo discussed the poor state of the estuary and moving a kayak rack to Sea Spray. Mr. Moffett said we could purchase another rack for \$600 to \$700 for Seaspray, and Ms. Colangelo responded that she is more concerned about the estuary. Mr. Lombardo said to try it and see if it makes any difference.

V. Online Banking

Ms. Donovan said she spoke with the Manager of Liberty Bank and would like to have access to online lookup only for accounting purposes; this would be a point of information for everyone and that no online transactions will be possible. The Board agreed this would be a useful tool.

VI. Access to Parking Tag List

Ms. Colangelo discussed having Ms. Ames provide Mr. Moffett with the parking tag list for enforcement purposes; Ms. Ames' list is public information so it's permissible to give it to Mr. Moffett. Mr. Moffett will check with the Police regarding the tag numbers.

VII. Record Scanning

The Board briefly discussed scanning old records and codifying records. Ms. Stevens will review the documents available, craft an index, and revisit this item with the Board to determine organizational measures and make a proposal.

VIII. Recreation Program

Ms. Colangelo said that in regards to the Recreation Program they left off with the decision for an eighth counselor and some monetary changes have been proposed but this can be tabled until February if needed.

The Board had an in depth conversation regarding budgeting fees for the Summer Recreation Program. Mr. Lombardo said he thinks there a price inequality in regards to the rates. Mr. Diachenko responded that based on the surveys completed by the parents, money was not a large concern. Mr. Lombardo pointed out that it's less expensive to sign up for 7 weeks than it is for 3 weeks.

Ms. Colangelo said she thinks they will have a better overall picture by next month and Mr. Diachenko said he thinks the rates and proportion should remain the same; this item can be revisited next year. Ms. Colangelo said the Parks & Recreation budget is being worked on now and they will have it for review at an upcoming meeting.

IX. Long Term Fiscal Planning

Ms. Colangelo discussed the idea for a change in mil rate so that more money is available for long term large expenses. She suggested formulating a subcommittee for review and planning. Ms. Colangelo noted that not enough money is being saved to avoid special assessments such as the pier. Dr. Beauchene, Mr. Diachenko, Mr. Fountain and Mr. Lombardo said they'd all be willing to be involved with a subcommittee.

Ms. Colangelo said she needs a Board Member to spearhead this and Mr. Johnson said he would attempt to get this started. Ms. Colangelo asked if Ms. Donovan could make herself available to assist with this and said she would like Mr. Moffett to participate as well.

Mr. Fountain said that in regards to future projects we might consider insulating the clubhouse for year round purposes.

X. Policy Manual & Bylaws Update

Ms. Colangelo asked everyone to review the updates she sent out (attached.) She discussed how bylaws continually need to be reviewed and updated based on current conditions and circumstances. Ms. Colangelo said one item they can address tonight is in regards to ball playing on the beach and in the water, which the Board discussed.

MOTION (8)

Mr. Lombardo moved to change the bylaws to say that "ball playing on the beach or in the water is permitted if it doesn't hinder the safety or comfort of swimmers and bathers, and at the discretion of the Association Manager, on an individual event basis."

Dr. Beauchene seconded the motion.

Motion carried, 7-0-0.

Ms. Colangelo asked that the Board review the rules and determine any potential changes they can discuss at the next meeting.

MOTION (9)

Mr. Fountain moved to enter Executive Session at 8:50 p.m. to discuss personnel reimbursement schedules and potential litigation.

Mr. McDowell seconded the motion.

Motion carried, 7-0-0.

MOTION (10)

Mr. McDowell moved to exit Executive Session at 9:16 p.m. with no action taken.

Dr. Beauchene seconded the motion.

Motion carried, 7-0-0.

MOTION (11)

Mr. McDowell moved to adjourn the Black Point Beach Club Association Board of Governors Special Meeting at 9:16 p.m.

