

Hitchcock Lake Improvement Association – Board of Directors
Regular Meeting

February 25, 2019

- I. The meeting was called to order at 7:00 p.m. by President Kathy Mrazik.
- II. Roll Call: Board members present: Robert Browne, Cindy Cayer, Jeremy Chicano, Cheryl Corey, Laurie Greco, David Judd, Kathy Mrazik, Ed Sullivan
Guests: Bruce Corey, Paul Slocum, Jay Barrett
- III. Minutes of Annual Meeting and Meeting following are posted on the website.
- IV. Treasurer's Report
David Judd presented the report dated January 2019.
 - a. Lease Payment of \$500.00 has been made to The Wolcott Land Trust.
 - b. A donation to the Firehouse #1 was made for \$100.00 in thanks for using the meeting space.
 - c. 2019 Bond Insurance of \$359.00 was paid on 1/23/19 and D&O Insurance of \$1,385.00 has been paid. David Judd reported that there has been an issue with payment of the D&O Insurance that he is working to resolve.
 - d. Wolcott Post Office Box was renewed for \$154.00.
 - e. Dave presented an I/O schedule for the Annual Meeting. The costs of the event are shared with the WCLT.
Income from tickets: \$1,500.00
Expenses: \$1,954.29
Payment form WCLT: \$174.25
NET COST: \$270.94
There is a \$30.00 payment currently not recorded in revenue amount that may be applied to dues.
 - f. A \$150.00 membership payment was issued to the Connecticut Federation of Lakes on February 2, 2019.
 - g. A committee of Judy Miceli, David Judd and Dan Dellavecchia conducted an audit on the 2018 financials. They report that all income and expense was properly documented.
 - H. David Judd recommended that the HLIA move funds from a money market (0.15%) account to a short-term CD (2.47%/6mos.) Both the money market and the CD are at Webster Bank.
Motion by Ed Sullivan to invest \$75,000.00 from the money market account in a six-month, 2.47% CD. The motion was seconded by Jeremy Chicano.
Discussion: Members discussed the need for liquidity and determined that at \$75,000/6-month investment allowed for enough ready-cash in in the money market account. There is a penalty for early withdrawal on the CD.
The motion passed.

V. Community Development Committee

President Mrazik announced that Laurie Greco has agreed to chair the CDC committee. Cheryl Corey volunteered to work with Laurie on the committee. Laurie announced that she will call a meeting of the committee shortly to discuss plans for the upcoming season. There was a discussion of interest in selling Hitchcock Lake Sweatshirts. Laurie agreed the CDC will investigate and make a recommendation to the Board.

VI. Environmental & Safety Committee

a. Solitude Contract – The members reviewed the contract from Solitude, Lake Management. It is a one-year contract but Solitude will apply for a three-year DEEP permit on our behalf.

Motion: Rob Browne made a motion to approve the Solitude Lake Management Contract as presented. Cheryl Corey seconded. The motion passed.

b. Causeway Valve & Dams: Motion: Laurie Greco make a motion to create a Causeway Valve & Dam Inspection Committee. Jeremy Chicano seconded. Discussion: The committee is charged with gathering information on the repairs and possible replacement of the valve and dams. There has been some initial work with Fuss & O’Neil Engineering, who requires a contract for approximately \$12,000 to do a full engineering inspection. The valve and dam committee will research and make recommendation to the Board on how to proceed with the projects. Committee members: Rob Browne, Noreo Greco, Jeremy Chicano. The motion passed.

Trees have been cut down (thank you Jeremy Chicano & Tom Tella) on the Central Avenue Dam. The trees have not yet been picked up by the town.

Dam Inspections: WCLT received information from the State regarding this year’s dam inspections. The information only lists two of the three dams on the Lake. Tom Tella, President of the WCLT will follow up with the State and the Town regarding the inspections.

d. Information on feeding water fowl, using fertilizers, and dumping: Laurie Greco agreed to collect information to distribute to the lake community on the issues.

e. CFL Grant: There is a grant available for \$1,000.00. President Mrazik asked if any member is interested in championing the program. The information has been shared with Board members.

f. Mattatuck Beach Opening and Closing Procedures: The Wolcott Parks & Recreation Department is taking responsibility for opening and closing the Beach gates. Representatives from WCLT and HLIA will meet with the mayor and the director of Parks & Recreation to discuss. The HLIA expressed concern over safety and liability for residents using the beach as there is no lifeguard posted.

Correspondence

a. A quad was reported on the ice on the South Lake on 1/19/19. After the report, Lina Marunas sent a general email was sent to remind residents of rules and regulations. On 2/3/19 there was another complaint, a video submitted, and a telephone complaint about a quad on south lake. President Mrazik brought the complaint to the attention of the WCLT President Tom Tella. The WCLT is responsible for winter activities on the Lake.

b. HLIA sent email to HLIA email list (residents) 12/27/18 about release of baby swan that had been rehabilitated and asking residents to not call the FD/911 for rescue attempts when the swan didn't need it. Email was posted on Facebook Wolcott Chats by a lake resident. President Marunas received a call on 12/28/18 from Wolcott Fire Chief Kyle Dunn that the Wolcott fire department was upset about the FB post and concern it reflected badly on the FD. It was explained that was not the intent and the HLIA values the FD's work and service to our community. An email correction was sent to the HLIA community 12/29/18. The HLIA does not post on Facebook.

