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AGENDA
Colchester Parks & Recreation Commission

April 5, 2010

Town Hall

7:00 p.m.

1. Call to Order
2. Citizen's Comments
3. Acceptance of Minutes: March 1, 2010 Meeting
4. Reading of Correspondence
5. Discussion on Budget Overview
6. Committee Reports
 - Facilities
 - Finance/Administration
 - Programs
 - BOS Liaison
 - BOF Liaison
 - BOE Liaison
 - Dog Park
 - Senior Center Study Group
7. Discussion and Possible Action on Ball Field Maintenance Policy/Plan
8. Discussion and Possible Action on Ice Cream Bid
9. Discussion and Possible Action on Volunteer Plan
10. Discussion and Possible Action on Formation of a Community Tennis Association
11. Discussion and Possible Action on Strategic Plan
12. Discussion on AED at the RecPlex
13. Director's Report
14. Recreation Supervisor's Report (Quarterly)
15. General Comments
16. Adjournment

MANDY A. BRAY
TOWN ENGINEER

Mandy A. Bray

2010 MAR 31 PM 2:46

RECEIVED
COLCHESTER, CT

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Colchester Parks & Recreation Commission

March 1, 2010

Bacon Academy Media Center

7:00 p.m.

MINUTES

RECEIVED
COLCHESTER, CT
2010 MAR - 8 PM 3:53
NANCY A. BRAY
Nancy A. Bray

Members Present: Vice-Chairman C. Ferrante, J. Barr, N. Kaplan, E. Kundahl, L. Stephenson, L. Dimock, M. Kennedy

Members Absent: A. Spranzo, S. O'Leary, C. Williams

Others Present: Jay Cohen, Park and Rec Director; Greg Cordova, BOS Liaison; Tim Lamp, BOE Liaison; Mike Caplet, BOF Liaison; Paula McDowell

Bacon Academy Civic Students:

1. **Call to Order:** Vice-Chairman Ferrante called the meeting to order at 7:05 p.m.

2. **Citizen's Comments:** None

3. **Acceptance of Minutes: February 1, 2010 Meeting:** E. Kundahl motioned to accept the minutes of the February 1, 2010 meeting amending to show J. Barr absent and L. Dimock abstaining on approval of minutes, seconded by N. Kaplan. All members present voted in favor. **MOTION CARRIED.**

4. **Reading of Correspondence:** None

5. **Committee Reports**

-Facilities: N. Kaplan reported that the Facilities Subcommittee met with representatives of Colchester Youth Soccer, Colchester Baseball Softball League, and Colchester Youth Football to discuss the impact of closing R2. Field closure in the spring would have a critical impact on baseball and softball due to the high volume of usage and lack of availability of other large fields. A fall field closure would impact baseball and soccer though there might be some alternatives such as rescheduling to other fields. This could result in over use of fields however. Based on joint discussion of fall and spring closure options the Subcommittee concluded to recommend not to close R2 in 2010 and begin discussion immediately about closure in 2011. Issues that concern leagues regarding field closure are:

*Appropriate rehab of fields

*Proper on-going maintenance of fields

*Diminished maintenance of Rec fields

*Insufficient irrigation/water capabilities

*School teams utilizing Rec fields for practice and games overlooking agreed upon field closures and field playability

(L. Stephenson arrived 7:14 p.m.)

* Leagues do not want to contribute money to renovating fields if they are not going to be properly maintained.

-Finance/Administration: The First Selectman's budget will be presented on March 2, 2010. Park and Recreation department has downgraded a full-time maintenance person to a seasonal position.

N. Kaplan questioned the complaints received last year as to the fields not being mowed and a decrease in staff. J. Cohen responded that there are other departments that are losing staff also. G. Cordova said he has spoke with First Selectman Schuster about union negotiations with the maintenance staff including volunteers being able to assist in the mowing and upkeep of the fields. The current contract does not allow that to be done. Discussions have previously taken place with a negative response by the union.

- **Programs:** None
 - **BOS Liaison:** There will be a budget forum held at the library on March 10, 2009 at 7:15p.m.
 - **Dog Park:** A reverse auction bidding will be held for the fencing. CCM runs the auction. A date has not been set.
- J. Cohen would like to add Senior Center Study Group, BOF Liaison, and BOE Liaison to committee reports.
- **Senior Center Study Group** – J. Barr is serving as the liaison. The Study Group has been given one year to complete the study. The study has been done a couple times before with lack of money always being an issue. Other senior centers and community centers are being visited.
 - **BOE Liaison** –The BOE is currently looking at a 4.75% budget increase. No final decision has been made.
 - **BOF Liaison** – Budget workshops will begin soon.