**Dr. Beauchene seconded the motion.
Motion carried, 7-0-0.**

Respectfully Submitted,
Brooke Stevens,
Recording Secretary

2020 Meeting Schedule

All meetings are held at the Black Point Beach Club Association Clubhouse located at 6 Sunset Avenue, Niantic, Connecticut at 6:00 p.m. on the 4th Thursday of the month, unless otherwise noted.

Thursday, January 23, 2020 (Not needed this year)

Thursday, February 27, 2020 (If needed)

Thursday, March 26, 2020, at 6:00 p.m. - **BOG Budget Meeting**

(Limited agenda, Members' comments – 1 session only)

Thursday, April 23, 2020 - Regular Meeting

Thursday, May 28, 2020 - Regular Meeting

Saturday, May 30, 2020 at 9:00 a.m. - Annual Association Meeting

Saturday, May 30, 2020 (immediately following Annual Meeting) - Organizational Meeting

Thursday, June 25, 2020– Regular Meeting

Thursday, July 23, 2020 - Regular Meeting

Thursday, August 27, 2020 - Regular Meeting

Saturday, August 29, 2020 at 9:00 a.m. - Annual Association Informational Meeting

Thursday, September 24, 2020 - Regular Meeting

Thursday, October 22, 2020 (If needed) - Regular Meeting

BPBCA PIER EXPENSES

CONTRACTED COSTS:

Design and Permitting (per contract) \$76,000 (act \$75,900)
 Construction (per contract) \$548,000

TOTAL PAID TO DATE: (D&P \$75,900 CONST \$470,915) \$546,815
 (except \$77,085 to TOTAL \$623,900)

Unanticipated cost overrun (contingency budgeted at \$27,000) \$24,040

TOTAL WITH PINDER CONTINGENCY: \$647,940

	TOTAL DUE	TOTAL COST
Amt Due on Contract \$77,085 + \$24,040	\$101,125	\$647,940
Additions due to BP requests (BP Contingency \$54,800): \$14,446	\$115,571 1	\$662,386
Clerk of the Works \$8,850 PAID		\$671,236
Attorney fees \$465 PAID		\$671,701
Water Usage approx. (TBD) \$1,038.18	\$116,609.18	\$672,736.18

Possible Additions: "As Built" Survey

Pinder Construction Company, Inc

20 Highland Drive
Clinton, CT 06413
Phone: 203-996-4492
thepindercompany@yahoo.com

Black Point Beach Club Association
c/o Steve Beauchene
20 East Shore Road
Niantic, CT 06357

January 8, 2020

INVOICE
ADDITIONS TO CONTRACT
Black Point Beach Club Association

Additional concrete (15 c.y.) @ \$160 including top slab, side walls footings, side walls, core concrete	\$2,400.00
Additional epoxy coated steel	\$ 448.00
Additional plastic timber	\$2,300.00
Additional stainless steel hardware and epoxy	\$ 248.00
Additional labor to demo and remove existing concrete slab, excavate for side wall footings form, install reinforcing, pour and finish Concrete, install stainless steel anchors, fit and install plastic timbers	\$6,200.00
Install 3 new eye bolts in north and south jetty including removal of existing hardware epoxy grout and labor	\$ 900.00
Install 3 stainless steel I bolts on new jetty \$150 each	\$ 450.00
Harvest sand operator and equipment	\$1,500.00
TOTAL	\$14,446.00

