



Colchester and Parks and Recreation

“Creating Community Through People, Parks and Programs”

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Amended
AGENDA

Colchester Parks & Recreation Commission

Nov 4, 2013

Bacon Academy Media Center

7:00 PM

1. Call to Order
2. Additions to Agenda
3. Citizen's Comments
4. Acceptance of Minutes: Oct 7, 2013 .
5. Reading of Correspondence
6. Committee Reports
 - Facilities
 - Finance/Administration
 - Programs
 - BOS Liaison
 - BOF Liaison
 - BOE Liaison
7. Discussion and Possible Action on Easter Egg Hunt - Dog Park
8. Discussion and Possible Action on Endorsed League status
9. Discussion and Possible Action on reviewing Concession Stand status at Rec Plex
10. Discussion and Possible Action on changing the name of "57 Fest"
11. Recreation Supervisor's Report
12. Recreation Manager's Report
13. General Comments
14. Adjournment

NANCY A. BRAY
TOWEN MI FRM



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Colchester and Parks Recreation

MEETING MINUTES
Colchester Parks & Recreation Commission
October 7, 2013, 7:00p.m.
RecPlex Pavilion

Members Present: S. O'Leary, E. Kundahl, L. Dimock, L. Stephenson, D. O'Brien and C. Ferrante

Members Absent: N. Kaplan, K. Moody, T. Loskant and M. Kennedy

Others Present: Cheryl Hancin, Anita Pizzutiello, Jim Paggioli, Paula McDowell, Civic Students and other citizens

1. Call to Order

Chairman O'Leary called the October 7, 2013 meeting to order at 7:04 p.m.

2. Additions to Agenda

None

3. Citizen's Comments

Paula McDowell voiced her concern regarding issues with pets brought to youth football games and being disruptive. P. McDowell asked board members to review possibly setting a policy not to have pets attend the games. Chairman O'Leary stated the board members can't set a policy for a couple of isolated incidents and suggested leagues handle it internally. L. Stephenson asked if signs can be more visibly placed on rec fields regarding no smoking, etc. J. Paggioli stated he would look into it.

4. Acceptance of Minutes: Sept. 9, 2013

E. Kundahl MOTIONED to approve the minutes of the Sept. 9, 2013 meeting as written. SECONDED by C. Ferrante. D. O'Brien abstained. All other members present voted in favor, MOTION CARRIED.

5. Reading of Correspondence

Chairman O'Leary stated he received a letter from the Colchester Historical Society expressing their concern over recent increases in town green use fees. Chairman O'Leary stated this will be discussed under topic #7 of the agenda.

6. Committee Reports

- Facilities – J. Paggioli stated that temporary repairs were made to R2 field. Discussion was had regarding when to move forward with permanent repairs to R2 field. D. O'Brien MOTIONED to shut R2 field down on August 5, 2014 for field repairs contingent upon available funds. SECONDED by L. Dimock. All members present voted in favor, MOTION CARRIED.
- Finance/Administration – none
- Programs – none
- BOS Liaison – none
- BOE Liaison – none
- BOF Liaison – none

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NANCY A. DIMOCK
TOWN OF PAVY

7. **Discussion and Possible Action on Fee Policy for the Town Green**
Chairman O'Leary explained how and why they decided on the fee structure for the town green. Arthur Liverant, member of the Historical Society, voiced his concern regarding the increase in fees charged to the Historical Society for town green events and the procedure in finding out fee information. Greg Barden, member of the Lions Club, also stated his concerns regarding the fee increase now being charged and lack of communication regarding set fees. Chairman O'Leary stated fees needed to increase to offset the cost of maintaining the town green. The board will have further future discussions regarding the fee policy for the town green.
8. **Discussion and Possible Action on reviewing Endorsed League Status**
L. Dimock MOTIONED to approve endorsed league status to Youth Soccer. SECONDED by C. Ferrante. All members present voted in favor, MOTION CARRIED. Discussion was had on why indoor leagues do not require endorsement. E. Kundahl MOTIONED to approve C. Hancin to make the changes to the Sport League Endorsement Policy of adding under Eligibility "non-profit organization" and under Benefits "primary access to scheduling where applicable". SECONDED by L. Dimock. All members present voted in favor, MOTION CARRIED.
9. **Discussion and Possible Action on Dates for 2014 Commission Meeting**
Board members reviewed the dates for the 2014 Commission meetings. L. Stephenson MOTIONED to accept the 2014 Commission meeting dates. SECONDED by L. Dimock. All members present voted in favor, MOTION CARRIED.
10. **Recreation Supervisor's Report (Monthly)**
A. Pizzutiello read the Recreation Supervisor's Report (see attachment 1).
L. Dimock MOTIONED to accept the Recreation Supervisor's Report. SECONDED by L. Stephenson. All members present voted in favor, MOTION CARRIED.
11. **Recreation Manager's Report**
C. Hancin read the Recreation Manager's Report (see attachment 2).
C. Ferrante MOTIONED to accept the Recreation Manager's Report. SECONDED by E. Kundahl. All members present voted in favor, MOTION CARRIED.
12. **General Comments**
Discussion had regarding hiring officers for traffic control for the soccer event that will be held on November 2-3, 2013.
13. **Adjournment**
E. Kundahl MOTIONED to adjourn the meeting at 8:49 p.m. SECONDED by L. Stephenson. All members present voted in favor, MOTION CARRIED.