6. Discussion and Possible Action on Pavilion Rental Proposal: To generate additional funding by Pavilion rentals an increase in rental fees was proposed. Gatherings at the Pavilion tend to be small in size and the whole space is not used. Providing the option of renting half the pavilion, allowing for two groups to use it at once, keeping the price at \$25/ rental block, would allow for double the income. The cost of a full space rental would increase to \$40. Non-resident rental would be double the amount. Weekend's rental requests full up quickly and often receive more than one request per weekend. Commission members were concerned that renters would not like sharing and be unsatisfied resulting in two parties asking for a refund. Others issues with sharing the space included power only being available at one end and no one from Town on site to deal with conflicts.

L. Stephenson motioned to recommend to the Board of Selectman for approval that rentals to be kept as is with an increase of the fee to \$40 for residents, effective July 1, 2010, and existing rental bookings will be locked into the current rate, seconded by J. Barr. All members present voted in favor. **MOTION CARRIED.**

N. Kaplan motion to add Lighting Fee Discussion to the agenda following item 8, seconded by E. Kundahl. All members present voted in favor. **MOTION CARRIED.**

7. Discussion and Possible Action on Closing of R2 – Tabled from February 1, 2010 Meeting: Discussion was previously held during Facilities report. J. Barr motioned to accept the report as and recommendation as previously given. , seconded by M. Kennedy. All members present voted in favor. **MOTION CARRIED.**

Lighting Fee Discussion: The per kilowatt charge has went down causing the cost of lighting on some fields to go down approximately a dollar. J. Cohen asked the Commission if they would like to keep the cost as is or lower the cost to reflect the decrease in per kilowatt cost. The Commission overwhelming felt that the policy that was set last year was done so to allow for lighting fees to not have to be reviewed each year and wanted the policy followed.

E. Kundahl motioned to follow the lighting fee policy resulting in the amount being charged to leagues reflecting the decrease in what the Town is being charged, seconded by J. Barr. All members present voted in favor. **MOTION CARRIED.**

8. Discussion and Possible Action on Strategic Plan: J. Cohen has reviewed two of four of the goals with his staff. No major changes being proposed. Commission members will gather to work on the Strategic Plan on Tuesday March 31, 2010 at 7:00. Place to be determined.

9. Director's Report: The Director's Report included:

- The Rose on the Green was basically zero cost to the town. It was from Norwich. Hebron came and did a lot of the work. Electrical work and use of bucket trucks were donated.
- March 24th is a seminar on Environmental Stewardship.
- Fireworks will be discussed at the next BOS meeting. G. Cordova said that no decisions will be made until after the budget is done. The BOS do not want to be locked into a contract if the Town does not have the 57 fest this year.
- Four Community Theatre productions of Beauty and the Beast were sold out.
- Bands for Concerts on the Green have been secured.
- Construction work bids have been closed and a recommendation will be made to the Board of Education at their March 9, 2009 meeting.
- Spring Clean-Up is April 10, 2010.

• The School District, through Barbara Gilbert, has received a grant dealing with tobacco use. Through the grant there will be \$3,600 to spend on signage around the park. Signage designs were recommended in the past but there was no funding available for them.

N. Kaplan motioned to accept the Directors Report, seconded by L. Stephenson. All members present voted in favor. **MOTION CARRIED.**

10. Recreation Supervisor's Report (Quarterly): None

11. General Comments: None

12. Adjournment: E. Kundahl motioned to adjourn, seconded by L. Stephenson. All members present voted in favor. **MOTION CARRIED.**

Vice-Chairman Ferrante adjourned the meeting at 8:29 p.m.

Dawn LePage, Clerk



"Creating Community Through People, Parks and Programs"

Colchester Parks & Recreation Ballfield Maintenance Policy

All field maintenance is performed at the discretion of the Parks & Recreation Director, including such determination that potential maintenance is not required.

The department will determine the proper layout and configuration of all fields.

The types of work to be performed by Town forces:

- Rebuild pitching mounds
- Till infields
- Roll fields
- Offer training session for league volunteers
- Fill ruts/divots as necessary
- Treat for pests as necessary (weeds, grubs, etc.)
- Grade infields
- Level bases/homeplate
- Eliminate "lips" between infield/turf
- Inspect fencelines
- Drag all fields with "sandpro"
- Mow fields at 3"
- Paint foul lines on turf (as needed)
- Groom/line fields for Bacon Academy/WJJMS games

Leagues may, after receiving proper training:

- Water fields
- Groom/line infields
- Use "turface" sparingly, as instructed (at their own cost)
- Rebuild pitching mounds throughout season as necessary
- Paint dugouts, in cooperation with department

8.



