

MINUTES OF THE SELECT BOARD

Monday June 8, 2020,

2:00pm at the Recreation Room

Present: Damon Frampton, Chair, Tom Maher, Selectman, Bill Stewart, Selectman, Ben Jankowski, DPW, Ken McDonald, TAPC, Steve Tabbutt, DPW, Police Chief Don White, Fire Chief Ted Hartmann, Christiane McAllister, Town Accountant, Pam Cullen, Administrative Assistant to the Select Board and Jennifer Smith, Recording Secretary.

Chair Frampton opened the Special Meeting at 2:05 PM to discuss the re-opening of the Great Island Common.

1. Revised revenue collection system (reduce face time and cash exchange)

Chairman Frampton asked Mr. Ken McDonald, TAPC, to give a description of the proposed revised revenue collection system which will reduce face time and cash exchange with visitors to the Great Island Common.

Mr. McDonald explained that the current system is not compatible with expansion in the future. The system is 6 years old and has never had a Windows update. He proposed the Town purchase a new touch screen computer with a credit card reader at the cost of \$1400. This system will be able to open the gate and can be used as a regular cash register. He further stated that the Town will need to secure a vendor for credit card transactions.

Christiane McAllister, Town Accountant, stated this was the first she was hearing of additional equipment. She stated that the Town's bank, TD Bank, offers contactless readers with no additional installation. The fee would be \$80, with a monthly support fee of \$15. She opined that the Select Board needs to look at this system as well.

Tom Maher asked if there are any other complexities involved?

Ms. McAllister stated that there would be fees, 2.5% + 15 cents per swipe and 3.5% + 15 cents for keyed transactions. No other complexities. She additionally stated that the Select Board would need to decide if the customer or the Town would absorb the fees.

Mr. Jankowski stated that the DPW would like to discourage the use of cash.

Mr. McDonald stated that the existing system is going to die and must be replaced. Regardless of whether the Town replaces or updates the existing system, the cost will be \$1400. He explained that the TD Bank card reader would be a separate system not connected to the register. It is a proprietary

system. There would be a lot of touch points. With this form of stand-alone reader, the fee must be entered by the gate attendant and handed to the visitor to swipe his card and the gate attendant must then finish the transaction. The new proposed system would be all in one. No one else touches the system but the visitor. The toll booth will have to be hard wired with Internet and the Town currently has the capability to do that.

Selectman Maher asked if the hard wiring would have to be done before the Common opens.

Mr. McDonald responded "yes".

Selectman Maher asked how soon that could be accomplished.

Mr. McDonald responded that it would be quickly given Ian Silberman calls him every 3 days to inquire if the system is moving forward. Mr. McDonald further stated that he has the necessary conduit and wires available now.

Selectman Maher asked if the operating phone in the toll booth could be used for the system?

Mr. McDonald responded that yes, this stand-alone reader could be hooked up to the existing cooper phone line.

Selectman Maher opined that there still will be people who want to pay with cash. CDC protocols will have to be put in place to keep the amount of contact to a minimum, such as a bin for cash transactions and a plexiglass divide.

Ben Jankowski stated that DPW has discussed shields and baskets. Arrangements are being made to provide gate staff with proper precautions.

Mr. McDonald stated that the Town could do cash transactions until the credit card system is available.

Selectman Maher expressed his concern that the Town could become irrelevant if they delay opening whereas everyone regionally is opening. He stated that the Town may be better off opening accepting cash and being very strict about how many people are let in the park.

Chairman Frampton agreed with the "swipe and go" system.

Chief White noted the potential problem with visitors pulling up too far away from the screen. The attendant will have to come out of the booth to aide them in order to minimize traffic waiting to get in.

Selectman Stewart asked if this system is expected to be faster than a person handling the transaction.

Mr. McDonald stated it is his understanding that it is.

Selectman Maher stated that a flat car fee may be better than charging per individual.

Ben Jankowski agreed.

Selectman Stewart asked Mr. Jankowski if his greater concern with regard to staff is face to face encounters or money transactions.

