



PINE ORCHARD ASSOCIATION
Branford, Connecticut

**NOTICE: PINE ORCHARD ASSOCIATION
EXECUTIVE BOARD MEETING
MONDAY May 5TH 2025 AT 7PM
AGENDA NOTED BELOW**

At the call of the President, The Pine Orchard Executive Board will hold its May 5th Executive Board Meeting at the POA offices at 180 Pine Orchards Road and via Zoom on Monday May. 5th, 2025, at 7PM. All are welcome to attend.

- 1) Call to order**
- 2) Approve minutes from March, 10th, 2025 Executive Board Meeting**
- 3) Officers and Committee Reports**
 - **By Laws – David Scheer, bylaws**
 - **Treasurer – John Grathwol, Budget Report**
 - **Tax Collection - John Grathwol**
 - **Zoning - Matt Barez & Thomas Roche**
 - **Nominating - George O’Dowd**
 - **Building - Andrew Ruff**
 - **Waterfront - David Silverstone, Karen Jubanyik**
 - **Office Manager - Peter Robinson**
 - **Other Issues**
- 4) Old Business –**
- 5) New Business – (1) Set mill rate for 2025/26 TAX season (2) Board focus group discussion**
- 6) Public Comments**
- 7) Executive Session - (optional) to discuss POA issue in above items**
- 8) Public Comments**
- 9) Adjournment.**

Meeting ID: 878 9452 9415
Passcode: 242489

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Pine Orchard Association | 180 Pine Orchard Road | Branford, CT 06405 US

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Pine Orchard Association Executive Board Meeting Minutes

Date: 5 May 2025

Location: Pine Orchard Association Building

1. Call to Order

The meeting was called to order by the Vincent Giordano, President.

A quorum was established by Kerri Beckert, clerk. Board members present: Vincent Giordano, John Grathwol, Kerri Beckert, David Scheer, George O'Dowd, Niall Ferguson, Andrew Ruff, Thomas Roche, Frank Telo, Karen Jubanyik, Matt Barez. Absent: David Silverstone.

2. Approval of Minutes from March 10, 2025

Motion was made by Kerri Beckert and seconded by Tomas Roche to approve the minutes of the March 10, 2025, Executive Board Meeting. Motion carried unanimously.

A motion was made by David Scheer and seconded by Thomas Roche to add Attorney Peter Berdon to the agenda. Motion carried unanimously.

3. Officers and Committee Reports

- Bylaws – David Scheer reported that a full review of bylaws and charter was completed recently. Suggested updates were made related to communication responsibilities. No major charter changes recommended. All board members are encouraged to become familiar with the current bylaws.
- Beautification – David Scheer reported that work was planned for Spring Rock and other areas including erosion control, ground cover, and lawn maintenance. Delays in execution due to limited response from Town of Branford. Concrete curbing at the Sprig Rock Road beach access and local paving projects are expected shortly.
- Treasurer – John Grathwol presented the budget and current finances. Key topics included tax collection near projected targets, planned building repairs, and legal expenditures. There was discussion on keeping a \$100,000 reserve fund as a prudent 'rainy day' measure. A detailed proposed budget for 2025/2026 was presented, including a mill rate discussion.

A motion was made by Karen Jubanyik and seconded by Frank Telo to set the 2025-26 mill rate at 3.25%. The motion carried unanimously. • Tax Collection – Office Manager Peter

Robinson reports all necessary administrative steps will be taken with the town clerk and tax collector.

- Zoning – Matt Barez reported on behalf of himself and Thomas Roche that three permits issued. Additional applications pending. Lower revenue noted compared to past seasons.
- Nominating – George O’Dowd reported two nominations for one open board seat. More outreach may be needed for future years.
- Building – Andrew Ruff noted rodent remediation efforts and proposed investment in a heat pump system. Concerns raised about safety and rental terms of the lower-level garage space. Motion passed authorizing the Building Committee to renegotiate terms, ensure fire safety, and consider market-appropriate rent.
- Waterfront – Karen Jubanyik reported that work has been completed on several key sites including Island View and Crescent Bluff. Discussion held on repairs and access rights at Selden Avenue. Vincent Giordano said that he had a quote to fix the stairs at the Selden Avenue access for \$12,800. A Motion was made by Niall Ferguson and seconded by Matt Berez passed to approve this expenditure and continue with repairs, pending informal confirmation from the adjacent landowner. The motion passed unanimously.

