

Town of Proctor
Parks and Recreation Committee Special Meeting Minutes
Draft
May 3, 2016
6:00 p.m. – 7:30 p.m.
Proctor Elementary School

Attendance

Shannon Maass
Bob Protivansky
Gretchen Crowley
Denise Anderson
Bruce Baccei

Meeting was called to order by Chair Shannon Maass at 6:00 p.m.

The agenda was accepted.

Meeting discussion centered on items listed below in preparation of the 2016 Pool Season:

List for town crew to do prior to opening.

Order sand for the beach areas and playground and spread it.
Turn on water.
Turn on the toilets.
Hook up hot water tank.
Hook up raft to buoys.
Attach ladder to raft.
Bring 2 recycling trash cans and 1 trash can from rink to pool.
Bring radio from rink and hook it up.
Need 1st Aid Kit from rink.
Clear the driveways of all the pine needles.

Responsibilities of Director prior to opening

3 full sets of keys at the town office for shack and bathrooms - Bruce
Keys for the towel dispenser, extra bathroom keys, back gate keys, should be in the microwave and placed on the corkboard by the door.
Check/clear the drain every day now that we put a new cover over the opening - town staff per Stan Wilbur.
Remove lawn furniture from shed.
String up the buoys that go up beyond raft and crib area. Nylon rope from Ace Hardware under the town account and receipt brought to the town. Cheapest 1/4" rope.
Clean up tree limbs and rake along all the fences and behind the shack - Green Up Day, 5/7/16
Kayaks and chairs from loft.
Set up tent over the picnic tables behind the 2nd lifeguard chair.
Sweep out the garage.
Wash out trash cans and recycling bins, trash bags from Ace Hardware
Clean the bathrooms thoroughly. Cleaning supplies for bathroom from Ace Hardware. Tri-fold towels for bathrooms, Foley Supplies. We have an account there. Bring receipts to town.
Clean out garage with pool toys and life vests. Dollar Store/Walmart for some new balls, bats, buckets, shovels. Paid for these things out of pocket and bring receipts to the town to get reimbursed.
Clean out the concession area of the shack.

The clocks, phone for outside, swim test cards/box, pass box should all be under the counter in the storage container.

Decorate bulletin board.

Responsibilities of Director with life guards prior to Opening

Interview, hire life guards- Parks and Recreation Committee (PRC)

Required certification or obtain required certification. (PRC)

Meet with all guards to go over rules of the pool and their duties. (PRC)

Have guards sign W-4's and sign form letter confirming their rate of pay and that we can let them go if they aren't performing the required duties. Make copies and give the original to the town office.

Have guards give you any vacation time they may have scheduled for the summer.

Set up guard scheduling using two-week intervals.

Set up swim lesson schedule.

Coordinate with Tapestry to schedule extra guard coverage.

Update guard/director phone schedule. Make copies so everyone has one in case they need someone to cover their shift.

Order t-shirts/sweatshirts at Mitchell's. Or another venue. Buy whistles. We have an account there, so you just need to bring the receipt to the town. Please order by May 15. They are very busy there this time of year. Board needs to be brought from rink with box of letters to be placed in triangle near library - John

Other Items

Blank pool passes are at the town, plenty for this season

Facebook page, used to post the pool hours, swim lessons, etc.: New Facebook page will need to be created - Assistant Director to manage this task.

Pool Fun Day is 6/9. School pays for 1 director and 4 guards - Denise Anderson will contact staff for this event

Lance Schu needs his lifeguard re-cert. The cost is \$127.00. The class is held at Castleton College - Lance is meeting with us next week.

There should still be about \$65.00 in the Evelyn Peterson Fund from 2013 that has not been used.-?

Tapestry's phone number is 786-1967. Margaret is the person to speak to about their schedule for the summer.

Red Cross Certification - Denise Anderson

PES Fun Day - Denise will contact staff for this day

Next meeting scheduled for 5/11/16 @ 6:00PM @ PES, meeting with Lance Schu to address Pool Business

Meeting adjourned at 7:30PM