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2026 MAY 12 A 8:14

Carol Hillier
TOWN CLERK

**Crescent Beach Association
Minutes of the Board of Governors Meeting**

May 5th, 2026 at 6:30 pm
37 Bayview Avenue, Crescent Beach
Niantic, CT 06357

Determination of a Quorum: President Terry Cohn ascertained a quorum.

Call to Order: The Board of Governors Meeting was called to order at 6:30 p.m. by President Terry Cohn. Members Present: Lisa Douglas, Kip Bryan, Mike Doak, Bill Boutwell, Carol-Lynne Casey and Sally Velcofsky.

Approval of the Agenda: Bill Boutwell made a MOTION to approve the agenda. Lisa Douglas seconded the MOTION. The MOTION passed unanimously.

Public Discussion: Cathy Foto of 6 North Avenue reported on behalf of the Family Activities Committee. Cathy noted that Bill Boutwell and Mike Doak attended the first Family Activities meeting of the year. Family Activities will close the road for three events this summer. There will be parking assistance for residents who need to drive to the events. Cathy will work with Lisa Douglas and Coastal Crust to notify them of the street closings. In addition, Family Activities will notify Lisa Douglas of activities scheduled in the Community Room at The Stand. Moving forward, Family Activities will use the email address of cbfa1935@gmail.com in matters pertaining to the Family Activities, rather than use personal email addresses. Cathy noted that the new website is very helpful. Cathy thanked Holly Boutwell, Heather Parsons and Sally Velcofsky for implementing the new website. Finally, Cathy noted that Family Activities was considering purchasing an additional kayak rack for South Beach but will refer to the Board for purchase, since the Board receives income that is generated from the rentals. Maureen Overcash of 108 Columbus Avenue added that there is a calendar posted in the Community Room and the kitchen indicating when the Community Room is in use. Maureen asked if we can post the application to rent the room on the new website. Sally will send the application to Holly and Heather to post and will send a copy to the Board.

Approval of the Minutes of the April 7th, 2026 Board Meeting: Sally Velcofsky made a MOTION to approve the Minutes of the April 7th, 2026 Board meeting. Terry Cohn seconded the MOTION. The MOTION passed unanimously.

Correspondence: Sally Velcofsky discussed the letter from PicRights International regarding a picture on the website that was posted by the web design company. The letter dated March 26, 2026 and received on April 7th, 2026 stated that Crescent Beach does not have the licensing rights to use the picture. This company is not a law firm. However, it is requesting that the picture be removed immediately and a fee of \$350 be paid for the unauthorized use. On April 9th, 2026 we removed the referenced picture as well as two others that were posted by the web design company. At this time, the Board is satisfied with the actions taken. No further correspondence from this company has been received. Sally Velcofsky will contact Web Design Innovations to determine if they have the rights to the pictures that were posted.

REPORTS:

Tax Collector: There are three properties that are consistently in arrears. Chip recommended that we contact an attorney to determine next steps for these three properties. A MOTION was made concerning the Board's decision later in the meeting under New Business.

ZEO: Carol-Lynne Casey submitted the ZEO report, dated May 2026 to the Board. See Attached.

Treasurer: Kip Bryan presented the Treasurer's Report as of April 30, 2026. See Attached. Lisa Douglas made a MOTION to accept the April 30th, 2026 Treasurer's Report as presented. Mike Doak seconded the MOTION. The MOTION passed unanimously.

Board Member Reports:

Lisa Douglas reported that to date we have not received all the insurance renewals. Workmen's Comp received a small decrease of 2.9%. All renewals were prorated last year to align with the budget planning process. Lisa also reported that she contacted the two referrals for Coastal Crust during the vetting process. One referral did not respond but the other referral was glowing. Coastal Crust will have a better idea of when they will be open once they get their TOAST POS system up and running. The old cooking oil drums in the back of The Stand will be removed. Coastal Crust will use their own vendor to store and remove their cooking oil. Lisa also presented a "Welcome Bag" to the Board for new residents to Crescent Beach.

Carol-Lynne Casey reported that to date, two lifeguards are returning from last year. There are two more potential candidates. Maintenance on the Bluff may begin this Saturday, weather permitting. Carol-Lynne updated the lifeguard manual. Changes to include no "large" coolers on the beach, no floatation devices that are not Coast Guard approved, specifically a clip is required, and no stand-up paddleboards.

