

Proctor Park & Recreation Committee

Special Meeting Minutes

Draft

March 27, 2018

6:15 p.m. - 7:28 p.m.

Members Present:

John Anderson

Megan Cannucci

Greg King

Brian Cannucci

Others Present:

Denise Anderson, Rink Manager

Heidi Landon, Pool Director

Judy Frazier, Selectboard Liaison

Stan Wilbur, Town Manager

Call to Order

In the absence of a chair, Stan Wilbur called the meeting to order at 6:15 p.m.

Agenda - approved

Committee Reorganization

- Chair – Megan nominated Greg King for Chair. The nomination was seconded by John and approved.
Greg took over the meeting.
- Vice Chair – Greg King nominated Megan. The nomination was seconded by John Anderson and approved.
- Clerk – left vacant.
- Regular Meeting Schedule – Megan made the motion to schedule regular meetings at 6:00 p.m. on the second Wednesday of each month at the Town Office Meeting Room. The motion was seconded by John and approved.
- Notice Posting Locations – Megan made the motion to designate the Town Clerk's Office, the Post Office and the Proctor Free Library as locations for posting agendas and notices. The motion was seconded by John and approved.
- Newspaper of Record – John made the motion to designate the Rutland Herald as the Newspaper of Record. The motion was seconded by Megan and approved.

January 23, 2018 Minutes - approved

Mortimer Proctor Trust Grant Award

Although the award letter has not been received, Craig Arsenault told Stan the Parks and Recreation application in the amount of \$9,198 has been approved and the Town will be receiving an award letter and check shortly.

The grant will cover new ropes and buoys, umbrellas, life vest holder, paddleboat, gliders, picnic tables and paddleboard. Megan will take care of purchasing and assembling the gliders and picnic tables. Heidi will take care of purchasing the remaining items. The people from Department of Corrections did a great job last year in assisting with pool close up and Greg will ask for their assistance in assembling the gliders and picnic tables and helping with opening cleanup.

There was a \$593 balance from last year's Proctor Trust grant and based on the current price quotes there may be a balance left from this year's grant. Once all the purchases have been made the committee can develop a list of other items need at the pool or rink and ask the Trust if the balance could be used for these items. Items discussed included new sound system for the pool and a defibrillator that could be moved from the pool to the rink, VLCT safety grant may be available to pay for half of the cost of the defibrillator. Judy noted that VLCT applications need to be submitted by the end of April.

Skating Rink

- Closeout – the Rink is in good shape, everything is picked up
- Facility Repair, Maintenance & improvements – need new plexiglas for all windows, 3 new door jams, water softener,
- Off Season Use – Park and Rec Committee is considering selling snacks at the rink during high school and Babe Ruth baseball game to raise money for the rink. This would be a committee activity. Committee members will look into what we need and check with vendors.

John and Denise had to leave, but John will be back

Swimming Pool

- Director & Assistant Director contracts – Draft contracts were distributed. Committee members, Heidi and Tammy will review and get back to Stan with any questions or comments.
- Life Guard
 - Job Descriptions - Draft job descriptions were distributed. Committee members, Heidi and Tammy will review and get back to Stan with any questions or comments.
 - Staffing – Heidi knows who she will be asking to come back. She doesn't know at this point how many guards she will need
- Facility Repair, Maintenance & Improvements – indoor/outdoor carpeting on the docks need replacing, dispose of paddleboard (Hwy crew), consider adding a pavilion next year
- Swim Lessons – Heidi distributed a swim lesson proposal for committee review.
- Fish – There is money in the budget for fish. John will contact the hatchery in Shrewsbury to get information of fish.

- Rules – Heidi and Tammy will have a proposal for revising the Pool Rules.

Skating Rink (continued)

- Maintenance – the rink needs to be swept during the summer, ramp stops need replacing, n basement needs to be cleaned (4 yard dumpster), Boy Scout equipment needs to be cleaned out and maybe given to an active troop, Proctor Fund next July for new windows.

Adjourn

Megan made the motion to adjourn the March 27, 2018 special meeting at 7:28 p.m. The motion was seconded by John Anderson and approved.