

Chaplin Recreation Commission

Special Meeting Minutes

8/7/2023

6:00 PM Chaplin Town Hall

Attendance:

Dave Stone – Chairman

Shannon Hammond – Vice Chairman

Monica Arbo – Secretary

Pat Pogmore

Matt Foster – Call In with No Voting

1. Call to Order
 - a. 6:04 PM
2. Secretary's Report
 - a. 6/15/2023 Minutes
 - i. **Monica motions to accept the minutes as presented.**
 1. Shannon 2nds
 2. 4-0-0 Pass
 - b. 7/20/2023 Minutes
 - i. **Dave motions to accept the minutes as presented.**
 1. Shannon 2nds
 2. 4-0-0 Pass
3. Treasurer's Report
 - a. General Fund
 - i. As of 7/31/2023
 1. \$13,855.97 from \$15,770
 - a. Includes the check for \$1200 written for Branded band that has not been paid to them.
 - b. Special Revenue
 - i. As of 7/31/2023
 1. \$6,621.01
 - ii. Pat questions the report. There appears to be two different ending balances on the report. The Reconciliation Summary and the Statement of Account have different balances as of the same date. Why is the 7/31 transaction for Walmart for \$758.84 not cleared yet? To be clarified with Town Treasurer.
4. Chaplin Day:
 - a. Schedule
 - i. See attached Schedule of Events.

- ii. Dave will confirm plan with Fire Department
 - iii. No other town entities have asked to add anything to the schedule at this time
- b. Vendors
 - i. New Band "Fresh Apples" has approached us about playing that day.
 - 1. Dave motions to offer Fresh Apples \$400.**
 - a. Shannon 2nds
 - b. 4-0-0 Pass
 - ii. Ice cream vendor, Hide away, Maria Garcia Mexican Food
 - iii. 11 vendors, plus Jane, senior center and library.
 - 1. Pat is waiting to hear back from several vendors.
- c. Activities
 - i. Arboretum will be running a scavenger hunt from their booth
 - ii. Shannon has been in touch with Voyager Balloons out of Woodstock. They are available for the day to come and offer free tethered rides. Sponsors must provide a flag and it will be attached to the balloon. Shannon has a tentative promise for \$1,250 in donations. Total cost is \$2,000 per hour. Dave to reach out to Algonquin. Shannon will continue to reach out for sponsorships.
 - iii. Sponsorship money will be put into Special Revenue and a check for that amount will be taken from Special Revenue. The rest of the cost of the balloon will be taken from the activities line item from the General Fund.
 - iv. Dave motions to book the hot air balloon for \$4,000.**
 - 1. Pat 2nds
 - 2. 4-0-0 Pass
 - v. Pat is going to put together a plan for Olde Time Games including frying pan toss.
 - vi. Cornhole Tournament
 - 1. Scoreholio, Switchholio random generated teams. \$25 per player, \$5 to Rec the rest to payouts. Monica to create tournament on Scoreholio.
 - vii. Danny needs to firm up plan for race track. Hay bales, layout etc.
 - viii. Bounce House needs to be monitored. Dave suggested paying someone to monitor it.
 - 1. Dave motions to pay up to \$150 for bounce house monitoring.**
 - a. Shannon 2nds
 - b. 4-0-0 Pass
- d. Finances
 - i. Paul Leonard \$1200
 - ii. Mack Truck Mary \$600
 - iii. Ambulance up to \$800
 - iv. Bounce House \$500
 - v. Fresh Apples \$400 (tentative)
 - vi. Porta-potties \$500
 - vii. Tentative Total - \$4,000
- e. Concessions
 - i. Kitchen Help

1. Shannon reached out to Amy Oiumette. Pat will reach out to people. Dave will reach out to people as well.
 2. Monica will put in food permit for Chaplin Day.
- f. Safety
- g. Logistics
- i. Discussed the need for porta-potties and hand washing stations. Dave believes the cost is \$100 (estimate) a piece for the weekend.
 1. **Shannon motions to spend up to \$500 for porta-potties and/or handwashing stations.**
 - a. Dave 2nds
 - b. 4-0-0 Pass
- h. Performances
- i. **Dave motions to spend up to \$1000 for a sound engineer to run the system for the day.**
 1. Monica 2nds
 2. Discussion – 3 bands with the horse show requiring the sound system. Would like to get one person dedicated to running the sound system.
 3. 4-0-0 Pass
- i. Parking
- i. DPW will determine parking plan
5. Activities
- a. Summer concert/movies
 - i. August 19th – 357 Band
 1. Food Permit all set
6. Building and Field
- a. Concession Equipment
 - i. Ice Machine has stopped working. Going to look into the warranty information and come back to decide at the next meeting.
 - b. Building/Field Maintenance
7. Adjournment
- a. **Dave motions to adjourn at 8:48PM.**
 - i. Pat 2nds
 - ii. 4-0-0 Pass