

Colchester Parks & Recreation Commission
February 4, 2008
7:00 p.m. Bacon Academy Media Center
Meeting Minutes

Members Present: S. Ashe, J. Cohen, L. Dimock, E. Kundahl, S. O'Leary, L. Stephenson

Members Absent: J. Barr, C. Ferrante, N. Kaplan

Alternates Absent: K. Wright

Others Present: G. Cordova, D. Kendrick, M. Gatesman, J. Blakeland, E. Kessler

1. Call to Order:

- S. O'Leary called the meeting to order at 7:10 pm

2. Citizen's Comments: None

3. Acceptance of Minutes: January 7, 2008 Meeting Minutes

- *S. O'Leary asked for a motion to accept the Minutes of the January 7, 2008 Meeting*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

4. Reading of Correspondence: Email from Chris DiPasquale regarding the Colchester Field Access Policy. Email stated that "we were informed by those who operate our subsidiary organization, Colchester Youth LaCrosse, that Colchester is placing greater restrictions on field access. We were told that the policy has changed and that no team could use a Colchester field that was not composed of at least 75% Colchester residents." Commission stated that it was a misunderstanding and the policy is to remain the same.

5. Committee Reports

- **Facilities:** No report.
- **Finance/Administration:** No report.
- **Programs:** L. Dimock stated that she is still researching the lights for the tree. The lights would cost approximately \$7500 and they would weigh about 250 pounds without the net. She suggested planting a Black Spruce that would cost \$400-\$450 plus delivery and it would be between 10-12 feet and no bigger than 14 feet. This tree is also native to CT and would grow about one foot per year. The Spring Clean-up would be a perfect time to plant the tree. S. O'Leary suggested putting a survey out to the public for suggestions and L. Stephenson suggested maybe a fundraiser. L. Dimock to check with the Historic District and the Board of Trustees as to a proper location for the tree.
- *S. O'Leary asked for a motion to accept the Program Report*
Moved by S. Ashe
Seconded by L. Stephenson
Motion carried

- **Skate Park:** D. Kendrick stated that some people had expressed that P&R is not recognizing skateboarding as a sport. She asked J. Cohen to check their account balance as they are interested in resurfacing and J. Cohen stated that the Highway Dept. would be in charge of that project. D. Kendrick also asked about fundraising at the upcoming Skate Jam or a soda machine and J. Cohen said no and that it would fall under concession contracts. D. Kendrick also mentioned that they would like to have a concrete wall all around the skate park no higher than 5ft. high and that all concrete ramps would connect together. S. O'Leary stated that he'd like to see some drawings and a presentation to the Board.
- *S. O'Leary asked for a motion to accept the Skate Park Report*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

6. Old Business: None

7. New Business:

A. Mural at RecPlex – No representation.

- *S. O'Leary asked for a motion to table to our next regularly scheduled meeting*
Moved by L. Dimock
Seconded by E. Kundahl
Motion carried

- *S. O'Leary asked for a motion to add the Parks & Recreation Commission By-Laws for review as item 7L*
Moved by L. Dimock
Seconded by E. Kundahl
Motion carried

B. Easter Egg Hunt – In partnership with Stop & Shop. G. Cordova asked what “The Town would incur little to no expenses from this event.” meant and J. Cohen stated that there would be no expenses incurred from the general fund and that the Parks Maintenance Crew would be paid at their regular pay during the week to set up and breakdown for this event.

- *S. O'Leary asked for a motion to accept the proposal and recommend to BOS for final approval*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

C. Concert Ice Cream Bid – S.O'Leary asked what the \$50 Per Bid is and J. Cohen stated that it is a fee to help offset the concert expenses. J. Cohen mentioned it is the same bid as last year. S. O'Leary stated there are two bids brought before the Commission for review and that the final date for all bids to be in would be February 29, 2008. All bids will be reviewed at the March 3, 2008 meeting.