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MEMO

To: Parks & Recreation Commission
From: Jason Cohen, Director
Date: March 26, 2010
Re: Concert Ice Cream Contract Award

Proposal

Based on the submitted proposals, I recommend awarding the contract to provide ice cream sales at all concerts to New England Soft Serve (NESS) at a rate of \$200 per concert.

Rationale

NESS submitted the highest bid proposal, and has a long history of successful partnership with the concert series, as well as commitment to the community.

The only other submitted proposal was from Scotties Frozen Custard for the minimum bid proposal of \$50 per concert.

9



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MEMO

To: Parks & Recreation Commission
From: Jason Cohen, Director
Date: March 31, 2010
Re: Volunteer Plan

Proposal

Implement a formal plan for the recruitment, training, management and recognition of volunteers working on behalf of the department.

Rationale

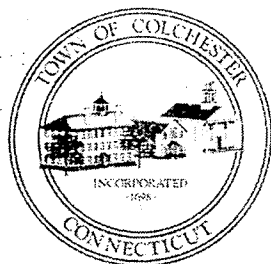
Volunteers are an integral component of a parks and recreation department’s ability to provide services and activities. However, without a formal process for developing and supporting a volunteer program, it is not sustainable.

This pilot program would be modeled on the plan that was being developed over the past two years by a staff committee within the town. Key components would include:

- Initial training/orientation
- Background checks
- Volunteer job descriptions/duties
- Ongoing support and supervision
- Annual evaluation and recognition process

While this would certainly involve some expenditures, such as for background checks, the potential cost savings, such as replacing some existing paid staff for programs and events, would far outweigh the costs. Additionally, it would allow us to provide services that are currently not funded, such as the Park Ranger program (see attached sample job description).

The training would be based on a program developed by the National Recreation and Park Association, which is a comprehensive, interactive session that includes such topics as risk management, customer service, and working with children and seniors.



**Town of Colchester
Volunteer Opportunity Description**

**Park Ambassador
Parks & Recreation**

GENERAL STATEMENT OF DUTIES

Serve as a customer service representative of the department at public parks and playgrounds to ensure users have an exceptional experience in our facilities.

WORK SCHEDULE

Schedule is flexible, but requires evening and weekend hours.

SUPERVISOR

Works under the direct supervision of the Parks & Recreation Director.

ESSENTIAL DUTIES

The following is an illustrative list of duties:

- Patrols Parks & Recreation facilities, such as the Recreation Complex, school playgrounds, Cohen Woodlands, Town Green, etc.
- Provides first aid when necessary
- Collects items for lost & found
- Encourages appropriate use of the park and facilities
- Contacts ambulance, police or other town staff as necessary

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Good communication skills
- Minimum of 21 years of age
- CPR/First Aid certified

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees/volunteers. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee/volunteer to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment/volunteerism, it is the employee/volunteer's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies



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MEMO

To: Parks & Recreation Commission
From: Anita Pizzutiello
Date: March 31, 2010
Re: Community Tennis Association (CTA)

Proposal

To form a Colchester Tennis Association to help promote and organize activities that would generate funds to be distributed directly toward tennis court improvements, additional facilities, events and equipment.

Rationale

The Colchester RecPlex tennis courts have deteriorated a lot are in dire need of repair and we recognize that there are no funds available to be used toward their improvements. By forming a Community Tennis Association we can promote and grow the sport of tennis at a grass roots level. In addition forming a CTA would enable us to separate the generated fees/revenues, have fund raisers, raise community awareness and also apply for grants through the USTA.

Benefits:

Access to USTA Recreational Tennis Grant — Registered CTA's are eligible to apply for the USTA Recreational Tennis Grant.

Access to USTA Public Facility Assistance Program — Registered CTA's are eligible to receive technical, advocacy and financial assistance for tennis facility improvements or construction projects.

Access to USTA Serves Scholarships — Youth participating in registered CTA programs are given priority to college, individual player, and textbook scholarships from USTA Serves.

Training and Educational Workshops and Seminars — Registered CTA's receive information and special discounted rates to USTA-sponsored events, workshops, and seminars.

“Best Practices” Sharing — Registered CTA's have access to unique and successful ideas implemented by CTA's around the country.

Support

The Community Tennis Association will be a sub committee within the Parks & Recreation department with direct supervision from the Recreation Supervisor.