Mike Doak reported that the Ansul system in the kitchen needs to be completely replaced. He collected an estimate for \$3,000 to cover the entire expense to replace it. The system is good for this season but should be replaced in September. The hot water heater also needs to be replaced in the basement. The water heater is 13 years old and it is leaking. Mike suggested the replacement be done immediately. The estimate for replacement is \$599, which includes a rebate, for a 50-gallon hot water heater. Mike is meeting with the Fire Marshal on May 26th to

determine if a fire door is needed in the Community Room at The Stand. Mike also installed a dehumidifier in the basement.

Bill Boutwell thanked Maureen and Rusty Overcash of 108 Columbus Avenue for repairing and painting the benches at the beach as well as everything they do for Crescent Beach. Bill also thanked Mike Doak for resetting the sign board and installing better lighting in Community Room. Bill plans to touch base with Joe Bragaw, Public Works Director, for an update on the road repaving project in Crescent Beach. Bill reported that the installation of the awning and the flagpole is scheduled for May 15th.

Carol-Lynne Casey thanked Bill Boutwell and Mike Doak for the coordination and implementation of the basement project. Carol-Lynne also added that the fee for water sampling from Ledge Light Health District for the summer season is \$400.

Terry Cohn reported that Bill Boutwell and himself met with Joe Bragaw concerning the repairs of the sidewalks. The Town follows ADA regulations when performing installation and repairs. Terry also reported that all 30 kayak rentals are filled. Fourteen spaces are paid. There are 6 people on the waiting list. Spencer Beers will prep the beaches on May 18th. Over the winter, someone damaged the South Beach parking lot by performing "donuts". The lot will require some maintenance to restore the grounds.

Sally Velcofsky reported that when calculating the expenses related to the two membership meetings, she is seeking alternatives to mailing to non-email residents. She suggested a postcard referring the non-email residents to the website for the required documents. Sally will check the bi-laws for requirements in notifications before making any changes. Sally also reported that posting the E-bike laws on the website, Facebook and through Family Activities email seems to be making an impact on E-bike behavior on Crescent Beach roads. We will continue to create awareness on the matter. Sally also polled the Parking Lot Attendants on the most effective hours to man the South Beach parking lot this summer. Weekend hours will remain 9-12 and 12-3 on holiday weekends. The remaining weekend hours will be 11-3; subject to change as needed.

Old Business:

SignCraft Proposed Crescent Beach Sign – Terry Cohn: Terry Cohn presented 6 options to the Board for a new sign when entering Crescent Beach near McCook's Park. The Board agreed on Option 1, with the new logo, omitting the word "Association" and using a Capital "C" rather than the Crescent "C". However, another estimate needs to be obtained due to the cost of the sign.

Bluff Maintenance Project – Board Members: Carol-Lynne Casey will poll the volunteers for suggestions on how to improve the Bluff maintenance.

Legal Options on the Driveway Behind The Stand – Terry Cohn: Crescent Beach will continue to maintain the driveway behind The Stand. Terry will have a discussion with the new owners to

notify them of the Right of Way. A letter from the previous owner, dated June 10th, 2023, will be submitted for public record at the next Board meeting. The letter informs the past President of Crescent Beach that all responsibility for the Right of Way is the responsibility of Crescent Beach Association.

Website Update – Sally Velcofsky: Sally Velcofsky stated that the website is fully operational as of April 26th. There has been a thorough communication plan notifying the residents of the new site. Communication will continue, as needed. Holly Boutwell and Heather Parsons have done a great job getting the website up to speed.

Update on Savings and Capital Investments – Kip Bryan: Kip is gathering documents to open an account with Fidelity.

Update on Audits – Kip Bryan: Kip is meeting with the accountant on May 9th to discuss the 2025 Audit.

Update on Authorized Signers – Kip Bryan: No Update

2026-2027 Budget Planning – Kip Bryan: Kip distributed the 2nd iteration of the Budget Worksheet. Board members presented their budget responsibilities to Kip.

New Business:

Discussion of the Rules for Dogs on the Beach (Off Season): Bill Boutwell distributed wording from the “CBA Ordinances & Regulations, Chapter III, Section 6, Animals” and from the Town of East Lyme Park and Rec Website. The Board compared the wording of each and decided based on the Board’s discussion; Sally would draft proposed changes to the CBA Ordinance & Regulations to reflect a policy that would better align with the Town of East Lyme’s policy regarding pets on the beach.

Proposal to Sell Tax Liens – Chip Flanagan: Based on prior discussion earlier in this meeting, Lisa Douglas made a MOTION to refer three outstanding properties that are severely in arrears in Crescent Beach taxes, liens and fees, to an attorney to follow formal procedures for further actions. Mike Doak seconded the MOTION. The MOTION passed unanimously.