**Black Point Beach Club Association
Financial Report 2019-2020**

mil rate 1.48
Grand List \$141,133,450
pier mil rate 4.3

	July 1 2019- June 30, 2020 BUDGET	Actual to 30-Nov	Variance from budget	Estimated Year End 6/30	Act % Budget
INCOME					
Fees and Donations					
Zoning Applications	\$10,000	\$6,125	-\$3,875	\$10,000	61%
Rec Program	\$25,650	\$26,178	\$528	\$26,178	102%
Total Fees and Donations	\$35,650	\$32,303	-\$3,347	\$36,178	91%
Grand List Taxes					
Current Year Taxes	\$208,400	\$205,278	-\$3,122	\$208,400	99%
Liens & Interest	\$850	\$1,387	\$537	\$1,387	163%
Prior Year Taxes	\$1,550	\$1,175	-\$376	\$1,550	76%
Total Grand List Taxes	\$210,800	\$207,840	-\$2,960	\$211,337	99%
Other Income					
Club Use Fee	\$1,200	\$400	-\$800	\$1,200	33%
Fund Surplus	\$25,000	\$0	-\$25,000	\$25,000	0%
Allocation from Fund Bal. for Pier Costs	\$90,000	\$0	-\$90,000	\$90,000	
Special Assessment-Piers	\$606,800	\$589,807	-\$16,993	\$606,800	97%
Investment	\$400	\$1,008	\$608	\$1,100	252%
Miscellaneous	\$100	\$1	-\$99	\$100	1%
ZBA Permits	\$450	\$900	\$450	\$900	200%
Total Other Income	\$723,950	\$592,116	-\$131,834	\$725,100	82%
TOTAL INCOME	\$970,400	\$832,259	-\$138,141	\$972,615	86%
EXPENSES					
Contractual Services					
Audit Fee	\$3,500	\$3,500	\$0	\$3,500	100%
Grass Cutting	\$3,100	\$3,400	\$300	\$3,400	110%
Computer Services		\$345	\$345	\$345	
Insurance	\$20,000	\$13,980	-\$6,020	\$20,000	70%
Legal Fees	\$8,000	\$3,840	-\$4,160	\$8,000	48%
Payroll Services	\$1,750	\$1,012	-\$738	\$1,750	58%
Security Patrol	\$5,000	\$3,809	-\$1,191	\$5,000	76%
Recreation Program	\$6,300	\$5,626	-\$674	\$6,626	89%
Total Contractual Services	\$47,650	\$35,512	-\$12,138	\$48,621	75%
Operations					
Clubhouse	\$3,000	\$2,689	-\$311	\$3,000	90%
Grounds Maintenance	\$4,000	\$607	-\$3,393	\$4,000	15%
Liens	\$100	\$10	-\$90	\$100	10%
Playground	\$4,000	\$0	-\$4,000	\$4,000	0%
Supplies	\$2,000	\$489	-\$1,511	\$2,000	24%
Tennis Courts	\$5,500	\$1,829	-\$3,672	\$5,500	33%
Utilities	\$6,600	\$3,041	-\$3,559	\$6,600	46%
Waterfront Maintenance	\$36,000	\$22,065	-\$13,935	\$36,000	61%

**Black Point Beach Club Association
Financial Report 2019-2020**

mil rate 1.48
Grand List \$141,133,450
pier mil rate 4.3

	July 1 2019- June 30, 2020 BUDGET	Actual to 30-Nov	Variance from budget	Estimated Year End 6/30	Act % Budget
Total Operations	\$61,200	\$30,729	-\$30,471	\$61,200	50%
Other Expenses					
Black Pointer	\$3,500	\$3,706	\$206	\$3,706	106%
Capital Expenditures - Curr	\$30,000	\$677	-\$29,324	\$30,000	2%
Contingency Fund	\$25,000	\$0	-\$25,000	\$25,000	0%
Reserve Fund- LT Capital Ir	\$8,500	\$0	-\$8,500	\$8,500	0%
Prelim.Pier Costs	\$90,000	\$0	-\$90,000	\$90,000	
Pier Costs	\$606,800	\$550,280	-\$56,520	\$606,800	79%
Donations	\$150	\$150	\$0	\$150	100%
East Lyme Taxes	\$6,000	\$5,318	-\$682	\$5,318	89%
Social Events	\$3,000	\$1,921	-\$1,079	\$3,000	64%
Miscellaneous	\$2,000	\$288	-\$1,712	\$2,000	14%
Website	\$800	\$528	-\$273	\$800	66%
ZB/ZBA	\$1,500	\$2,707	\$1,207	\$2,707	180%
Total Other Expenses	\$777,250	\$565,574	-\$211,676	\$777,981	73%
Personnel Services					
Waterfront Supervisor	\$0	\$0	\$0	\$0	
Beach Patrol	\$6,000	\$5,953	-\$47	\$6,000	99%
Medicare	\$950	\$655	-\$295	\$950	69%
Recreation Personnel	\$19,350	\$14,541	-\$4,809	\$14,541	75%
Unemployment Comp.	\$1,000	\$397	-\$603	\$1,000	40%
Association Manager	\$22,000	\$9,167	-\$12,833	\$22,000	42%
Secretary	\$7,000	\$2,971	-\$4,029	\$7,054	42%
Treasurer	\$7,000	\$4,376	-\$2,624	\$8,458	63%
Tax Collector	\$7,000	\$2,333	-\$4,667	\$9,333	33%
Zoning Officer	\$14,000	\$5,833	-\$8,167	\$14,000	42%
Total Personnel Services	\$84,300	\$46,225	-\$38,075	\$83,336	55%
TOTAL EXPENSES	\$970,400	\$678,040	-\$292,360	\$971,138	70%
NET INCOME	\$0	\$154,219	\$154,219	\$1,477	