Mr. Jankowski responded, "mostly face to face".

Mr. McDonald stated that the Town could open GIC now and just update the fees, but his concern is the current system won't last the season.

Chairman Frampton expressed his support of the "swipe" system option.

Selectman Maher asked what the maximum capacity for cars at one time is.

Mr. Jankowski responded that the maximum capacity should be 315 cars, but they have had as many as 500.

Mr. Jankowski suggested that they start with 150 cars.

Selectman Maher asked what time they stop charging for the day.

Ben responded that they stop charging around 5pm.

Chief White expressed his concern that if there is no fee after 5pm there will be massive lines starting at that time to get into the Common. He suggested no charge after 6pm and close the park at 7pm.

Chairman Frampton confirmed the decision to open from 9am to 7pm, charging a fee until 6pm, and that the entrance gate would be closed at 6pm and everyone would need to exit the GIC by 7pm.

Selectman Stewart asked Mr. Jankowski if he feels confident with the current PPE solution as protection in the time being.

Mr. Jankowski responded "yes". He further stated that retirees do not want to work but he will have college students as staff.

Selectman Stewart reaffirmed that no matter what the existing system needs to be replaced. He suggested moving forward with the card reader system.

Chairman Frampton agreed.

Chairman Frampton made a Motion to move forward with the purchase of \$1400 card reader to upgrade the system which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

Chairman Frampton made a Motion to open the GIC at 9am and close at 7pm, which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

Chairman Frampton made a Motion to reduce the number of cars allowed in to 150, which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

Selectman Stewart requested he be able to look through the budget and review the anticipated costs of staff and PPE before the Select Board establishes the set fee per car.

2. Bathrooms

Mr. Jankowski informed the Select Board members that there is no possibility to enforce social distancing in the bathhouse, proper, continuous cleaning would be impossible for staff and there is no

hot water. He suggested that the Town utilize portable toilets. The contractor would provide sanitizer and the toilets would be pumped once a week. The cost would be \$250 for a standard portable and \$400 for an ADA portable. He further suggested renting 4 standard and 2 ADA portables to be placed strategically throughout the park.

3. Pavilion /parties

Pam Cullen suggested eliminating weddings and pavilion rentals this year.

Mr. Jankowski agreed stating that the GIC is considered a venue for large gatherings. It would be difficult to enforce social distancing.

Ms. Cullen did request that the Select Board consider allowing one wedding in June that only has 6 attendees.

Selectman Maher made a Motion to accommodate the wedding party of 6 in June, which was seconded by Chairman Frampton. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

Chairman Frampton made a Motion for no further rentals of the Pavilions until further notice, which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

4. Playground

Mr. Jankowski recommended keeping the playgrounds closed.

Mr. Jankowski informed the Select Board of a request he had received for the park to be rented by a volleyball group. It would consist of approximately 150 people, 3 days a week from 6pm to 8pm. He stated that even though he had informed the contact person weeks ago that no reservations were being accepted at this time, he had recently received a check from the group for \$3,000.

Mr. Ben stated that Lizfit is also another group that utilizes the park for sports activities.

Chairman Frampton made a Motion to not allow volleyball or Lizfit this year, which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

5. Covid-19 guideline enforcement

Mr. Jankowski asked if there will be posting regarding social distancing or will staff be expected to police the visitors.

Chief White stated that other communities are briefly speaking to individuals to remind them to maintain social distancing. No conversations should take place.

Selectman Stewart made a Motion to open the Great Island Common on July 1, 2020, which was seconded by Selectman Maher. Selectman Stewart voted yes, Selectman Maher voted yes, and Chair Frampton voted yes. The Motion carried.

With there being no further business to come before the Board, Selectman Maher made a Motion to Adjourn, which was seconded by Selectman Stewart. Selectman Maher voted yes, Selectman Stewart voted yes, and Chair Frampton voted yes. The Motion carried. The meeting closed at 3:54pm.

Respectfully submitted,

Jennifer Smith, Recording Secretary