4. Old Business

Ongoing efforts around building maintenance, garage use, and property access were reviewed.

5. New Business

- A board retreat/special meeting was scheduled for June 2, 2025.

6. Public Comments

Comments by resident Barbara Seggese about Selden Avenue access.

7. Executive Session

The Board entered executive session. No public report was issued, no actions taken.

8. Additional Public Comments

Issues related to blighted properties a 301 Pine Orchard Rd and potential inaction by the town's blight officer were raised by Matt Barez.

9. Adjournment

Motion to adjourn was made by David Scheer and seconded by George O'Dowd. Meeting adjourned. Respectfully submitted,

Kerri Costigan Beckert, clerk

Pine Orchard Association.

May 6th 2025.

Pine Orchard Association Treasurer's Budget Report Januaryr 2025
Current Approved Budget vs. Expenditure Activy YTD
as of 4/30/2025

	Approved Budget FY 24/25	Budget Activity YTD	\$ Remain. Budget	% Remain. Budget	
RECEIPTS					
Tax Collections	\$ 96,878	\$ 98,492	\$ 1,614	-2%	<<< Complete
Rent	\$ 5,200	\$ 5,200	\$ -	0%	
Building & Permit Fees	\$ 5,700	\$ 3,325	\$ 2,375	42%	
Other Income (Int., Books)	\$ 55	\$ 42	\$ 13	23%	
Use of Funds/Savings	\$ 17,000	\$ -	\$ 17,000	100%	<<< Not needed!
Total	\$ 124,833	\$ 107,060	\$ 17,773	14%	
DISBURSEMENTS					
Security	\$ -	\$ -	\$ -	-	
Shorefront Maintenance	\$ 60,000	\$ 8,820	\$ 51,180	85%	<<< About \$30K paid, not hit yet.
Building Maint/Utilities	\$ 9,000	\$ 7,295	\$ 1,705	19%	Aprox. \$12.8K TBD.
Property Improvements	\$ -	\$ -	\$ -	-	
Office/General	\$ 18,000	\$ 14,592	\$ 3,408	19%	
Insurance	\$ 7,800	\$ 4,651	\$ 3,150	40%	
Legal**	\$ 17,750	\$ 2,530	\$ 15,220	86%	<<< About \$15K savings expect'd
Zoning	\$ 5,000	\$ 1,400	\$ 3,600	72%	
PO Web	\$ -	\$ -	\$ -	0%	
Ann. Acctg /Tax Software	\$ 4,400	\$ 4,973	\$ (573)	-13%	
Beautification Com.	\$ 3,500	\$ -	\$ 3,500	100%	
Sidewalks	\$ -	\$ -	\$ -	-	
Total	\$ 125,450	\$ 44,261	\$ 81,189	65%	
NET INCOME (LOSS)	\$ (617)	\$ 62,799	N/A		

Account Balances	
As of 4/30/2025	
BOA checking	\$104,558.64
BOA Savings	\$67,874.92
BOA total balance	\$172,433.56

* The planned transfer of \$17,000 from BOA saving, to BOA checking, has not been made.

Pine Orchard Association Treasurer's Budget Report Jan. 2025
POA FY 24/25 Budget vs. Prior Year Actuals