Cash balance (11/30):	\$353,400	\$353,400
Long term savings	\$95,308	
Current/sweep	\$258,092	\$353,400
Unspent budget (less \$90K)	\$203,098	\$293,098 w/\$90K
Residual cash	\$54,994	\$60,302

Bank Balances as of statements dated :	10/31/2019	Checking and Sweep:	\$429,524
Long Term Savings:			\$95,308
			\$524,832

**Black Point Beach Club Association
Financial Report 2019-2020**

mil rate 1.48
Grand List \$141,133,450
pier mil rate 4.3

	July 1 2019- June 30, 2020 BUDGET	Actual to 31-Dec	Variance from budget	Estimated Year End 6/30	Act % Budget
INCOME					
Fees and Donations					
Zoning Applications	\$10,000	\$6,320	-\$3,680	\$10,000	63%
Rec Program	\$25,650	\$26,178	\$528	\$26,178	102%
Total Fees and Donations	\$35,650	\$32,498	-\$3,152	\$36,178	91%
Grand List Taxes					
Current Year Taxes	\$208,400	\$205,536	-\$2,864	\$208,400	99%
Liens & Interest	\$850	\$1,460	\$610	\$1,460	172%
Prior Year Taxes	\$1,550	\$1,175	-\$376	\$1,175	76%
Total Grand List Taxes	\$210,800	\$208,171	-\$2,630	\$211,035	99%
Other Income					
Club Use Fee	\$1,200	\$400	-\$800	\$1,200	33%
Fund Surplus	\$25,000	\$0	-\$25,000	\$25,000	0%
Allocation from Fund Bal. for Pier Costs	\$90,000	\$0	-\$90,000	\$90,000	
Special Assessment-Piers	\$606,800	\$590,190	-\$16,610	\$606,800	97%
Investment	\$400	\$1,117	\$717	\$1,200	279%
Miscellaneous	\$100	\$1	-\$99	\$100	1%
ZBA Permits	\$450	\$900	\$450	\$900	200%
Total Other Income	\$723,950	\$592,608	-\$131,342	\$725,200	82%
TOTAL INCOME	\$970,400	\$833,276	-\$137,124	\$972,413	86%
EXPENSES					
Contractual Services					
Audit Fee	\$3,500	\$3,500	\$0	\$3,500	100%
Grass Cutting	\$3,100	\$3,400	\$300	\$3,400	110%
Computer Services		\$345	\$345	\$345	
Insurance	\$20,000	\$13,980	-\$6,020	\$20,000	70%
Legal Fees	\$8,000	\$3,915	-\$4,085	\$8,000	49%
Payroll Services	\$1,750	\$1,073	-\$677	\$1,750	61%
Security Patrol	\$5,000	\$3,809	-\$1,191	\$5,000	76%
Recreation Program	\$6,300	\$5,626	-\$674	\$6,626	89%
Total Contractual Services	\$47,650	\$35,648	-\$12,002	\$48,621	75%
Operations					
Clubhouse	\$3,000	\$2,689	-\$311	\$3,000	90%
Grounds Maintenance	\$4,000	\$607	-\$3,393	\$4,000	15%
Liens	\$100	\$10	-\$90	\$100	10%
Playground	\$4,000	\$0	-\$4,000	\$4,000	0%
Supplies	\$2,000	\$489	-\$1,511	\$2,000	24%
Tennis Courts	\$5,500	\$1,829	-\$3,672	\$5,500	33%
Utilities	\$6,600	\$3,359	-\$3,241	\$6,600	51%
Waterfront Maintenance	\$36,000	\$22,065	-\$13,935	\$36,000	61%

