**Tri-Town Beach Commission**

**Thursday, April 5, 2023**

**5:00PM**

Deerfield Town Hall Break Room

**MINUTES**

Present: Diane Kolakoski, Kenneth Cuddeback, Patriciaann Pirog

Absent: Marc Bussiere

Ms. Pirog called the meeting to order at 5:00 PM

**Minutes, January 19, 2023**

*Ken Cuddeback motioned and Patty Pirog seconded to approve the minutes of January 19, 2023 as corrected. Motion Approved 3-0*

Vote

Ken Cuddeback - yes, Diane Kolakoski - yes, Patty Pirog - yes

**Park Entrance Signage**

Ms. Pirog discussed the park entrance and suggested signage to make it clear that all visitors must check in with the gatekeeper when they come to the beach. She suggested Entrance and Exit signs and a direction to check in with the gatekeeper. A gatekeeper station with an umbrella can be set up closer to the entrance driveway. Ken suggested we try using just the one gate as an entrance and exit initially since traffic is not usually a problem. The commission agreed that signage can be ordered.

**General Opening Logistics**

The commission discussed several opening logistics that need to be addressed;

* 2023 Season Gate passes need to be ordered. Patty will order 200 for the season. An improved record keeping system will be used to track gate receipts and passes for the coming season.
* Patty suggested we print up a Rule sign to display on the fence for all visitors to see and a simple handout be printed with the rules and other information to give out with passes as they are sold.
* Patty suggested providing an Employee Rule Book in the office for the guards to use in the coming season.
* Patty hopes to begin opening up the beach facilities this month starting with turning on the power and water to the building. She hopes to begin having guards and gatekeepers begin cleaning the bath house to prepare for a Memorial Day Weekend opening to the season.
* A returning lifeguard has expressed interest in serving as supervisor and director of the swim program. Ken noted the budget provides for two guards working overlapping shifts each day to provide coverage for the hours of operation plus the supervising guard. Schedules can be set up to provide the necessary coverage for the hours the camp is at the beach.

**River Valley Day Camp**

The commission discussed the need to have River Valley Day Camp set up for their visits in one of the gazebos instead of the pavilion. This would insure the pavilion is available for our permit holders and relieve congestion in the pavilion area while the camp is at the beach.

**Swim Program**

We have a returning guard who is now certified for instruction. The plan is to have her head up a swim program for the coming season. A budget of $6,130 has been approved that budgets for 200 hours each of time for two instructors to run the program. Patty will check with our previous program director to help determine a schedule and then communicate the program to the schools and Deerfield Recreation Dept. We will check with the town accountant to determine the status of the swim program revolving fund and the process for using funds to pay for swim program needs beyond the budgeted payroll expenses.

**Tri Town Beach Commission Minutes April 5, 2023 (cont)**

**Raft Replacement and DonationLetter**

The commission discussed the proposals Ken Cuddeback received and expressed a preference for the EZ Dock system. This molded plastic product allows the best option for adding on dock sections in the future. Patty provided a letter to be mailed requesting donations from area businesses and organizations. The commissioners signed the letters which will now be mailed. A final decision on a raft replacement will be made once pledges for funds have been received.

**Administrative Logistics**

Patty reviewed the creation of a Gmail account to help with managing commission business such as processing warrants for payment, viewing work schedules, communicating with vendors and town officials, etc. This will improve communication for the commission going forward.

The commission reviewed the revenue and expense report for the district. District town assessments plus beach revenues total $46,185.65 and expenses to date total $28,696.50. This leaves $17,489.15 for the balance of the fiscal year. Ken projected about $12,300 in expenses for the balance of the year in January. This could leave some surplus for unanticipated expenses as we open for the season. It should be noted that $3,934.65 of the revenues resulted from the closing of bank accounts as we merged our accounting functions into the towns’ accounting systems.

**Personnel**

Patty discussed the conversations she has had with returning employees. Many lifeguards are returning and she has had inquiries from other candidates. The town hall has also received inquiries from people interested in what other positions might be available for the coming season. The commission discussed the desire to hire older students for the gatekeeper position this season if possible. There was also discussion about expanding the duties of the gatekeepers to helping with beach cleanup and bath house oversight.

*Motion by Ken Cuddeback, seconded by Diane Kolakoski to authorize Patty Pirog to proceed with hiring of staff for the coming season, including advertising as appropriate. Motion Approved 3-0*

Vote

Ken Cuddeback - yes, Diane Kolakoski - yes, Patty Pirog – yes

**Environmental Permitting Proposal**

Ken Cuddeback reviewed the proposal received from SWCA Environmental to complete the permitting and development of a management plan to control vegetation encroachment in the swimming are of the pond. The final proposal came in at $6,500 for the work. Ken noted $6,000 was included in our budget requests to the towns. He anticipates the extra $500 should be covered by expected gate revenue this season.

*Motion by Patty Pirog, seconded by Diane Kolakoski to accept the proposal from SWCA Environmental for $6,500 and authorize Ken Cuddeback to sign the agreemtn.. Motion Approved 3-0*

Vote

Ken Cuddeback - yes, Diane Kolakoski - yes, Patty Pirog – yes

**Adjournment**

*Diane Kolakoski moved to adjourn with Patty Pirog seconding. Motion Approved 3-0.*

Vote

Ken Cuddeback - yes, Diane Kolakoski - yes, Patty Pirog - yes

The meeting adjourned at 5:53 PM.

Respectfully submitted,

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Kenneth Cuddeback