

**MINUTES OF THE LAKE CHAFFEE ASSOCIATION BOARD OF DIRECTORS
AUGUST 8, 2007 CHAFFEE HALL 6:30P**

President Chris German called the meeting to order at 6:40pm.

In attendance: Chris German, Jay Schroder, Mary Michaud, Eugenie Bagley (A,) Gerry Dufresne, Debbie Coulombe (A), Laurie Layton, Bob Layton, Dianna Murray, and Ronald LaMonica (A).

Kay Warren (Public to be heard) stated that she would like to make an audio recording of the meeting. Chris German asked if anyone had objections to audio of the meeting being recorded-and no one objected.

It was moved to seat Debbie Coulombe for Tom Martin and Eugenie Bagley for Sandra Moquin and Ron LaMonica for Steve Donnell

It was discussed whether it was necessary to seat to a maximum of 7 members for quorum or 10 members for a full board and determined that we should seat alternates until to a maximum of ten is reached for a full board.

Chris suggested the public be heard first.

Jack Pirzl (P)¹ wanted the record to show that his books were turned over in exemplary condition and that he had always turned back his honorarium.

Carrie Olson (P) made the recommendation that Jack be given a commendation for his bookkeeping through the years and Gerry Dufresne made the motion and Mary Michaud seconded it. Motion passed

Sandy Moquin arrived and recommended Eugenie remain seated as she was on time and Sandy was not.

Steve Donnell arrived replacing Ron LaMonica

Pauline Backhaus (P) asked Chris why the bingo committee or the board were not consulted before the kitchen was shut down.

Chris responded by saying that after viewing the menu and the kitchen-he felt the health inspector would request we either close voluntarily or we would be forcibly closed and incur fines. Chris took the option of closing voluntarily

Gerry Dufresne read from the lake Chaffee bylaws Article IV Sec 3 referring to the duties of the president: *"It shall be the duty of the President to preside at all regular and special meetings of the Association and to preside at all meetings of the Executive Board. He shall, ex-officio, be a member of all sub-committees appointed by said Board, and with the advice, consent and direction of said Board shall perform any and all duties delegated to him..."*

Chris claimed he acted in what he determined to be in our best interests in an emergency situation and said he would do so again.

Kay Warren stated Chris should have called an emergency meeting.

Carrie Olson (P) requested clarification as to what had been done.

It was discussed that Chris deemed the Pirzl Hall kitchen inappropriate for serving and that he met with the sanitation inspector Jeffrey Pulmus and tentatively arranged for an inspection of the kitchen 4:30pm on Thursday Aug 2. Chris said that he was under the impression that this visit was subject to confirmation and that Jay had been appointed to be present on his behalf. The health inspector showed with Mary, Jerry and

¹ (P) = PUBLIC

Kay present but both Chris and Jay were absent.

The first week the bingo committee was shut down Chris opted to purchase sandwiches at Smittys and submitted a receipt to Mary, the treasurer for \$79.68 for which he was reimbursed by Mary.

Carrie Olsen (P) suggested that in the future those types of action should be checked with the board

Steve Donnell reminded Chris that the role of president must be based on the laws of the association

Gerry Dufresne reminded Chris that he had not been advised of the get acquainted meeting of the board members July 24-Chris apologized

Ron LaMonica stated the board of directors had been lax for the last 10 years.

Kay Warren (P) reminded the board that the fund raiser planned for Sat 8/26 would have to be approved by board as we have insurance that allows us to use the hall 60 times a year

SECRETARYS MINUTES

The minutes from the previous LCIA board meeting of July 11,2007 were discussed and it was mentioned by Bob Layton that the letter from the law firm of Goodwin and Paul as a result of the meeting between Attorney Jo Anne Paul and Laura Koropatkin & Kay Warren should be included in the minutes as it was read to the board during the July 11th Board Meeting. Gerry Dufresne made the motion and Debbie Coulombe 2nd and the motion was passed to amend the minutes to include the letter.

TREASURER'S REPORT

Mary Michaud presented a proposed budget for August 1, 2007 thru July 31, 2008.

Mary pointed out that honorariums had been removed from the proposed budget.

Back taxes were discussed: they are continuing to be pursued. Two more had paid

Jack discussed the fact that over \$38,000 had been forgiven over the years-anything over 15 years. A motion was made by Mary and seconded by Debbie to continue working to collect these taxes-motion passed. Kay Warren indicated that anyone owing \$131.25 or more were sent letters

It was discussed if it was legal to publish names of people who had not paid

The discussion focused on whether we are a municipality or private corporation.

Chris said it was a 20-year-old opinion and that according to the General attorney for the Secretary of State (not identified by name) we are not a municipality and the state police do not recognize us as such.