**Black Point Beach Club Association
Financial Report 2019-2020**

mil rate 1.48
Grand List \$141,133,450
pier mil rate 4.3

	July 1 2019- June 30, 2020 BUDGET	Actual to 31-Dec	Variance from budget	Estimated Year End 6/30	Act % Budget
Total Operations	\$61,200	\$31,048	-\$30,152	\$61,200	51%
Other Expenses					
Black Pointer	\$3,500	\$3,706	\$206	\$3,706	106%
Capital Expenditures - Curr	\$30,000	\$677	-\$29,324	\$30,000	2%
Contingency Fund	\$25,000	\$0	-\$25,000	\$25,000	0%
Reserve Fund- LT Capital Ir	\$8,500	\$0	-\$8,500	\$8,500	0%
Prelim.Pier Costs	\$90,000	\$0	-\$90,000	\$90,000	
Pier Costs	\$606,800	\$555,580	-\$51,220	\$606,800	80%
Donations	\$150	\$150	\$0	\$150	100%
East Lyme Taxes	\$6,000	\$5,318	-\$682	\$5,318	89%
Social Events	\$3,000	\$1,921	-\$1,079	\$3,000	64%
Miscellaneous	\$2,000	\$290	-\$1,710	\$2,000	14%
Website	\$800	\$540	-\$260	\$800	68%
ZB/ZBA	\$1,500	\$2,939	\$1,439	\$3,000	196%
Total Other Expenses	\$777,250	\$571,121	-\$206,129	\$778,274	73%
Personnel Services					
Waterfront Supervisor	\$0	\$0	\$0	\$0	
Beach Patrol	\$6,000	\$5,953	-\$47	\$6,000	99%
Medicare	\$950	\$715	-\$235	\$950	75%
Recreation Personnel	\$19,350	\$14,541	-\$4,809	\$14,541	75%
Unemployment Comp.	\$1,000	\$397	-\$603	\$1,000	40%
Association Manager	\$22,000	\$11,000	-\$11,000	\$22,000	50%
Secretary	\$7,000	\$3,554	-\$3,446	\$7,054	51%
Treasurer	\$7,000	\$4,959	-\$2,041	\$8,458	71%
Tax Collector	\$7,000	\$2,333	-\$4,667	\$9,333	33%
Zoning Officer	\$14,000	\$7,000	-\$7,000	\$14,000	50%
Total Personnel Services	\$84,300	\$50,452	-\$33,848	\$83,336	60%
TOTAL EXPENSES	\$970,400	\$688,269	-\$282,131	\$971,431	71%
NET INCOME	\$0	\$145,007	\$145,007	\$982	

Cash balance (12/31):	\$344,188	\$344,188
Long term savings	\$95,346	
Current/sweep	\$248,842	\$344,188
Unspent budget (less \$90K)	\$193,162	\$283,162 w/\$90K
Residual cash	\$55,681	\$61,026

Bank Balances as of statements dated :	11/30/2020	Checking and Sweep:	\$269,197
		Long Term Savings:	\$95,346
			\$364,543

From:
Colleen Chapln
Brooke Stevens/Rec Secretary
Brooke Stevens/Rec Secretary
Brooke Stevens/Rec Secretary

