

Stanclift Cove Authority Meeting Minutes  
Special / Informational Meeting, New Hartford Town Hall  
Monday October 28th 2019, 6:30pm

1. Call meeting to order - at 6:31pm Penny Miller called the meeting to order.  
Attendees include:
  - Commission Authority Members - Penny Miller, Michael Kinsley, Jennifer Choquette and Erik Perotti.
  - Also, in attendance; Eileen Andryzeck, Mike Harrington, Don Stein, Dan Jerram, Alesia Kennerson and Will Wesley.
2. Informational discussion with board attorney, Mike Harrington (Ford Harrison LLP)
  - Items discussed included; harassment training, supplying new employees with an offer letter including wage rate, getting working papers for any employees under the age of 18, hiring practices (certifications, references, etc.), implementing an employee handbook (outlining standards of conduct, harassment policies, job duties, time off policies, sick policies, drug & alcohol policy, dealing with employee and patron issues, attendance and timeliness policy, enforcement of policies, breaks and meal periods, etc.), revising the evaluation forms to include an employee comment section and removing unnecessary items, evaluations must be signed by employees and kept in their employee file.
3. Public Comment – None  
  
Mike made a motion to give the New Hartford Fire Department a \$50.00 donation for using their boat to recover the dock. Erik seconds. All in favor.
4. Discussion with Barkhamsted and New Hartford Selectman
  - Don Stein inquired about a few things. He wants to know what the difference in revenue from last year to this year, is there an annual budget, is there a 5-year plan, do we have a plan about replacing picnic tables and cutting trees, will we look at the fee structure again for next season, can we post the rules on signs at the cove and can there be customer relation training.
  - Dan Jerram mentioned fixing the road entering the Cove and coming up with a plan to repair/replace it.
5. Adjournment – Meeting adjourned at 8:15pm

Respectfully Submitted, October 29<sup>th</sup>, 2019

Jennifer Choquette