



PINE ORCHARD ASSOCIATION
Branford, Connecticut



PINE ORCHARD ASSOCIATION BOARD MEETING NOTICE

Monday, January 04, 2021 @ 7:00 PM

At the call of the President, Robert Dahill, there will be a meeting of the Board of the Pine Orchard Association using the Zoom Application.

SEE INSTRUCTIONS & LINK BELOW

Public Hearing Agenda.

1. ***HEARING POSTPONED TO MONDAY MARCH 1, 2021*** To receive and consider public comments and testimony concerning a proposed amendment to the Pine Orchard Association Zoning Ordinance to allow patios within the property set back lines. (A copy

of the proposed amendment will be on file in the POA offices, the Office of the Town Clerk of the Town of Branford and posted on the POA website, www.poa-ct.org at least 10 days prior to said meeting)

Meeting Agenda:

1. Call to order
2. Approval of Minutes of Sept 14, 2020 Meeting
3. Communications: **A.** The Branford Police Department will update the POA on vehicle security and answer questions **B.** Tom Brocket will updated the POA on pending and executed issues before the Branford RTM
4. Nominations to fill a vacancy for an Alternate position on the ZBA
5. Treasurer's Report (Linda)
6. Committee reports:
 - A. **By-Laws** (M. Law, R Seligon)
 - B. **Nominating** (R Sandler)
 - C. **Municipal /Community Liaison** (B. Calderone, S. Hersham)
 - D. **Long Range Planning** (L. Sachs)
 - E. **Waterfront: Maintenance & Access** (R Sandler)
 - F. **Building Maintenance** (J Thomas, S Hersham)
 - G. **Zoning / Chapel Liaison** (D. Greenalch)
 - H. **Tax Collector** (L. Farber)
 - I. **Beautification** (P. Taylor, B. Dahill) - Art in the Park Update
 - J. **Municipal Liaison** – (Bruce Caldarone, Seth Hershman) - Route 146 Corridor Study SCRCOG and sidewalks
7. To receive and schedule for public hearing a proposed amendment to the Pine Orchard Association Zoning Ordinance to allow patios within the property set back lines.
8. New Business: POA Boat Mooring Discussion
9. Office Manager: Peter Robinson Report - Budget analysis, Tax Collection, Procedures manual, ZBA update.
10. Adjournment

Note: Remaining 2021 Meeting Dates: - Monday, March 1, 2021,
Monday, May 3, 2021, POA Annual Meeting held on Monday July 5, 2021

ZOOM MEETING DETAILS

Once you enter the zoom meeting, please mute your microphone (icon in lower left hand corner) and un-mute only when you are given permission to speak by the moderator. When you do speak, start by stating your name and street address.

Topic: January POA Board Meeting

Date: Monday Jan 4th 2021

Time: 7:00 PM

Meeting ID: 862 3014 3545

Passcode: 006183

Dial by your location

+1 312 626 6799 US (Chicago)

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Find your local number: <https://us02web.zoom.us/j/kbnTShOonF>

[Click HERE to join Meeting](#)



Robert Dahill
President, POA Executive Board



Executive Board of the Pine Orchard Association

January 4, 2021

At the call of the President, the meeting of the Executive Board of the Pine Orchard Association was conducted via the Zoom videoconferencing Application.

Board members present: Robin Sandler, Robert Dahill, Dick Greenalch, Peggy Haering, Linda Sachs, Len Farber, Seth Hershman, Bruce Calderone, Peg Taylor, Mark Law, Ray Seligson.

Absent: Joe Thomas

Agenda Item 1. The meeting was called to order at 7:00 p.m.

Agenda Item 2. Upon motion and second the of Minutes of the Sept 14, 2020 Executive Board Meeting were approved.

Agenda Item 3. Communications:

A. Branford Police Chief Jonathan Mulhern and Deputy Chief John Alves attended the meeting update the community on vehicle security. Chief Mulhern said that Connecticut leads the Northeast on the number of cars stolen. Branford is not an outlier. Last year 36 vehicles were stolen, and it is anticipated that 69-70 will be stolen this year. Most of the thefts occur in the overnight hours, and 98% of the vehicles stolen had keys in them. Chief Mulhern warned that people need to change their ways. He characterized the vehicle thefts as crimes of opportunity, with low probability of arrest. Many of the perpetrators are juveniles. The police arrested one juvenile who was found to have at least 25 stolen car cases. Police are prohibited from chasing stolen vehicles. Chief Mulhern warned that if you see someone entering your car call the police; do not confront them.

B. RTM member Tom Brockett updated the POA on pending projects before the Branford RTM. These include working on a blight ordinance and addressing environmental concerns about the Atlantic Wharf project at Meadow and Montowese Streets. The RTM has directed the property owner to cover the debris piles on the site. There is pending litigation and the court has given the parties additional time to settle their disputes. Otherwise, the case will go to trial in July. Tom stated that the Limewood Avenue sea wall repairs will be delayed due to a requirement to update the design. The State has allocated some funding for review and planning of State Route 146 as it runs through Branford and Guilford. The Route 146 study will not address sidewalks or cross walks.