Subject:
ZBA Application & Agenda
Dec 10, 2019 ZBA Agenda Posted
ZBA Application
Dec 10, 2019 ZBA Public & Regular Minutes Posted

Action:
See Below
Filed in Town Clerk's office & Posted on website & at Clubhouse
Filed in Clerk's Office for Public Perusal
Filed in Town Clerk's office & Posted on website

BLACK POINT BEACH CLUB ASSOCIATION
TAX COLLECTOR REPORT
1/10/2020

	OPENING BALANCE TO BE COLLECTED	COLLECTED TO DATE	OUTSTANDING BALANCE DUE	NUMBER OF OUTSTANDING ACCOUNTS
REAL ESTATE TAXES	GL 2018 (DUE 7/1/19) \$208,877.51	\$205,865.54	\$3,011.97	Represents 10 outstanding accounts of which one is partially paid of the total 581 properties
SPECIAL ASSESSMENT	GL 2018 (DUE 7/1/19) \$606,873.84	\$595,638.88	\$11,234.96	Represents 16 outstanding accounts of which 5 are partially paid of the total 581 properties
REAL ESTATE TAXES	GL 2017 (DUE 7/1/18) \$196,797.96	\$196,792.43	\$5.53	1 partial payment remaining

1/10/2020

Ruth Ames, CCMC

Job Description – Beach Patrol Position

Beach Patrol Position

Requirements:

- High School Graduate
-
- Must be 16 years of Age
-
- Non-Smoker
-
- Preference will be given to residents of the Black Point Beach Association
-

This is a seasonal, summer hourly position consisting of a 6-Day Work Week, 5 hours per day, weather permitting.

Must be able to work every weekend, with one day off during the week. Work Hours are generally 11:00AM to 4:30PM, however, the association manager will schedule weekly hours.

Work Scope: Monitor and enforce all the rules and regulations of the Black Point Beach Association, as they pertain to the Beaches, Parking Areas, Clubhouse, Boat Docks and Boat Ramps. Refer any issues related to alcohol the association manager.

Every morning you will sweep the stairs and ramps to the beach.

Every hour you will check the right of way and one person will check the parking lot to make sure all vehicles have the parking tag.

Write out a tag for vehicles without beach permits.

Golf carts parking in right of way must have the permit tags also. If a cart has a tag, but is not registered, they get a notification first about getting the cart registered, and then a tag on subsequent violations.

You will walk along the top of the beach south to the end, east to the water, north to the end and west back to your spot, looking onto the beach from all directions for any infractions, approximately every 20 minutes.

You will sit in a location so that you can observe the entire beach area.

You may not read books while working.

You must become familiar with the rules you are asked to enforce. If an infraction occurs, you politely tell the person they are in violation of the rules and please stop. If you get back talk, or no response, call the beach manager for support.

You may not touch or grab or attempt to apprehend anyone while working for the Association.

Please look over your area in the morning for any debris, clothing, or any other material that does not belong, gather it up, throw it out, and put clothing into a lost and found basket.

BPBA ASSOCIATION MANAGER RESPONSIBILITIES

A. Researching bids and acquiring contracts for all outside contractors (beach cleaning, water equipment, tennis courts, police, etc.). solicit and review bids and contract proposals for needed services and materials for presentation to the Board for review and approval.

>> Schedule major cleaning of clubhouse, walls, floors, windows, light fixtures, counters, and kitchen

>>Schedule water turn on for clubhouse with town and plumber if needed

>>Schedule water turn on for tennis court

>>Send out contract for Bonfire DJ, assist with 4th of July picnic and parade

>>Schedule Safe Lawn Irrigation for tennis sprinkler inspection

>>Schedule shutoff of all three in Fall with town, Niantic Plumbing, who has a key, and Safe Lawn