Bob Layton quoted Attorney William Breetz (President, CULI) as stating we are a political subdivision of the state of Connecticut

Gerry Dufresne stated that in 1990 the Ashford town constable position had been eliminated and that he attended classes and graduated to be a constable under sec 6-special act 86 in 1991

Chris said we are to contact Bill Shemansky at state police barracks with any issues.

Laurie Layton stated she contacted state police and was told by dispatcher who had Bill standing in front of her that Old Town Rd and Lakeview would be viewed favorably by state police-but disputes of trespassing on the lake, minor problems on the beach, and minor problems on association roads should be directed to

our Lake association policing--then if they cannot be resolved they should be brought to the state police by the lake association constable.

BACK TO TREASURERS BUDGET

Bob Layton suggested the proposed expenses for the Web be left at the past year's \$36 and that website income of \$50 be removed.

Debbie Coulombe again raised honorarium issue being taken out of proposed budget without a vote.

Laurie Layton made the motion to eliminate the honorariums as the by- laws [Article IV, Section 7] specifically state that officers should not be paid. Bob Layton seconded and the motion passed with a 4 to 3 vote and three abstentions.

Discussion was made about roads vs. beaches in budget. Jerry made the motion that the beach budget be decreased to \$1500-Debbie seconded. Motion passed

Kay Warren observed that at the June 24 membership meeting it was agreed that all back taxes collected would go to grading and aggregate on the roads

A motion was made by Gerry Dufresne to accept the proposed budget and Bob Layton seconded. Motion passed

ACTUAL BUDGET

Debbie Coulombe asked that the record show that the budget reflected a \$10,843.67 surplus and that it was turned over in good condition and good standing.

Debbie also asked that it reflect that Chris German's sandwich reimbursement of \$79.68 was outside his authority and made without the acknowledgment or sanction of the board.

Bob Layton motioned we accept the actual budget and Dianna Murray seconded. Motion passed.

REPORTS

HOLIDAY BAZAAR CHAIR -- KAY WARREN: Scheduled for 11/10/07. Needs volunteers.

BINGO CHAIR -- JACK PIRZL: Last week 39 people, \$215, \$43 sealed tickets, \$40 gross on kitchen items needs more workers-

Chris suggested he call down the list to find out who has state license numbers and would be willing to volunteer.

Chris said he could not volunteer until the fall and it would be in the capacity of kitchen or clean up. Also that he is fundamentally oppose to gambling of any sort

It was observed that the hall is beginning to look very untidy-needs to be cleaned weekly and volunteers were needed for toilets, lawn mowing etc. Sandra and Eugenie volunteered.

Chris was asked if new committee chairmen would be appointed at this meeting. He suggested the next public meeting and was told that that is the budget meeting so he suggested September board meeting and was looking for people to come forward if interested.

CONSTABLE -- GERRY DUFRESNE: Quiet in neighborhood. He is continuing to patrol.

It was discussed that we should call 911 per state police per Chris.

Laurie Layton reminded Chris again of her conversation with state police the proceeding week.

It was decided to table conversation about constable and it was voted to affirm Jerry in the position of constable for the time being.

ROAD CHAIRMAN -- JERY DUFRESNE: It was discussed that a bush on the corner of Lakeview and Rt 89 was blocking view. It was recommended that Jerry speak to owner of bush to express concerns of safety

Laura Koropatkin (P) asked what was done on roads and cost. Jerry said that grading was done and it cost \$1100 he said quotes have gone out in past for plowing and people never get back to us. Bob Campbell is doing it now. Jay Schroder suggested that he would like to put in a bid and asked if that would be ok. There were no objections.

Jerry indicated the roads are graded two times a year.

Laura Koropatkin reminded us we need to go back to the motion at the June meeting stating that all back taxes would go to road fund.

Jay Schroder mentioned getting together a tree trimming committee. He has some volunteers lined up and a wood chipper. Would cost about \$150.

ENVIRONMENTAL COMMITTEE --DIANNA MURRAY: Has gone snorkeling to see the quality of the bottom.

She says the DEP recommends that lake bottoms be covered 20-40% by weeds for aeration and habitat. She estimates that we have 40-50% coverage.

DEP should be coming out within the week.

She recommended if we pull any weeds, remove them from the water.

She was concerned by the smell of sulfur in the cove by the boat launch.

She was also concerned by seeing white pvc pipes leading into the lake.

The latest water test by Columbia Environmental Lab was read-Coliform count at Main Beach and Mothers Beach was less than 20 per 100ml; Swing Island was 10 /100ml. State of Connecticut maximum allowable is 235/100 ml so we have excellent readings. Samples were taken 7/10/07 and Dianna indicated she had just turned in another set of samples this week

NEWSLETTER -- KAY WARREN: Newsletter-needs to go out this week. Anyone with anything needs to get to Kay by Monday 8/ 13/07.

