

**UNAPPROVED**

**Minutes of the  
Parks and Recreation Commission  
Meeting**

**December 13, 2016**

In Attendance:

Phil Kearns, Chairman  
David Shofi, via phone  
Gina Carey  
Evie Bottali, Commission Secty.  
David Thaxter  
Kim Hulber

Paul J. Roche, Director  
Robin Matthews, Asst. Dir.  
Eileen Cipolla, Acctg.  
Jane Byrnes, Secty.

***These minutes are a general summary of the meeting and are not intended to be a verbatim transcription.***

Meeting called to order by Chairman at 7:30p.m.

**Approval of Agenda**

The Chairman requested that the agenda be amended to reflect the following:

Under New Business, item (a) Governor Park Field Use Policy, be moved up; and under Old Business (a) Governor Park, also be moved up. The Chairman requested an Executive Session be added at the end of the meeting to discuss a personnel matter.

The agenda as amended was approved.

**Recognition of Guests:**

The Chairman introduced and welcomed Mr. Robert Alicea, Babe Ruth Baseball/Governor Park and Mr. Mike Mahoney Musco Lighting, to the Commission.

**New Business – (a) Governor Park Field Use Policy:**

Mr. Kearns mentioned that Mr. Alicea had asked for the Commission's support for the installation of lights on the Governor Park site. The Commission discussed this at length. The Commission read the following proposed Field Use Policy for Governor Park.

“Adult softball (men and women) have priority for evening and night use of the Governor Park field. This priority is for four evening/nights a week, for men (Sunday, Monday, Wednesday and Thursday) and two evenings/nights a week for women (Tuesday and Friday). This priority is for April through the end of October for men and April through the end of August for women.

The remaining night, Saturday will be shared equitably between youth girls softball and youth boys baseball.

Scheduling for the field will be through the Parks and Recreation Department.”

Mr. Shofi questioned if the Commission had gotten any input from the softball groups regarding the policy. A discussion ensued and it was decided that Mr. Schneider would be in touch with the Presidents of the two softball groups to let them know of the policy.

After a discussion regarding Governor Park, Gina Carey made the following motion:

“The Commission hereby adopts the Field Use Policy – Governor Park Fields, as submitted and read.” (Copy attached.)

The motion was seconded by David Thaxter, and passed unanimously.

#### **Old Business – (a) Governor Park:**

Mr. Kearns introduced Mr. Alicea. Mr. Alicea provided plans for the proposed press box at Governor Park. The Director wanted to be sure that the press box would meet the ADA Accessibility guidelines. Mr. Alicea assured the Director that the issue was brought up with the Planning and Zoning Board, and Mr. Charlie Fisher, Town Engineer.

Mr. Alicea introduced Mike Mahoney who gave a summary on the proposed installation of new lighting at the Governor Park site.

After Mr. Alicea's and Mr. Mahoney's presentation, Mr. Thaxter made the following motion:

“To support the installation of lights in the Governor Park baseball field and the replacement of the lights on the Governor Park softball field, tennis courts and basketball court. The funds for this installation to be raised privately. Use of fields and facilities will continue to be subject to Parks and Recreation policies.”

The motion was seconded by Gina Carey, and passed unanimously.

The Commission thanked Mr. Alicea and Mr. Mahoney.

#### **Approval of the Minutes:**

Ms. Carey made a correction to the November minutes. On page three under, Strategic Plan, sentence should read: “Ms. Carey said that there has been some progress and the sub-committee will be meeting next week to regroup and finalize the plan for the quantitative and qualitative phases...” The minutes as amended were approved.

#### **Financial Status:**

Ms. Cipolla reported that the November numbers were very positive: the revenue is on budget and expenses are ahead of last year to date. Ms. Cipolla mentioned that there were some software glitches with the reporting of the July and August lap membership revenue; however, the department is working on this issue.

#### **Chairman:**

As a representative for the Commission, Mr. Kearns stated that he has attended several meetings regarding Main Street traffic flow. Some of the items covered were; tree removal, future parking, etc. Mr. Kearns mentioned that the findings will eventually go to a Town hearing.

#### **Director's Report:**

The Director reported he is working on the following:

Mr. Roche reported he is working with the Special Olympic committee to help with fund raising. Over the past several years the program has grown and they are in need of some items. The committee has sent out proposals for funding requests.

Mr. Roche reported that he is working with the staff to complete the operating budget.

The administrative office staff has again this year sponsored a family for the holidays. The staff bought gifts and wrapped them at the office.

The CRPA Conference was a success with many helpful sessions. Ms. Matthews was awarded the Distinguished Service Award for the State of Connecticut.

Working with Town Hall on our new telephone system which should be up by mid-January.

Working with Long Range Planning sub-committee on the Recreation Center campus long range plans.

Mr. Roche attended an ADA Town meeting with Ms. Dobbin. The meeting was a presentation from a representative from Boston describing their ADA plan.

Assistant Director-Recreation – Robin Matthews:

Ms. Matthews asked if the Commission had any questions regarding her December report. Ms. Matthews stated that the department is on task and reaching its goals.

Assistant Director-Parks:

Mr. Schneider reported on the following:

The outdoor crews are busy working on the back stops of the East Ridge Middle School and Veterans Park fields.

Crews are working on the girls softball field at the high school.

Working on Governor Park protection netting with the Town.

Working on installation of new bleachers at Tiger Hollow II.

Working with the Eagle Scouts on various projects including Sturges Park cabin.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter reported that the sub-committee has met with Mr. Alicea on Governor Park and will be meeting with the platform tennis group in the near future to discuss courts.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the department still facing a challenge with staffing.

Annual Goals & Marketing Plans – Evie Bottali

Ms. Bottali reported that she will have more information on how well the new promotion worked at next month's meeting.

Budget & Policy – Phil Kearns

Mr. Kearns reported that the sub-committee will be working on the operating budget and the Commission will be voting on it in January.

Capital Budget

Mr. Kearns presented to the Commission with the proposed 2017-2018 Parks and Recreation Capital Budget. After a full review of the proposed 2017-2018 budget, the following motion was made by Gina Carey:

“Move to accept the 2017-2018 Parks and Recreation Capital Budget as put forth by the Budget Sub-Committee.”

Mr. Thaxter seconded the motion and it was unanimously passed.

Special Services – Barbara Dobbin  
Covered above under Director's report.

Strategic Plan – Gina Carey

Ms. Carey reported that the committee members have completed their interviews and within the next few days will be circulating the data among themselves. A meeting will be scheduled for early January.

Old Business (b) Vote on 2017 Meeting Dates

Mr. Kearns asked if there were any conflicts with the proposed 2017 meeting schedule.

The Commission made the following motion regarding the 2017 meeting dates:

“To hereby approve the 2017 Commission Meeting dates as amended.”

The motion was seconded by David Thaxter and passed unanimously.

New Business:

Covered above.

A motion to adjourn and go into Executive Session was made by Phil Kearns and seconded by David Thaxter at 9:09pm.

Executive Session from 9:10pm to 9:37pm and no decision made.

\*Minutes Approved: \_\_\_\_\_  
Evie Bottali, Secretary