>>Schedule tick spraying, spray prior to club starting

>>Schedule clay court rolling

>>Schedule clubhouse cleaning person for every rental and every day after club

>>Schedule lawn maintenance, go over ROW to be mowed, Cellino takes care of Sea Crest, we send him letter acknowledging we own the property

>>Schedule hard court cleanup, used beach wide cleanup crew of volunteers in 2018

>>Put up tennis nets and benches

>>Schedule kayak placements with Wil Fountain

>>Schedule buoys, floats, docks, ramps, swim lines, geese line placement; used and Sound Marine in 2018. Need new placement of float and geese line and swim line for South Beach, for middle of May

>>Contact ELPD for July and August private patrol on weekends, leave book outside for them Friday and Saturday nights. Ask for 6-10, 7-11 hours

>>Main Beach bonfire, pan to beach, wood, notify ELPD and get signed permit, DJ contact

>>Review tennis contract with committee and bring recommendation to BOG for approval, signature, and check

>>Schedule removal, inspection, and storage of all water craft and equipment at Billow storage

>>Remove kayak racks; clubhouse and White Cap lot

>>Remove tennis nets and benches to garage

>>Harvest sand around middle of November

B. Schedules use of the Clubhouse by Association organizations as well as Clubhouse rental to private parties presenting required insurance

>>Maintain clubhouse calendar and report to Secretary for replacement on calendar, give checks to Treasurer>

>>Return checks to renters upon inspection of clubhouse and grounds after rental

>>Maintain paper goods and cleaning goods for clubhouse

C. Member Liaison

>>Serves as principle contact person for Association members with the Association

>>Assist members in determining the appropriate agency of the Association to handle specific issues, e.g., recreation, zoning, zoning appeals, etc

>>Assists members in the understanding of the rules and regulations of the Association and may enforce compliance with such rules and regulations

>>Respond to member complaints after 5PM about parking and fishing violations

D. Maintenance

>>Oversees the operation and maintenance of all common property of the Association including arranging for repair and/or replacement as required with approval of BOG

>>Makes regular inspections of the Clubhouse to ensure its preparation for daily use

>>Ensures regular maintenance of unpaved portions of Saltaire Avenue

>>See that the flag is put up from Memorial Day to Labor Day

>>Bring to the Board's attention any Black Point property that is in need of repair or replacement or needs attention.

>>See that all railings are in good condition.

>>See that chairs for annual meeting and information meetings are put up and taken down.

>>See that parking areas and Right-of-Ways including the White Cap parking lot are well taken care of.

>>Put clubhouse trash and recycle containers out to curb Monday AM and replace Monday PM

>>Purchase two bags of calcium chloride for clay tennis courts. Roll courts before 8 AM daily, weather permitting. Lock courts at night.

>>Open and close chain at clubhouse for activities, close for club days

>>Weed trim Parisi Pathway and Bay side kayak area

>>Contact town to remove brush along West Lane

E. Duties to Board

>>Provides input to Treasurer for preparation of the Annual Budget

>>Attend all BOG meetings including May and September Annual Membership meetings

>>Prepare monthly report for BOG, summarizing and highlighting major areas of concern

F. Waterfront Responsibilities

Employs summer security and schedules & monitors coverage

Hire Guards – 10:30AM to 5PM

Give Guard hours to the Treasurer

See that the stairs at Indianola and Sea Breeze, plus all ramps and other openings at rights-of-ways are swept by the guards.

Enforce all BPBA rules on waterfront, including beaches, piers, rights of way, parking lots

Check rights of way and White Cap parking lots for unauthorized parking every hour

Schedule beach patrol and supervisor hours and on weekly basis. Notify BOG of same.

Determine need for patrol on inclement weather days and notify staff

Determine work areas for each staff member. Coverage on beaches, piers, ROWs, lots

Daily coverage on Main, Sea Breeze, Sea View. South beach AM and PM checks.