Agenda Item 4. There is a vacancy for an alternate position on the ZBA. Vining Bigelow has volunteered to serve. Upon motion and second, the Board voted to approve Vining's appointment as an Alternate.

Agenda Item 5 Treasurer's Report Linda Sachs presented her report. Tax collections are at 100%, and the number of building permits for the year has increased. The POA's

budget for the year is on track. There are no new bills for shorefront or maintenance. Robin Sandler asked whether Linda had any concerns about the office budget; Linda responded that there had been expenditures for new computer equipment, but said she had no concerns. Bob Dahill asked all committee heads to submit information about projected expenses so that we could work on a long-term budget for the Association.

Agenda Item 6. Committee reports:

A. **By-Laws** (M. Law, R Seligson) Mark said that he and Ray had reviewed the By-Laws and have proposed modifications on a process for breaking tie votes and addressing conflicts of interest.

B. **Nominating** (R Sandler) Robin reported that there will be 4 vacancies on the Board at the next Annual Meeting. Robin will be leaving the board due to term limits. He will research what effect a Board member's serving a partial term will have on term limits. At the March meeting we will form a committee to review nominations.

C. **Municipal /Community Liaison** (B. Calderone, S. Hersham) Bruce reported that the cost of moving ahead with the sidewalk project would be substantial and we need to get some commitment from the Town of Branford for support. The cost of the project is too high for us to go it alone. Bruce and Seth will work on a game plan. We also need to decide what the next step would be if we installed a first section of sidewalk from Triangle Park to Mirror Lake.

D. **Long Range Planning** (L. Sachs) The goal is to provide a cushion in the event that costs increase. Linda and the President encouraged the committee chairs to provide input.

E. **Waterfront: Maintenance & Access** (R Sandler) Robin reported that repairs were made to the access point on Island View Avenue. The stairs on Spring Rock Road are finished and the railing will be installed this weekend. We are still attempting to resolve the Crescent Bluff litigation.

F. **Building Maintenance** (J Thomas, S Hersham) Seth reported that the driveway status will be reassessed in the spring. We have a quote for outdoor lighting at the front of the headquarters building. The installation of lighting for the parking lot will take place in the spring.

G. **Zoning / Chapel Liaison** (D. Greenalch) Dick reported that the Board decided to move ahead with consideration of an amendment of the Zoning Ordinance to be presented at the March meeting. Barbara Colley updated the Board on the progress of the Pine Orchard Chapel restoration. She said that the concrete has been poured and all excavation has been completed. The structure will be lowered onto its new supports by January 15.

H. **Tax Collector** (L. Farber) Len reported that all taxes had been collected with the exception of about \$300 outstanding.

I. **Beautification** (P. Taylor, B. Dahill) -Bob Dahill reported that the Art in the Park project is still under review. We have approval to work with BACA; however, there are special insurance requirements for such installations, and we need to find affordable coverage.

J. **Municipal Liaison** – Bruce Caldarone and Seth Hershman discussed the Route 146 Corridor Study SCRCOG and sidewalks

Agenda Item 7. To receive and schedule for public hearing a proposed amendment to the Pine Orchard Association Zoning Ordinance to allow patios within the property set back lines. Public hearing to be held on March 1, 2021.

Agenda Item 8. New Business: POA Boat Mooring Discussion. Bob Dahill reviewed the history of the POA’s moorings near the breakwater at the end of Island View Avenue. He said that the area had not been dredged for years and it is difficult to use the breakwater to get to the moorings. Bob recommended that the Association cease offering moorings.

Agenda Item 9. Office Manager’s Report – Peter Robinson reported that he has been arranging for installation of the lights on the front of the Headquarters Building. In the past month he delivered documents responsive to a Freedom of Information request from Rich Colbert concerning last year’s election during the Annual Meeting. He has been working on the Budget analysis, creating a procedures manual, and assisting the ZBA update.

Agenda Item 10. Adjournment. Upon motion and second the meeting was adjourned at 8:17 p.m.

Note: Remaining Meetings -

Monday, March 1, 2021,

Monday, May 3, 2021,

POA Annual Meeting, Monday July 5, 2021

All future meetings will be held at 7:00 PM at the Pine Orchard Association office, 180 Pine Orchard Rd or by the ZOOM application

Documents received:

Treasurer’s Report

Office Manager’s Report

Respectfully submitted

Margaret E. Haering, Clerk

Pine Orchard Association Treasurer's Budget Report
as of 1/1/2021

	Approved Budget 1-Jul-20	Budget Activity Year to Date	Budget Remaining Year to Date	% of Budget Rec/Dsbrmnts Year to Date
RECEIPTS				
Tax Collections	\$ 76,506	\$ 74,122	\$ 2,384	97%
Rent	\$ 4,000	\$ 4,000	\$ -	100%
Building & Permit Fees	\$ 4,000	\$ 7,300	\$ (3,300)	183%
Other (Interest, Moorings)	\$ 735	\$ 401	\$ 334	54%
Use of Capital Savings	\$ -	\$ -	\$ -	
Total	\$ 85,241	\$ 85,822	\$ (581)	101%
DISBURSEMENTS				
Security	\$ -	\$ -	\$ -	
Shorefront Maintenance	\$ 10,000	\$ -	\$ 10,000	0%
Building Maint/Utilities	\$ 14,000	\$ 4,361	\$ 9,639	31%
Property Improvements	\$ -	\$ -	\$ -	
Office/General	\$ 17,000	\$ 10,958	\$ 6,042	64%
Insurance	\$ 9,000	\$ 3,261	\$ 5,739	36%
Legal	\$ 11,200	\$ -	\$ 11,200	0%
Zoning	\$ 5,500	\$ 3,380	\$ 2,120	61%
PO Web	\$ 100	\$ -	\$ 100	0%
Acctg Annual Review	\$ 4,200	\$ 2,430	\$ 1,770	58%
Beautification Committee	\$ 4,500	\$ -	\$ 4,500	0%
Sidewalks	\$ 4,200	\$ 4,200	\$ -	100%
Total	\$ 79,700	\$ 28,590		36%
NET INCOME (LOSS)	\$ 5,541	\$ 57,232		

Account Balance as of 1/1/2021	
BOA checking	\$67,427.65
Less outstanding checks	\$460
BOA net balance	\$66,967.65
BOA Savings	\$77,360.67 Opened 12-2012
BOA 13-mo CD	\$50,643.25 Opened 02-2020
Total "cash available"	\$194,972

Delinquent Report

ATTN: TAX COLLECTOR As Of Date 01/04/2021 Cash Type : All

Date: 01/04/2021 Page: 1

Conditions : Year 2004 To 2019 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All

Bill #	S-D	Name	TOT Tax	TOT Adj	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Bint Due	Total Due
2019-01-0001547	5	SPRING ROCK LLC	120.96	0.00	0.00	120.96	6.35	0.00	0.00	0.00	127.31
2019-01-0003048	5	SECOND WINDS DEVELOP TOWN	81.16	0.00	0.00	81.16	4.26	0.00	0.00	0.00	85.42
2019-01-0014828	5	GAILEY MATTHEW D TOWN	60.72	0.00	57.99	2.73	0.02	0.00	0.00	0.00	2.75
TOT RE	# Of Accts: 3	TOWN	262.84	0.00	57.99	204.85	10.63	0.00	0.00	0.00	215.48
YEAR 2019	# Of Accts: 3	TOWN	262.84	0.00	57.99	204.85	10.63	0.00	0.00	0.00	215.48
GRAND TOTAL	# Of Accts: 3	TOWN	262.84	0.00	57.99	204.85	10.63	0.00	0.00	0.00	215.48

Office Manager Report for January 2021

1) POA Tax Collection:

- a. POA Taxes are 99% collected. We have only one outstanding delinquency which I hope to collect on by months end.

2) Zoning:

- a. Facilitated two ZBA meetings with a follow-up hearing for late Jan.
- b. I continue to support Eric and Robin in their effort to amend the POA zoning ordinance which has been rescheduled to March. To expedite the POA Zoning Ordinance change process going forward, I have documented the process indicating tasks, and filing timelines.
- c. Filed over 18 Zoning application this quarter

3) POA Building:

- a. **Accomplished**
 - i. **Generator:** Kevin will do a follow-up maintenance sweep on the generator in Jan. He will do this each quarter going forward.
 - ii. **Lighting:** Kevin has submitted and up-dated lighting quote and begin work later this month.
 - iii. **Delivered** FoIA document to Mr. Colbert – no feedback
 - iv. **Designed** and ordered a new postcard for the POA (500)
- b. **Signage:** Seth C. had submitted a new graphic for the POA building sign. Given the new lighting package, does the Board want to up-grade the signage?
- c. **Legal:** 2020-10-30 Received a Civil summons from a State Marshal filed by Colbert on behalf of Beachcroft, LLC – filed and passed on to Peter Burdon.

4) POA Office:

- a. **Accomplished**
 - i. Outreach: three new residences – welcome letter sent.
 - ii. Response: 24-hour response time.
 - iii. Ordered and installed a new PC running Windows 10 for only \$450
 - iv. Worked with Treasure in creating a macro/micro budge template
- b. **Planned for 2020/2021**
 - None

KMB Electrical Services LLC

7 Business Park Drive
Unit 13B
Branford CT 06405
203 483-5069

Estimate

Date	Estimate #
1/4/2021	822

Name / Address
Pine Orchard Association 180 Pine Orchard Rd Branford, CT 06405

			Project
Description	Qty	Cost	Total
Adding three service mount light fixtures on the front of the building to light up the sign. Lights will be a gooseneck style and supplied by KMB. Lights will be controlled from a timer switch inside			
Materials=lights, LED bulbs, conduit, boxes, timer, etc		490.00	490.00
Labor		460.00	460.00
Total			\$950.00