

Long Hill Estate Authority
421 Wadsworth Street
Middletown, CT 06457

April 1, 2019

Present:

Phil Cacciola Kate Plummer
John Coughlin Charlotte McCoid
Joe Barone
Al Santostefano

Absent:

Lauren Middleton
Adam Fleming

Also Present:

Jessica Hess
Megan Bush

The meeting was called to order at 5:00pm in the Loggia.

Public Session:

Deborah Moore was present as a member of the public to thank the Board for retirement party and gifts.

Minutes:

There was a motion by C. McCoid seconded by J. Coughlin to approve the minutes of February 25, 2019. Motion carried unanimously.

Finance:

J. Coughlin reported the 2018/2019 Fiscal Year is in great shape.

Policy and Procedure:

J. Coughlin would like to consider finding a new lawyer to represent the LHEA. Rich Thoms is near retirement and the Board should be pro-active in finding someone new. The Board agreed to begin a search.

Building and Grounds:

M. Bush reported she is scheduled to meet with a few tree vendors to get a quote for stump grinding from recently downed trees on the immediate grounds. She will be contacting Victor Pennyman for an updated status on the completion of the bridge at the Vernal Pool.

Parklands:

There was nothing to report.

Personnel and Nominating:

C. McCoid will have nominations ready for the May LHEA board meeting. Joe Smoles will be joining the LHEA board next month.

Executive Director:

M. Bush reported she is getting a quote from EMCOR for replacing 2 air handlers on the roof. Funds will be pulled from Building Maintenance. There was a motion by J. Coughlin and seconded by J. Barone to allow M. Bush to sign a work contract with EMCOR for the units if the

total scope of service was quoted at \$30,000 or less. Motion carried unanimously. The ice machine was replaced under budget. Sales have been steady for March however we anticipate things to slow down a bit now that all of our Saturdays in 2020 from May to October have been booked. M. Bush reported a new Event Supervisor has been hired and she will start on April 15th. J. Hess mentioned Daffodil Day is scheduled for April 28th and requested any available LHEA members to assist with crowds and the rock painting station. M. Bush and J. Hess are brainstorming new revenue streams that will be presented at future Board meetings.

Old Business:

There was nothing to report.

New Business:

P. Cacciola requested a monthly schedule of events to be included in Board packets.

There being no further business the meeting and with a motion by J. Coughlin, seconded by C. McCoid the meeting adjourned at 5:40pm.

Submitted,
Jessica Hess