Agenda for the June 2nd, 2026 BOG Meeting: Sally Velcofsky will draft an agenda and send to the Board members for input before finalizing.

Any Other Business to Come before the Board:

Based on prior discussion earlier in this meeting, Bill Boutwell made a MOTION to approve \$700 to cover the purchase and installation fees for a new water heater, as an immediate need. Lisa Douglas seconded the MOTION. The MOTION passed unanimously.

Adjournment: Kip Bryan made a MOTION to adjourn the meeting at 9:15 p.m. Carol-Lynne Casey seconded the MOTION. The MOTION passed unanimously.

REMINDER: The next regularly scheduled Board Meeting is June 2nd, 2026.

Respectively Submitted,

Sally Velcofsky, Secretary

Crescent Beach Association

Cash on Hand

April 30, 2026

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Cash		General Fund			Subtotal	Capital Improvement Fund	Total
		General Fund Checking	Family Activities Checking	General Fund Savings Acct.			
Beginning Cash	6/30/25	\$31,813	\$19,117	\$42,797	\$93,728	\$66,517	\$160,245
Revenues/Deposits		\$122,744	\$21,539	\$0	\$144,283	\$0	\$144,283
Interest		\$0	\$0	\$9	\$9	\$0	\$9
Expenses (current yr)*		(\$78,428)	(\$22,660)	\$0	(\$101,088)	\$0	(\$101,088)
Expenses (current yr; uncleared)		\$2,105	\$0	\$0	\$2,105	\$0	\$2,105
Expenses (current yr; paid last yr)		\$12,330	\$0	\$0	\$12,330	\$0	\$12,330
Basement Project*		(\$17,966)			(\$17,966)	\$0	(\$17,966)
Expenses (prior yr; paid this yr)		(\$9,709)	(\$707)	\$0	(\$10,416)	\$0	(\$10,416)
Return 2019 Concession Deposit		(\$1,400)			(\$1,400)		(\$1,400)
Transfers++		\$4,966	\$0	\$0	\$4,966	(\$4,966)	\$0
Ending Cash	4/30/26	\$66,456	\$17,290	\$42,806	\$126,552	\$61,550	\$188,102

++ Note: Membership approved 8/23/25 \$13,000 addition to Capital Improvement Fund, and Basement project \$17,966.37 ("not to exceed \$18,825")

++ ...so the net transfer is \$17,966.37 - \$13,000 = \$4,966.37

* Note: Basement project was expensed and then reimbursed from Capital Improvement

Crescent Beach Association

April 30, 2026

General Budget (Family Activities separated below)

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Fiscal Period (Yr-to-Date) Begin: 7/1/25
 Fiscal Period End (YTD goes through): 4/30/26

<i>General Fund</i>	<u>April</u> <i>Month</i>	<i>Yr-to-Date</i>	<i>Full Year</i> <i>Budget</i>	<i>Fav/(Unfav)</i> <i>Remaining</i>	<i>Notes and Comments</i>
Revenues Collected					April 2026 notes
Revenue - Taxes, Current Yr	\$0	\$103,626	\$105,657	(\$2,032)	
Revenue - Taxes & Int. Prior Yr(s)	\$0	\$3,696	\$500	\$3,196	
Revenue - Taxes, Prepaid for next year	\$0	\$45	\$0	\$45	
Revenue - Zoning Fees	\$420	\$13,538	\$6,000	\$7,538	
Revenue - CBA Center Rent	\$0	\$1,600	\$2,400	(\$800)	
Revenue - Interest on Bank Accts	\$1	\$9	\$20	(\$11)	
Revenue - Boat Rack Rental Fees	\$0	\$240	\$1,200	(\$960)	
Revenue - Misc/Surplus	\$0	\$0	\$0	\$0	
Revenue - Prop Value Assmt	\$0	\$0	\$0	\$0	
Total Revenue	\$421	\$122,753	\$115,777	\$6,976	
Expenses Paid					April 2026 notes
Administration Costs	\$0	\$2,782	\$3,000	\$218	
Auditing Fees	\$0	\$0	\$2,400	\$2,400	
Beach Garden	\$0	\$87	\$550	\$463	
Beach Maintenance - Main Beach	\$0	\$12,950	\$21,000	\$8,050	
Beach Maintenance - South Beach	\$0	\$4,308	\$8,000	\$3,692	
Bluff Maintenance	\$0	\$0	\$500	\$500	
Boat Racks	\$0	\$0	\$200	\$200	
CBA Center	\$1,154	\$3,101	\$8,000	\$4,899	Electric, Terminix, Fire insp, Water on
Legal Services Administrative	\$0	\$0	\$1,000	\$1,000	
Legal Services Zoning	\$0	\$376	\$2,750	\$2,374	
Parking Lot Attendants	\$0	\$1,668	\$3,150	\$1,482	
Lifeguard	\$0	\$8,471	\$13,000	\$4,529	
Public Safety	\$0	\$0	\$0	\$0	
Property Maintenance	\$144	\$3,745	\$5,500	\$1,755	Electric bluff lights, mowing
Raft and Lifeline	\$0	\$3,200	\$3,200	\$0	
Raft and Lifeline - New Gear/Repairs	\$0	\$1,262	\$1,600	\$338	
Tax Collector	\$1,413	\$5,617	\$5,906	\$289	
East Lyme Taxes Real Estate/Per Prop	\$0	\$10,322	\$10,608	\$286	
Zoning Enforcement	\$1,816	\$7,218	\$7,400	\$182	
Insurance	\$0	\$12,222	\$14,009	\$1,787	
Contingency	\$0	\$1,099	\$4,000	\$2,901	(web site \$1099)
Total Expenses	\$4,527	\$78,428	\$115,773	\$37,345	
Net Revenue less Expenses (not incl Fam Act)	(\$4,106)	\$44,325	\$4		
Capital Fund Contribution	\$0	\$13,000			
Capital Fund Expenditure	\$0	\$17,966.37			Basement Project
Capital Fund Reimbursement	\$0	(\$17,966.37)			Checking reimb. from Cap Imp