Instruct patrol on keeping up appearance and knowledge of regulations

Address any violations of rules immediately and act in a professional/respectful manner

Personally deal with any difficult issues that may arise

Complete time sheets for patrol and submit to treasurer on a weekly basis

Ensure enforcement of parking stickers using warnings and parking tickets

Log the warnings and tickets in Excel spreadsheets weekly

Personally patrol every beach every day to ensure cleanliness and safety of waterfront

Hold a weekly meeting with and provide incident log to BOG Chair to review any issues, including parking violations

Coordinate with BOG for any special event staffing

Assist members with any concerns and direct them to appropriate authority

BPBA ASSOCIATION MANAGER RESPONSIBILITIES

- Researches bids and acquires contracts for all outside contractors (beach cleaning, water equipment, tennis courts, police, etc). Solicits and reviews bids and contract proposals for needed services and materials for presentation to the Board for review and approval.
- Provides input to Treasurer for preparation of the Annual Budget
- Oversees the operation and maintenance of all common property of the Association including arranging for repair and/or replacement as required with approval of BOG
- Schedules use of the Clubhouse by Association organizations as well as Clubhouse rental to private parties presenting required insurance
- Serves as principle contact person for Association members with the Association
- Assists members in determining the appropriate agency of the Association to handle specific issues, e.g., recreation, zoning, zoning appeals, etc
- Assists members in the understanding of the rules and regulations of the Association and may enforce compliance with such rules and regulations
- Assists with the 4th of July picnic and parade

- Employs summer security and schedules & monitors coverage
- Instructs patrol on keeping up appearance and knowledge of regulations
- Completes time sheets for patrol and submit to treasurer on a weekly basis
- Determine need for patrol on inclement weather days and notify staff
- Makes sure all steps and ramps to beaches are swept on a daily basis
- Holds a weekly meeting with and provide incident log to BOG Chair to review any issues, including parking violations
- Enforce all BPBA rules on waterfront, including beaches, piers, rights of way, parking lots
- Addresses any violations of rules immediately and act in a professional/respectful manner
- Assist members with any concerns and direct them to appropriate authority
- Ensures enforcement of parking stickers using warnings and parking tickets
- Log the warnings and tickets in Excel spreadsheets weekly
- Personally patrols every beach every day to ensure cleanliness and safety of waterfront
- Coordinate with BOG for any special event staffing
- Attends all BOG meetings

BLACK POINT BEACH CLUB ASSOCIATION

Job Description: SECRETARY

The SECRETARY will:

1. Attend all meetings of the Board of Governors and other such meetings as requested by the Board of Governors;
2. Provide Board of Governors a schedule of meetings each year for review and approval: file approved schedule with the East Lyme Town Clerk according to Connecticut State Statute guidelines;
3. Prepare materials for Board of Governors' meetings; post notices and/or agendas of these meetings on website, at clubhouse, and with the East Lyme Town Clerk; take, prepare, distribute and file the minutes of such meetings in accordance with the requirements of the Freedom of Information Act (FOIA);
4. Be knowledgeable about, and keep updated on, FOIA requirements;
5. Pick up mail from Post Office and arrange for distribution of mail received in the name of the Board of Governors. Respond in writing for the Board of Governors as requested by the Board;
6. Maintain records, copy, and distribute such in accordance with FOIA and as directed by the Board of Governors;
7. Research records as directed by the Board of Governors and prepare reports from such research;
8. Update the Association Grand List as required under the direction of the Association Tax Collector;
9. Perform other tasks in this domain as requested by the Board of Governors for the best interests of the Association;
10. Check BPBC e-mail account daily. Acknowledge receipt of all e-mail correspondence (but do not offer comments or responses to e-mails). Forward correspondence to the Board of Governors or other appropriate staff as necessary, and, if needed, Chairperson or Vice Chairperson will respond to e-mails;
11. Draft correspondence on behalf of the Board of Governors (may only be sent with approval of the Chairperson or Vice Chairperson);

12. Maintain the Association's website; administer the Association's social media accounts (only offer replies to questions or comments with approval from Chairperson or Vice Chairperson);

Work year: 12 months

Workday: The time required fulfilling the duties described above