

Long Hill Estate Authority
421 Wadsworth Street
Middletown, CT 06457

February 4, 2019

Present:

Phil Cacciola Charlotte McCoid
John Coughlin Adam Flemming
Joe Barone
Al Santostefano

Absent:

Kate Plummer
Lauren Middleton

Also Present:

Jessica Hess
Deborah Moore

The meeting was called to order at 5:00 in the West Ballroom.

Public Session:

There was no one present.

Minutes:

There was a motion by J. Coughlin seconded by J. Barone to approve the minutes of January 7, 2019 subject to the correction requested by J. Coughlin to change the wording in Building and Grounds to say “the Governor has grants for buildings improvements”, not the mayor. Motion carried unanimously.

Finance:

J. Coughlin reported the LHEA remains under budget for the maintenance account. There is a change in the Professional Dues line item due to recruitment fees.

Policy and Procedure:

There was nothing to report.

Building and Grounds:

D. Moore presented projected expenses for maintenance prior to the start of wedding season. The Dance Floor and West Ballroom wood trim has been refinished. The ice machine needs to be replaced. A replacement for one of the damaged signs along the trail has been ordered. D. Moore has signed a contract with Victor Pennyman to update the bridge by the Vernal Pool with synthetic wood. A. Flemming asked for the sign and bridge to be paid from the Parklands funds. A. Flemming noticed erosion on the portico over the tenant entrance. D. Moore will get a quote to fix the damage.

Parklands:

There was nothing to report.

Personnel and Nominating:

There was nothing to report.

Executive Director:

D. Moore presented a replacement list to anticipate upcoming expenses and an 18 year analysis to track funds vs. expenses. While the 2019 calendar year remains behind in sales, 2020 is looking very good. She reported some pushback from couples about the décor in the East Ballroom and suggested the need to update the curtains and mirror over the mantle. D. Moore will approach the FLHE to ask if they will purchase a new mirror and will consult with an interior decorator to explore options for new curtains. D. Moore is also looking into advertising in the Connecticut shoreline magazine, INK to reach customers closer to the shoreline. J. Barone agreed a 3 month advertising contract may be beneficial to reach a different demographic.

Succession Committee:

J. Coughlin reported the Succession Committee continues to meet every 2 weeks with the recruiter, Donna McCarty. McCarty has done a good job finding qualified candidates and has funneled the list to four prospects who are scheduled to interview with the full committee on Friday, February 8th. From those interviews, the candidates will be narrowed down to two and then a final decision will be made.

Old Business:

There was nothing to report.

New Business:

There was nothing to report.

There being no further business, and with a motion by J. Barone, seconded by C. McCoid the meeting adjourned at 5:55.

Submitted,
Jessica Hess