	FY 22/23	FY 23/24	FY 24/25	FY 25/26
	Actuals	Actuals	Est. Actuals	Prop. Budget
	6/30/2023	6/30/2024	5/13/2025	5/13/2025
	Mil rate 4	Mil rate 5	Mil rate 5	Mil rate 3.5
RECEIPTS				
Tax Collections	\$ 77,036	\$ 96,860	\$ 98,492	\$ 114,010
Rent	\$ 5,800	\$ 4,600	\$ 5,200	\$ 5,200
Building & Permit Fees	\$ 7,850	\$ 4,375	\$ 5,000	\$ 5,000
Other (Int. inc., Other)	\$ 94	\$ 27	\$ 47	\$ 43
Use of Funds/Savings	\$ 60,500	\$ -	\$ -	\$ 12,500
Total	\$ 151,280	\$ 105,862	\$ 108,739	\$ 136,753
DISBURSEMENTS				
Security	\$ -	\$ -	\$ -	\$ -
Shorefront Maint.	\$ 63,420	\$ 42,408	\$ 51,370	\$ 50,000
Building Maint/Util.	\$ 9,226	\$ 15,450	\$ 9,000	\$ 15,000
Property Improv.	\$ -	\$ -	\$ -	\$ -
Office/General	\$ 17,266	\$ 19,159	\$ 18,000	\$ 18,000
Insurance	\$ 7,846	\$ 7,862	\$ 7,800	\$ 7,800
Legal**	\$ 41,872	\$ 15,544	\$ 2,530	\$ 33,000
Zoning	\$ 4,960	\$ 4,580	\$ 5,000	\$ 5,000
PO Web	\$ -	\$ -	\$ -	\$ -
Acctg. /Tax Tech.	\$ 4,064	\$ 4,135	\$ 4,400	\$ 4,400
Beaut. Commit.	\$ 1,019	\$ 327	\$ -	\$ 3,500
Sidewalks	\$ -	\$ -	\$ -	\$ -
Total	\$ 149,673	\$ 109,465	\$ 98,100	\$ 136,700
NET INCOME (LOSS)	\$ 1,607	\$ (3,603)	\$ 10,639	\$ 53

Account Balances	
	As of 4/30/2025
BOA checking	\$104,558.64
BOA Savings	\$67,874.92
BOA total balance	\$172,433.56

* The planned transfer of \$17,000 from BOA savings, to BOA checking, has not yet been made.

2025/26 Mil Rate Sensitivity Analysis

2025/26 Market Valuation

A	2025 Taxable Assessment of District 5 parcels (After 70% assessment rate)	\$	327,368,600
B	2025 Exemption valuation of District 5 parcels	\$	(1,624,500)
C	Baseline 2025 POST EXEMPTION Assessment of D5 parcels	\$	325,744,100

POA District 5 Estimated Tax Revenue by Mil Rate Options :					
	Assess. *	Mil Rate	=	2025/26 Tax Rev.	Y/Y
Mil rate 5	E *	0.000500	=	\$ 162,872	65.4%
Mil rate 4.5	E *	0.000450	=	\$ 146,585	48.8%
Mil rate 4.25	E *	0.000425	=	\$ 138,441	40.6%
Mil rate 4.0	E *	0.000400	=	\$ 130,298	32.3%
Mil rate 3.5	E *	0.000350	=	\$ 114,010	15.8%
Mil rate 3.25	E *	0.000325	=	\$ 105,867	7.5%
Mil rate 3.0	E *	0.000300	=	\$ 97,723	-0.8%

Office Manager Report for March and April 2025

- 1) **POA Tax Collection: - Once the Mill rate is approved I will....**
 - a. Instruct The Tax Collector to submit an email to QDS at TaxSupport@QDS.BIZ with the approved mill rate
 - b. Notify the Branford Town clerk and TAX Collector of the new rate
 - c. Take an inventory of windowed envelopes for mailing
 - d. On or about May 30th and again on June 30th I will publish a legal notice concerning the mill rate and taxes
 - e. On or about May 30th, I send an email to all DISTRICT 5 residences reminding them of when bill will be mailed and when they are due and fines if not paid on time.
 - f. Close out the 2024/25 tax records with QDS and Submit the ***Final Posted Rate Book Transmittal form.***
 - g. Taxpayer bills will be physically mailed no later than 10 days after July 15th 2025 of the current year as outlined in our Charter.

- 2) **Zoning: Defer to Matt Barez and Thomas Roche**

- 3) **POA Office:**

Outreach:

 - a. We have 76% coverage via email for all POA residences (510 emails).
 - b. I continue to get back to 90% of the POA inquiries within 24 hours.
 - c. Sent out no welcome letters this period.

- 4) **Building:**
 - a. Contacted a pest control company to quote for abatement of mice as well as blocking access.
 - b. Contacted a cleaning service to do a deep cleaning of the building.
 - c. I have separated the MS cloud account for the POA

- 5) **Community:**
 - a. Will continue to support the Union Chapel with email announcement of their 2025/26 events.
 - b. *Neighborhood Secure* webpage is up to date. No new activity since Nov. 6th 2024 on SRR.