VII. Old Business

a. Overview view of transition to new Board members and Officers. Attached to these minutes are a document that lists all the items that Former President Marunas transmitted to the current officers. Former President Lina Marunas signed and sent a letter to Webster Bank transferring authority for the accounts to for David Judd (treasurer) and Kathy Mrazik (President).

Lina Marunas has created an operational handbook to ease transitions and document HLIA business operations.

b. Weed treatment open expenditure: There is an open expense of \$115.92 that was allocated for weed treatment at the corner of Pratt and Central Avenues. Members agreed to close the expenditure.

VIII. New Business

a. Bylaws Committee: Motion: Cheryl Corey made a motion to create a bylaws committee consisting of Lina Marunas and Cindy Cayer who will create a first draft document for Board review. The bylaw committee is empowered to communicate with attorney(s) to get estimates on having an attorney review the draft bylaws before adoption. The motion was seconded by Ed Sullivan. The motion passed.

b. Postcard mailing: Cindy Cayer recommended that communication about membership dues and boat stickers be sent by email. She further recommended that all potential members receive a post card announcing the change, collecting emails and helping to identify members who do not have email. Motion: Cheryl Corey made a motion to handle the 2019 membership communication by email and to notify potential members of such with a postcard mailing. Ed Sullivan seconded. The motion passed.

Cindy shared a draft of the membership letter and the postcard with the Board. The postcard will be sent mid-March. The first dues letter will be emailed on April 1st.

c. PayPal: Motion by Laurie Greco to continue with PayPal as an option for payment of dues and other fees. The motion was seconded by Rob Browne. Discussion: There is a 2.9% fee on each PayPal transaction. More members have used the payment method each year. Jeremy Chicano suggested passing the transaction fee to the member. The Board decided to table discussion on passing the fees to members until next year. The motion passed.

d. Sticker Color: The State of Connecticut stickers are red. The Board decided that the HLIA stickers will be green.

e. Dues: Motion made by Rob Browne that the dues are as follows: \$150.00 Lake Resident, \$175.00 Century Member, \$50.00 Off-Lake Resident, \$25.00 Boat Registration Fee. The motion was seconded by Cheryl Corey. The motion passed.

f. April Open House: Open house will be held on April 29, 2019 at 6:00 p.m.

g. Thank you gifts: There are three individuals who have provided exemplary service to the HLIA and the Board would like to provide thank you gifts in recognition of this service. Kathy Mrazik recommended using framed overhead photos of their homes for thank you gifts. Motion: Cindy Cayer made a motion that no more than \$100.00 be allocated for framing three photos to use as thank you gifts. David Judd seconded. The motion passed.

Thank you gift for retiring treasurer: Cindy Cayer made a motion that no more than \$50.00 be spent on a gift for the retiring treasurer. David Judd seconded. The motion passed.

IX. Announcements

a. New residents Paul Slocum and Jay Barrett asked questions about seeking permission to build a deck on their home at 40 Pratt Lane. They have a permit from the town. It was suggested they contact the WCLT.

X. Adjournment

Cheryl Corey made a motion to adjourn. Cindy Cayer seconded. The meeting adjourned at 8:20 p.m.

1. Two Wolcott PO Box keys
2. Two black file boxes of Boat Registration information (one for North, one for South Lake)
3. Two black files boxes (one for insurance documents, and one with Association documents)
4. Stamps: 27 letter forever; and 23 postcard forever
5. Blank "welcome" postcards
6. Misc. copies of waiver, rules and regs, maps, return labels
7. Envelopes #10 (-half 500 box) and small for boat stickers (box 80)
8. Labels-8 sheets of 30
9. Non-motorized stickers
10. Blue document tube with some tax maps and Lake drainage maps from Milone & MacBroom study
11. Lake aerial photos taken in 2011
12. Two coffee pots
13. Three flash drives with back-up of important and more recent documents for the 3 Officers
14. Google Drive upload of documents
15. New copy for HLIA files of "Robert's Rules for Dummies" given to Kathy Mrazik.

Lina Marunas keeping two file boxes of old files from primarily the 1950-70s and some from 1980s and 1990s for scan/upload and filing.

Boxes to shred, all documents currently uploaded to the Google Drive (and more recently also on the web-site back page) including: Minutes/Agendas/Notes from Kim Lumia as Secretary 2009-2010, Lina Marunas as Secretary 2017-2014; Cindy Cayer as Secretary and Lina Marunas as President 2015-2018; additional misc. documents from 2000-2009. Boat and Dues slips from 2009-2018.