

To: General Public
CC: New Hartford Town Hall, Barkhamsted Town Hall, Stanclift Cove Authority Board Members
From: Carlene Jerram, Chair
Time: Thursday, November 16, 2017 6:00pm
Location: New Hartford Town Hall

Stanclift Cove Authority Special Meeting Minutes:

- Call Meeting to order 6:05pm
- Minutes from previous meeting - table
- Budget status
 - EOY wrap up - Budget vs actual ; \$14587.20 in the good for 2017
 - Greater than \$40K in the account; need \$20K to begin 2018
 - 2018 - Need quotes by 15Jan, multi year plan – prioritize the following
 - Pavilion/Brown House At least \$2k more than planned – building rebuild ; work need to be done before next year in the spring - Mike
 - Metal roof another \$1500-2000; what will it get us for longevity
 - Update quote both ways
 - Storage Shed – need quotes, concrete pad; Doug will quote with the other building- update
 - Bathrooms -Russ's septic donation – need to find out total amount – CHJ to find email from last year; ADA access; change footprint; roof might be getting close, termites
 - Lifeguard Chairs need work
 - Sand – recovery from erosion and/or purchase
 - Timing on our ability to spend/restrictions? – wages by end of October
 - Timecards need to be one timesheet; same sheet filled in and sent to the town
 - Supervisor will sign off
 - Time is in 15 minutes increments; up to 7.5 minutes late ok otherwise goes to next quarter hour; the guard covering for them gets paid until the reliever shows up
 - Repeated tardiness needs to be addressed
 - Should we supplement the guard cert?
 - Need one head guard – two breeds disorganization
- Old Business
 - Will entertain motions for updates/changes to existing policies
 - Please review prior to meeting
 - Motion by Doug to table – Penny second – all in favor
 - Tree Subcommittee – no needs for 2018

- New Business
 - Annual Audit
 - Penny will contact Town auditors for cost and schedule
 - King and King associates
 - 2018 Lifeguard procurement
 - Procurement = typical total cost and what would be fair for % incentive over years
 - Penny will send letter to guards
 - Lifeguard certification and lifeguard coaching class – Train the trainer cert?
 - 2018 spending - New equipment, Building repairs
 - 2018 Meeting schedule
 - Monday 15 Jan 6pm
 - Submit dates to the town
 - 2018 Fees
 - Doug motion to table to Jan, Mike 2nd – all in favor
 - 2018 Brochure
 - Doug motion to table to Jan, Mike 2nd – all in favor
- Adjourn
 - Motion to adjourn Doug/Mike 2nd -- all in favor 7:35pm

Respectfully submitted,
 Carlene Jerram