



## SANDY BEACH COMMISSION

### April Minutes

Date: April 16, 2026

6:00 PM

Location: **Bantam Annex**

In attendance: Ed Ryle, Chair, Jennifer Parsons, Kathy VanOrmer, Corinne Houle and Lauren Wheeler. Unable to attend: Terry Connor, Tom Matthews and Andy Parker

- Call to order: 6:00pm
- Approval of minutes from March 19, 2026, meeting. Kathy VanOrmer made a motion to approve the minutes, seconded by Corinne Houle, and unanimously passed.
- Treasurers report: Kathy shared the current balance as of 04/15/2026 = \$2,733. Kathy reported that the savings account at Union Savings Bank was closed and the funds were transferred to the operating account.
- Correspondence:
  1. Kathy shared an email sent to the First Selectmen of Litchfield and Morris, and their assistants on 4/2/2026. The email requested that they post the attached documents on their respective town websites. Attached documents included: Sandy Beach Application, Beach Manager Job Posting, Lifeguard Job Posting and Hiring Flyer 2026. Both Town's Executive Administrator's agreed to post the documents on the Town's website. The responses were shared with the commission members.
  2. Kathy shared an email sent to the First Selectmen of Litchfield and Morris, and their assistants on 4/2/2026. The email expressed our funding concerns. The email requested a copy of the current insurance policy and the contact information for the insurance company, so the commission can inquire as to what we would need to do to have the beach open with no lifeguards on duty, in the event that we are unable to cover the costs of lifeguards, and still wanted to have the beach open to passholders and daily visitors. The Executive Administrator for the Town of Litchfield stated that the Connecticut Department of Public Health Code regulation 19a-36-B61 addresses public swimming areas and their general requirements. Section (b)(6) is clear that lifeguards are not required in public swimming areas; however, if no lifeguard services are provided, one or more warning signs shall be posted in one or more visible locations that state, "Warning - No Lifeguard on Duty" with letters that are legible and at least four inches high. It is best practice to post this signage at accessible entry locations. The email response also included additional

information and resources regarding signage. The email response did not include a copy of the insurance policy or contact information. The response was shared with the commission members. Kathy made a motion that Ed Ryle reach out to Lauretano signs to see if they will make such signs, at no cost, if not, the commission will purchase such signs to be posted on the beach when no lifeguards are on duty, seconded by Corinne, unanimously passed.

3. Kathy shared an email sent to the First Selectmen of Morris and his Executive Assistant on 4/2/2026. The email requested that the Town of Morris consider handling the payroll processing and quarterly/annual payroll reports and filings. The goal being to reduce the payroll expense the commission currently absorbs for PayChex payroll processing. Tom Weik replied that the Town of Morris does not have the capacity to handle this request. The response was shared with the commission members.
4. Kathy shared an email sent to the First Selectmen of Morris and his assistant on 4/2/2026. The email requested that the Town of Morris allow the commission to dispose of, free of charge, the old living room furniture (2-couches, armed chair, and a coffee table) from the Sandy Beach Cottage. Tom Weik replied that the Town of Morris would allow the commission to dispose of the items at the transfer station at no cost. The response was shared with the commission members.
5. Corinne contacted John McKenna from Litchfield.bz and requested that he write and post an article to announce the job openings at Sandy Beach. He agreed and will do so at no charge to the Commission.
6. Corinne sent the job postings to the CT Park and Recreation Association.

- Old Business

- Kathy reported that she went to the Beach and took possession of Sandy Beach documents related to payroll, beach passes, and other documents related to the management of the beach. She is going through the documents to review and will share information with the commission.
- Kathy reported that she obtained a donation of sturdy and easy to maintain furniture for the cabin. Photos of the old furniture and new furniture were shared with the commission.
- Kathy reported that the Personnel Committee (Kathy, Corinne, and Lauren) met on 3/31/26 and 4/14/26. The Committee discussed staffing needs and determined that 12 lifeguards, 3 gate keepers and 3 snack shack employees would be needed for the upcoming Beach Season. These staffing numbers are in line with prior years. They also discussed next steps in recruitment of Beach Manager and staff. Hiring flyers were distributed to the commission members and members were asked to post around town and to anyone that may be interested. The committee reviewed prior year's scheduling methods, hours, etc. The committee has received several applications and resumes and interviews are being scheduled for April 21<sup>st</sup> and 22<sup>nd</sup>.

- Kathy presented a copy of the grant application she completed and submitted on 4/3/2026 to the Seherr-Thoss Foundations. The grant request was for a total of \$42,400 to cover the cost of purchasing a tractor (with loader, mower and rake attachments) and a garage to store the equipment in. She communicated to the group that the application would be reviewed by the Foundation at their April 24, 2026 meeting and we should receive a notification shortly thereafter regarding our request.
- Ed Ryle stated that he sent an email communication to Laurentano Signs, following up the new "Sandy Beach Rules" signs. He stated he received no response from them.
- Roof repair update - Terry sent a video of the damage to the changing room building roof. It appears to be storm damage. Ed Ryle will contact White Memorial to file an insurance claim to repair and/or replace the roof, as needed.
- Bantam Lake Ski Club - Ski Show agreement still needs to be revised and sent to the Ski Club. Ed will make the revisions to include a disclaimer regarding Sandy Beach staff availability during the event.
- New Business:
  - Jenn Parsons informed the commission that she has been regularly checking the Sandy Beach email and going forward will be responsible for replying to the general questions received in that email account. Kathy VanOrmer will reach out to obtain the Instagram login information and will work with former commissioner to obtain Facebook login information.
- Beach Manager's Report: none
- Future Agenda items:
  - 2026 events calendar

Adjourn: 7:04 PM (Kathy moved, Lauren second, unanimously approved)

-Jennifer Parsons, co-secretary

**Next meetings:**

Special Meeting (to review applicants): April 30, 2026 at 6pm @ Bantam Annex

Regular Meeting: May 21, 2026 at 6pm @ Sandy Beach