- *S. O'Leary asked for a motion to have all bids received by February 29, 2008 and to be reviewed at the March 3, 2008 meeting*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

D. Fireworks Bid – J. Cohen stated that the fireworks usually run about \$7,000. Commission reviewed bids and decided to stay with Pyro-Fx for the 57 Fest.

- *S. O'Leary asked for a motion to accept the Pyro-Fx Bid*
Moved by S. Ashe
Seconded by L. Dimock
Opposed S. O'Leary
Motion carried

- E.** Cable Advisory Committee Grant – This is a grant to help offset the router needed for wireless internet on the Town Green. S. O’Leary suggested that J. Cohen speak with the Historic District and the Board of Trustees. The router and cables should be in the electrical box and nothing should be visible. G. Cordova suggested that Youth Services might be interested in this as well and to check the radius of the antennae.
- **S. O’Leary asked for a motion to accept the grant proposal**
Moved by L. Dimock
Seconded by L. Stephenson
Motion carried
- F.** BOE Facility Use Policy – Commission is satisfied with the updated policy being more in line with fields and resident ratio. S. O’Leary asked about special custodial fees and J. Cohen responded there would only be fees incurred if the custodians were not scheduled on that particular day.
- G.** New Recreation Supervisor Position – J. Cohen is recommending that the current part-time Program/Office Assistant position be full-time with a new title. J. Cohen informed the Commission that Parks & Recreation will be taking on new programs and expanding existing ones to support the new position. He further explained that this position is highly needed. S. O’Leary stated he’d like to further review the position proposal.
- **S. O’Leary asked for a motion to table to our next regularly scheduled meeting while it is under further review with the BOS meeting on February 7, 2008.**
Moved by E. Kundahl
Seconded by S. Ashe
Motion carried
- H.** Budget Review - S. O’Leary asked if there is any room for cushion in the budget and G. Cordova stated no. Commission reviewed. No discussion.
- **S. O’Leary asked for a motion to support the budget submission**
Moved by L. Stephenson
Seconded by E. Kundahl
Motion carried
- I.** CIP Plan – This is a program that all departments must submit for consideration in the Town CIP Budget. S. Sharpe, Fleet Maintenance Supervisor, has coordinated the last two years and it works on a point system and then gets ranked. Commission discussed items and their priority.
- **S. O’Leary asked for a motion to recommend CIP to J. Cohen as follows:**
 - *Commuter Lot Expansion*
 - *Replacement of Recplex tennis courts*
 - *Field irrigation*
 - *Safety lighting at park (stairs, lots)*
 - *Replace two trucks*
 - *Replacement for large Toro mower**Moved by E. Kundahl*
Seconded by S. Ashe
Motion carried
- J.** Park Smoking Policy -
- **S. O’Leary asked for a motion to table to our next regularly scheduled meeting**
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried
- K.** Revise Refund Policy -

- *S. O’Leary asked for a motion to table to our next regularly scheduled meeting*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

- L. Colchester Parks & Recreation Commission By-Laws - Commission reviewed By-Laws and S. O’Leary recommended they would like to change #5 from “An Alternate member...” to read “Two Alternate members...” and under OFFICER section to delete the Treasurer position.

- *S. O’Leary asked for a motion to change By-Laws under Membership #5 to read “Two Alternate members...” and under OFFICER section to delete the Treasurer position.*
Moved by E. Kundahl
Seconded by S. Ashe
Motion carried

9. Parks & Recreation Director’s Report: Report handed out and reviewed. No discussion.

- *S. O’Leary asked for a motion to accept the Director’s Report*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

10. Parks & Recreation Program Director’s Report: Report handed out and reviewed. No discussion.

- *S. O’Leary asked for a motion to accept the Program Director’s Report*
Moved by E. Kundahl
Seconded by L. Stephenson
Motion carried

11. Adjournment:

- S. O’Leary adjourned the meeting at 9:44 pm.

Respectfully submitted,

Elizabeth Kessler