CORRESPONDANCE

None mentioned

OLD BUSINESS

None mentioned.

NEW BUSINESS

Large turtles spotted-it was reported that one turtle seemed aggressive.

Discussion of kitchen health inspection and menu alteration. Mary reported that the health inspector indicated we need a QFO –qualified food operator- -\$145 class to take. Kay Warren plans on taking class then she can teach

designated alternates. It was also recommended we use present sink for hand washing and would need to install a 3 bay sink-the oven was okay but would need sanding and repainting of the rust areas-the refrigerator was ok-Kay Warren and Dianna Murray volunteered to get estimate for repairs. Refer to attached Minutes of Meeting with Jeff Polhemus, R.S. Sanitarian II provided by Mary.

Beach clean up and repair and permitting costs were discussed-Jay Schroder indicated \$90 permit for changing sand and this needs to be done in Fall. It has to be done at one time-silt fences will be used. This was for the main beach. He estimates three truckloads of sand are required and felt it could be done for approx \$1000. We were reminded that the proposed beach budget is \$1500 of which \$300-400 is allocated for the porta potty.

Jay Schroder and Chris German discussed possibility of fishing derby 9/9/07 sponsored by Ralph's Bait Shop. Bob Layton objected to the appearance of the LCIA board sanctioning the existence of Ralph's Bait shop despite the fact that the bait shop exists in violations of the restrictive covenants on our deeds and that we should do nothing that makes it appear as though the board sanctions that violation. He observed that that the Town of Ashford ignored our covenants by allowing Ralph's Bait shop to be permitted. It was decided that Ralph could personally volunteer just as any other member, but that a sponsorship by the shop would not be appropriate. Steve Donnell and Dianna Murray both reminded Chris and Jay that this was not personal but a protection for the board.

The meeting was adjourned at 10:35p with the motion being made by Dianna Murray and seconded by just about everyone.

RESPECTFULLY SUBMITTED

Laurie Layton-Secretary

**Minutes of Meeting with
Jeff Polhemus, R.S. Sanitarian II**

Meeting took place at Chaffee Hall on Thursday August 2 2007 at 5:p.m.

Discuss ways to improve our kitchen facilities to get a Food License.

1. General - Train a QFO (Certified Quality Food Operator person) this insures that someone in the association has been certified to sell food in the kitchen. Also, if the qualified food operator is not present, then the QFO shall designate an alternate person who has complied with Section 19-13-B43 (s) (6) to be in charge at all times when the qualified QFO cannot be present. The QFO food operator is a full-time position. The QFO must ensure training of food preparation personnel.
2. We need a three bay sink. Sinks must be big enough to accommodate the largest pan being used.
3. We need a single sink used for hand washing only. No dishes or pots can be washed in this single sink.
4. We need a faucet long enough to accommodate the three bay sink.
5. Septic System (holding tank)that we have presently can only accommodate 60 days out of a year of kitchen use. Example: Bingo once a week would occupy 52 days, Bazaar would be another function. Renting the hall is out of the question with this present holding system.
6. Refrigerator is ok for what we are using it for now. However, the seal must be fixed.
7. Stove is ok, however all rust must be removed and repainted with appliance spray paint. Clean and in good condition.
8. We also need a stainless steel table for food preparation.
9. Coffee can not be served until we get a food license. We can purchase coffee already made. Using no cream or milk. Cremora and sugar packets are o/k.
10. Bake goods do not need a license; however, Custard pies or anything that has to be refrigeration is not recommended.
11. Discussed Pot Luck Suppers. We do not need a license to have a Pot Luck supper, but nothing can be cooked in the kitchen. Every association member has to bring it that night.
12. Water Heater: Tank must be big enough and strong enough to get the water at least 110F or higher.
13. We can get two temporary food permits per year without a license. However, all food must be cook on the premises.
For example: I will get a temporary food permit for the coming bazaar this year. However, the Chili and Clam Stew will have to be made on the premises. Cost for the temporary permits are \$30.00
14. Cleaning Agent & Sanitizing Agent: Must be purchase for commercial use only. Clorox is not a good cleaning and sanitizing agent.
15. Counters must be replaced with durable and cleanable Formica tops. Tiles over the present sink needs to be grouted and cleaned.
16. All the above issues have to be met before any food can be sold at Bingo or any other function. At Bingo, package food such as chips, popcorn, and candy bars can be sold. Also baked goods. However, you would have to get every member to bake for the

evening. You cannot buy a large long grinder and slice it to sell individually. Pizza can be purchased and sold within 1 hour of bringing it to the hall without a license.

16. Plan review guide was sent to me by Jeff Polhemus. I'm forwarding the guide to the President Chris German.

Mary Michaud