



UNAPPROVED

Minutes of the
Parks and Recreation Commission
Meeting

November 18, 2015

In Attendance:

Phil Kearns, Chairman
Barbara Dobbin
Evie Bottali, Secretary
David Thaxter
Kim Hulber
Gina Carey

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

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 7:30 p.m.

Recognition of Guest:

No guests to recognize.

Approval of Agenda:

The agenda as presented was approved.

Minutes:

The October minutes were approved as submitted.

Financial Status:

Ms. Cipolla reported that year to date revenue for October was ahead of budget and this month is also looking good. Ms. Cipolla mentioned that the budget numbers are consistent with last year's trends. The Commission mentioned and was happy that the summer camp revenue came in with very high numbers this year.

Chairman:

Mr. Kearns stated that he and Mr. Roche will be meeting with the Board of Education's new Superintendent and Business Manager in early December to introduce themselves and to talk about the Department's responsibilities for Board of Education properties.

Director's Report:

- Mr. Roche reported he has been working on both the capital and operating budgets for 2016-2017.
- The Ballard Park Imagination Station Playground Grand Opening was a great success with over 500 parents and children attending the event. The Park has been well received by the Town's residents.
- Mr. Roche has been working with the Commission and the Citizens Committee regarding the future of the Schlumberger Property. Mr. Roche and Mr. Thaxter had attended a Town meeting to discuss the Department's and sub-committee's suggestions for the property. Mr. Roche reviewed the answers to the committee's questions.



The sub-committee priorities were; picnic area, lighted softball fields, Pickleball courts, and connecting trails.

The Commission had some questions regarding the suggestions and it was decided that Mr. Roche would forward the questions and answers to the entire Commission for their review. The Commission's comments will be brought up at the December meeting.

Mr. Roche mentioned that there had been an incident on the Rec Center campus regarding an unleashed dog. Mr. Roche was asking for the support of the Commission to amend the current policy to add that animals, dogs in particular, be on a leash for the safety of the public using our campus. There was much discussion regarding enforcing the policy, fines, current policies, notification to public and legal responsibilities, the following motion was presented by Ms. Carey:

"Move to approve the modification of the current Parks and Recreation Facility Use and Reservation that dog owners must have their dogs on a leash and under control while on the Recreation Center campus."

The Commission discussed the wording, and a decision to withdraw the motion was made by Ms. Carey.

Ms. Dobbin made the following motion on this item:

"Move to amend the current Parks and Recreation Facility Use and Reservation Policy to reflect that the Parks and Recreation campus is included, and that on the Parks and Recreation campus, all animals must be on a leash and under the owner or walker's positive control at all times. The appropriate signage will be posted on the Recreation campus notifying the public."

Motion was seconded by David Thaxter and passed unanimously.

Assistant Director-Recreation:

Ms. Matthews asked for any questions regarding her November report. The Commission had no questions at this time.

Assistant Director-Parks:

Mr. Schneider reported on the following:

- Mr. Schneider mentioned that the heat exchanger at the Barlow Mountain pool has been repaired by Mr. Keeler and he saved the Department several thousands of dollars. The pool temperature is back to normal and working well.
- Mr. Schneider is working with the Department on the possibility of using the front pond as an ice skating rink for a winter activity.
- The fall sports are over and the outdoor crews are busy with fall cleanup of the fields.
- The Garden Club and a service project group have planted several thousand daffodil bulbs in front of Ballard Park and around the playground.
- Mr. Schneider will be working on reclaiming the sand to bring up the beach level at Martin Park.

Mr. Schneider circulated photographs of some of Scotland field. Due to the ban on IPS on school grounds, the Parks Supervisor will have to do a more costly maintenance program to keep the athlete fields maintained. One such recommended practice is to re-sod the center of the



damaged field on a regular basis. Special equipment has been designed to allow this process to be done in-house to help with costs. The Commission discussed fees, the maintenance plan, future conditions and equipment. Mr. Schneider will do some additional research and get back to the Buildings and Grounds sub-committee. Mr. Schneider recommended purchasing a field renovator which could be used to develop a new program for the athletic fields maintenance process.

- Mr. Schneider is working on the High School girls' softball field on repairs. There are plans for proposed new dugout.
- There was a discussion regarding the status of the study regarding the drainage of Veterans Park field and Onalfo field.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter reported that he has not had any word from Mr. Alicea regarding the Governor Park lights.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that Ms. Matthews has set up a full agenda for the sub-committees meeting scheduled for December 2. Mr. Thaxter will report back to the Commission at their December meeting.

Annual Goals & Marketing Plans:

Ms. Bottali reported that October total members and revenues exceeded year-ago results. There was a discussion regarding membership trends. In December, the sub-committee will discuss the results of the 2015 Martin Park Beach promotion.

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 submitted for Commission's review, the proposed 2016-2017 Parks and Recreation Capital Budget. The Commission discussed each budget item at length. Mr. Kearns asked if there were any questions. Mr. Shofi sent Mr. Kearns his approval of the presented budget, and stated that he wanted to urge the renovation of the men's locker room in the wellness center this year.

The Commission also discussed the addition of the field renovator (maintenance equipment) for the athletic field maintenance to be included in the 2017-2018 grounds maintenance budget.

After a review Mr. Kearns made the following motion:

"Move to accept the 2016-2017 Parks and Recreation Capital Budget as put forth by the Budget Sub-Committee with the addition of a field renovator (maintenance equipment) with a cost of \$28,500 be added under Grounds Maintenance in the 2017-2018 budget."

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



Special Services Issues – Barbara Dobbin:

Ms. Dobbin reported that she is still working with the Social Services Director and Mr. Schneider on the addition of ADA port-a-johns at Town fields and parks. Mr. Schneider mentioned that they are waiting for Mr. Gay, the Town's Purchasing Agent, to get the bids together.

Strategic Plan-Gina Carey

Ms. Carey mentioned that the sub-committee is working on moving forward with recommendations for the future plan. Ms. Carey will have a report for the Commission at the December meeting. Ms. Carey also mentioned that the committee is working on quantifying assets of the Department and the report will also be ready for the December meeting as well.

Mr. Kearns summarized some outstanding items:

- The drone policy
- Martin Park Beach promotion
- The drainage study of two fields

Old Business:

No old business to report.

New Business:

2016-2017 Capital Budget
Budget was covered above.

Meeting Dates

The Commission will review the proposed 2016 meeting dates and vote on them at the December meeting.

A motion to adjourn was made by Barbara Dobbin and seconded by Gina Carey at 9:40 p.m.

*Minutes Approved: _____
Evie Bottali, Secretary