Attachment: Recreation Supervisor's Report (attachment #1)
Recreation Manager's Report (attachment #2)

Respectfully Submitted,
Gina Santos, Clerk

Recreation Supervisor's Report
September 2013

September was a very exciting month for the Parks and Recreation department. The hiring process is complete and we welcome Jessica Lefler as our Recreation Specialist and Jennifer Waterman for our Office Assistant!

Registrations in general are holding steady in comparison to last year. The Free Class coupon in the Colchester Connection continues to be a great way for hesitant participants to try something new! We will continue to promote our programs through the various media i.e. school wide digital backpacks, press releases, mass emails, facebook, flyers, bulletin boards, community board signs and now we're on twitter!

Youth:

Dance: We have partnered with Alyson's School of Dance from Colchester to offer several new dance classes for preschoolers and teens.

Tennis: We received a \$500 grant from Youth Tennis Foundation to enhance our youth tennis lessons.

Basketball Conditioning for Girls: Participation is strong with 17 girls registered. This program helps to get girls ready for tryouts.

Kokondo Karate: This program has started off slowly but feedback from participants has been very positive. We will continue to promote this new program to build enrollment. This program has a lot of potential.

Adult:

Flag Football

6v6 Flag Football is doing well with 9 teams! They're happy to have a home on the WJJMS soccer field, although they did have to be moved a few times which created confusion. Overall, participation numbers for this program are great and it is highly sought after.

Fitness Programs

We introduced five new fitness programs this season, including Adult Golf Lessons, Medicine Ball Mania, Interval Training Challenge, Kayaking for Fun, and Core and Balance Blast. All are running smoothly with a diverse group of participants. Enrollments are steady for our recognized programs such as Yoga-All Levels, Tabata Bootcamp, and Gut & Glutes. Many residents have called with positive feedback stating they enjoy our wide-range of program offerings and are impressed with our instructors' level of professionalism making Parks and Recreation programs a great value and asset to Colchester.

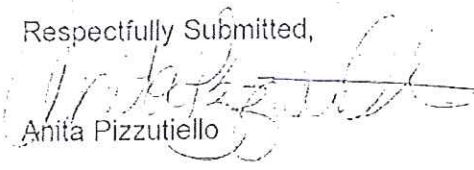
Other:

- The public has adjusted well to the new online registration software.
- Being a member of the CBA Board of Directors, attending monthly meetings and networking dinners has increased the department's visibility to local businesses.
- Joining the CRPA Camps and Playground Committee Meeting will also be a great way to network and brainstorm in all areas of camp operations.
- We welcome four new instructors this Fall; Sally Miller Meditation and Guided Imagery for Stress Reduction, Joe Brucas Adult Golf Lessons, Carla Iezzi Medicine Ball Mania & Core & Balance Blast and several instructors from Alyson's School of Dance.
- Yellow Ribbon Ceremony 9/28/13

Upcoming Events:

- Scarecrow Decorating Contest & Costume Parade October 19, 4- 6 p.m.
- Trick O' Trunk October 25, 6 – 7:30 p.m.
- Ghost Run Saturday, November 2, 9 a.m.
- Holiday Homecoming, Saturday, December 7, 4:30 – 6:00 p.m.

Respectfully Submitted,


Anita Pizzutiello

Manager of Parks and Recreation
Monthly Commission Report
October 7, 2013

Office Positions

An Office Assistant was hired in the middle of September, Jennifer Waterman.

57 Fest

Event went well and was very well attended. Fireworks and the band received great feedback. Event cost to Program Fund approx. \$2,400- \$3,000

Program Fund Update: See Attachment

Holiday Ornament

We would like to get the ornament out for sale in November this year as it came out late last year sales were affected greatly. Parks and Recreation would like to order the ornament this year.

Estimate of Ornament sales in past years: Cost of ornament: \$1.49 each

2012 \$275 - 55 Ornaments sold (not available until Dec. 7 after Holiday Homecoming)

2011 \$636 - 127 ornaments sold (not available before Holiday Homecoming event this year, sold at BK games)

2010 \$400 - 80 ornaments sold (not available before Holiday Homecoming event this year)

2009 \$885 - 177 ornaments sold

Sport Council Meeting

The Fall meeting went well. All leagues were in attendance so the majority of conflicts were worked out at the meeting which was great. All requests have been entered and leagues are waiting on the schools for permits. Large wall sized calendars were created.

Colchester Dog Park

The Committee is looking for a new treasurer and members at large. They are looking to do some fundraising to make improvements to the park.

Colchester Community Theater

Has set its February 2014 production as Les Misérables. Auditions will end tonight.

Colchester Civic Orchestra

CCO has set a date for the FALL POPS CONCERT - Sat, Oct 19 at 3:00 p.m. at the Colchester Town Hall. The concert will feature such music as Memory, God Bless America, Children of Sanchez, and Syncopated Clock.

CCO is also seeking new musicians of all skill levels. CCO is also looking for a new treasurer.