<i>Family Activities</i>	<u>Month</u>	<u>Yr-to-Date</u>	
Revenue - Family Activities	\$0	\$21,539	
Expenses - Family Activities	\$311	\$22,660	Self-funded
Net Revenue less Expenses	(\$311)	(\$1,121)	

	A	B	C	D	E	F	G	H	I	J
1	Zoning Projects			CBA	May	2026	Report			
2	Applcation #	Date	Address	Name	Map/Block	Project	Fee	Appr/Denied	Status	NOTES JV
3										
4	CB - 12 - 24	10/6/24	42 Terrace	Bourdoulous	8.1 / 124	New House	2,520	A	Under Construct	Insp 4/29/2026
5	CB - 16 - 24	10/11/24	16 S. Washington	Mladenovic	11.4 / 50	Addition	420	A	Completed	3/12/2026
6										
7	CB - 8 - 25	5/24/25	3 Beach Ave	Laders	8.1 / 136	Fence	25	A	Not Started	Insp 4/29/2026
8	CB - 13 - 25	8/15/25	14 Crescent	Markowitz	8.2 / 90	New House	2,110	A	Under Construct	Insp 4/29/2026
9	CB - 14 - 25	8/13/25	38 Terrace Ave	Nicholas	8.1 / 122	Addition	425	A	Under Construct	Insp 4/29/2026
10	CB - 15 - 25	9/27/25	9 Beach Ave	Matranga	8.2 / 5	New House	3,270	A	Under Construct	Insp 4/29/2026
11	CB - 17 - 25	10/31/25	47 Columbus Ave	Orefice	11.4 / 74	Addition	195	A	Under Construct	Insp 4/29/2026
12	CB - 19 - 25	11/25/25	26 Bayview	Flanagan	11.4 / 218	New House	6,020	A	Under Construct	Insp 4/29/2026
13	CB - 20 - 25	12/6/25	33 Bayview	Barone	11.4 / 225	Shed	35	A	Not Started	Insp 4/29/2026
14	CB - 21 - 25	12/6/25	20 Crescent	Fine	11.4 / 1	Covered porch	70	A	Not Started	Insp 4/29/2026
15	CB - 22 - 25	12/23/25	10 Grove Street	Mengual	8.1 / 150	Deck	38	A	Not Started	Insp 4/29/2026
16										
17	CB - 1 - 26	3/16/26	19 Beach Ave	Manthous		Solar	150	A	Not Started	Insp 4/29/2026
18	CB - 2 - 26	3/17/26	9 Beach Ave	Matranga	8.2 / 5	Solar	340	A	Not Started	Insp 4/29/2026
19	CB - 3 - 26	4/3/26	12 Tabernacle	Schloss		Addition	420	A	Not Started	Insp 4/29/2026
20	CB - 4 - 26	5/1/26	8 Prospect Ave	Kaye		Mini-split	85	A		
21										
22										
23										
24										
25										
26										