

**BEACON FALLS PARK AND RECREATION COMMISSION
SPECIAL MONTHLY MEETING
NOVEMBER 18, 2013**

SUBJECT TO APPROVAL

CALL TO ORDER

J. Rodorigo called the Regular Monthly Meeting of the Beacon Falls Park and Recreation Commission to order at 7:05 PM.

COMMISSIONERS PRESENT: J. Rodorigo, B. Egan, J. DeGennaro, S. Ruhl, A. Sirowich

COMMISSIONERS ABSENT: D. Sorrentino (leaving the Board to serve as Selectman)

OTHERS PRESENT: Beth Bucciferro from Brighten Your View

MINUTES

A.Sirowich made a motion to approve the September, 2013 Regular Meeting Minutes. J. DeGennaro seconded the motion. All ayes.

No October meeting minutes to approve, as there was no quorum in October.

NOMINATION OF OFFICERS

A.Sirowich made a motion to nominate Steve Ruhl to serve as Chairman of the Parks & Recreation Commission, beginning in December, 2013. B. Egan seconded the motion. All ayes.

J. Rodorigo made a motion to nominate Bob Egan to continue his term as Vice-Chair. S. Ruhl seconded the motion. All ayes.

Election is to be held at the December, 2013 Regular Meeting and 4 people are needed to have the meeting and a quorum.

COMMENTS FROM THE PUBLIC

J. Rodorigo asked Beth Bucciferro to address the board under New Business.

OLD BUSINESS

A. MATTHIES PARK

1. J. Rodorigo noted the Haunted Hayride took place Matthies at the end of October, sponsored by the Rotary Club and it was a very successful event.
2. The park is being prepped for winter.

B. PENT ROAD

1. Field #1 was installed at a cost of \$8,000. New sod is down, the field is in and the baselines will be cut in the spring. The irrigation was expanded. The new field will

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not be playable until Opening Day of 2014, so no practices will be held on it prior to the season.

2. \$6,000 worth of work was completed on the batting cages at Pent Road as well.

C. RIVERBEND PARK

1. No change in the status of this grant. It has been approved and we are still on the top of the list for disbursements. We are still awaiting the funds and this has been a 2 year process.
2. The town's Finance Officer is completing more documentation to get the grant funded.

D. SPORTS LEAGUES

1. No formal reports from the leagues.
2. Basketball is up and running with practices starting and games scheduled to begin soon.

E. PARK ACTIVITIES

1. J. DeGennaro has been in touch with Harboryard and is working on getting discounted tickets to several events. No one participated in the Circus promotion.
2. Other upcoming events at Harboryard include the Harlem Globetrotters in February and Monster Jam in March and we can consider getting tickets for these as well. J. Rodorigo suggested that the Basketball League might like to pair up with Parks & Recreation for the Globetrotters event.
3. A. Sirowich sent home a page of Fall Activities, by hard copy in backpacks, and received a positive response for all the programs. The programs running are: Drawing Class, Bakery Classes, including 3 Holiday classes, Spanish. The Atlantic Salmon project funding was not cut by the State, so this program will run again. Finally, karate continues every Monday night.
4. J. Rodorigo received a call about swim classes. J. DeGennaro said that she will try for late winter/early spring swim nights, after the High School and Middle School Swim team season is over. Pool time is harder to come by during the swim season, which runs from December to February.
5. There will be no Holiday Lights contest this year. The Firehouse is running their Bonfire Holiday event.

CORRESPONDENCE

None.

NEW BUSINESS

- A. Beth Bucciferro showed the Board the beginnings of the website, with a preliminary view of the Home Page and some of the drop-down menus. The Board reviewed the page and approved of the design. Beth has been using information gleaned from the old page on the Town Website. She explained how the site will allow users to select Parks &

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Recreation programs by location, point to a link to Facebook, and will be responsive to the device it is being viewed on. The Board asked questions about how PayPal will work, if emails can be captured to send notices to users, and Beth answered all of their concerns. We can provide Beth with more content as the website progresses.

- B. The Basketball League is currently able to use the café at Laurel Ledge as the building project is not yet underway. The travel leagues may be using a facility in Ansonia for games as well.
- C. A.Sirowich noted that Prospect Soccer was very happy with the Pent Road fields this past fall and hopes to use them again next year. J. Rodorigo explained that next fall, if we keep with the maintenance schedule, it will be time to work on Field #3 and the infield of Field #4.

APPLICATIONS

There are currently no applications which require approval. In the spring, the Board will need to stress the application deadline for Field Usage, so that applications are received in a timely manner.

GRANTS

J. Rodorigo will be meeting with Gordon Grant, the contractor who will be working on the Pent Road pavilion. He will be putting together a timeline for the completion of the project, keeping in mind the requirements of the Katharine Matthies grant award.

PAYMENT OF BILLS

No bills at this time.

At this time, the only bill that the Board votes on during their meetings is the bill from the clerk. The Chair is authorized to sign off on other bills for approved line items, as they come due during the month.

BUDGET

- A. J. Rodorigo explained that maintaining the budget is becoming easier thanks to the town's new software which does not allow overspending of line item, but stops a transaction if it puts that line in the red. There is now a system in place of blanket purchase orders for standard monthly bills, such as Electric, Water, Fuel, Port-O-Lets, so that the monies are drawn out of this one large PO each month.
- B. Therefore, the Chairperson needs to be aware of these monthly expense line items in the spring as we get close to year-end, and watch the line items which are 1 time expenses, such as Clay and Fertilizer, that are not regular purchases. However, the maintenance line items in the Parks & Recreation budget are primarily the responsibility of the Public Works.
- C. The Commission should be concentrating on the line items which relate to Park Activities, Events, and Programs. The Board should be focused on these line items which pertain to programming that the board is responsible for.

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- D. At present, the Special Activities Account is primarily a pass through account for activities where people pay to participate and the Commission then pays the vendor. There is a monthly report which tracks these monies as well as possible, so we can determine which activities are well-received and worthwhile to put on again.
- E. J. Rodorigo hopes that the Board will continue to rent the park facilities/fields to residents and outside organizations for tournaments, etc., as this is a positive use of the facilities.

OTHER BUSINESS

- A. With D. Sorrentino leaving to join the Board of Selectmen, there are now 2 seats to fill on the Board. It would be beneficial to have someone willing to work on Programs with A. Sirowich and J. DeGennaro. It would also be beneficial to have someone who is able to help with scheduling and work with the sports leagues.
- B. J. Rodorigo explained that he will remain on the Board for the time being, until the vacant seats are filled and to help S. Ruhl with his transition to Chair. Also, there is a new Director of Public Works who has been hired by the town and will begin on December 2nd. J. Rodorigo will meet with him soon and bring him up to speed on the maintenance schedule for the parks.
- C. B. Egan asked how much money is left in the Concerts line item for concerts in June, 2014. J. Rodorigo advised that there is \$1,406 in that line item.

ADJOURNMENT

B. Egan made a motion to adjourn the meeting at 7:57 PM. S. Ruhl seconded the motion. All ayes.

Respectfully submitted,

Erin A. Schwarz
Clerk, Parks & Recreation Commission