

**Colchester Parks & Recreation Commission**

December 6, 2010  
Colchester Town Hall  
7:00 p.m.

MANDY A. BRAY

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**Members Present:** S. O'Leary, E. Kundahl, L. Dimock, C. Ferrante and N. Kaplan

**Members Absent:** M. Kennedy, L. Stephenson, J. Barr, C. Williams and A. Spranzo

**Others Present:** Greg Plunkett, Interim Parks and Recreation Director, Greg Cordova, BOS Liaison, Mitch Koziol, BOE Liaison, Mike Caplet, BOF Liaison, Anita Pizzutiello, Recreation Supervisor and John Blakley, Colchester Youth Football

1. **Call to Order:** Chairman O'Leary called the meeting to order at 7:04 p.m.

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

3. **Acceptance of the November 1, 2010 Regular Meeting Minutes:** E. Kundahl motioned to approve the minutes of the November 1, 2010 meeting amending "Others Present" to include the title, Recreation Supervisor, following A. Pizzutiello's name and change Item six to "Seconded by L. Stephenson", and "L. Dimock abstained". Motion seconded by N. Kaplan. C. Ferrante and N. Kaplan abstained. All other members present voted in favor.

**MOTION CARRIED.**

4. **Reading of Correspondence:** None

5. **Committee Reports:**

- **Facilities:** S. O'Leary presented report. Sub-committee met with leagues to discuss R-2 field closure. The recommendation will be to rest R-2 next, but date and length of closure has not been decided. The committee will recommend a number of repair issues to be addressed. With R-2 and Bacon Academy being the only two fields of this size available, solutions were discussed to assist with scheduling problems including spinning the lights from R-3 to R-5 and increasing the candle power of nearby lights. The committee will meet again with all involved before any final recommendation is given.
- **Finance/Administration:** None
- **Programs:** None
- **BOS Liaison:** G. Cordova reported that we have a new Police Sergeant, Officer Suchecki and that Mark Decker will be leaving his position as Public Works Director.
- **BOF Liaison:** M. Caplet reported that the BOF is currently developing a questionnaire that will be distributed to the community to obtain feedback concerning budget concerns. There are plans to contact sports leagues, organizations and other boards so BOF representatives can attend their meetings to distribute budget information and obtain public feedback. Budget input and concerns can be e-mailed to Mike Caplet at Mike.Caplet@gmail.com or presented to the BOF at the next meeting on December 15<sup>th</sup>.
- **BOE Liaison:** M. Koziol reported schools are doing great. There have been many positive announcements concerning student achievements. Following up on the previous discussion of a town event calendar, G. Shuster recommends utilizing the events calendar on the town website to promote community events. Groups in town need to be made aware that this is available to them. E. Kundahl asked for update on the track drainage problem at Bacon Academy. G. Plunkett reported it was being repaired this Wednesday without cost to the town.
- **Dog Park:** Not Present
- **Senior Center Study Group:** Not Present

N. Kaplan motioned to accept all committee reports, seconded by C Ferrante. All members present voted in favor. **MOTION CARRIED.**

6. **Discussion and Possible Action on P&R Cash Flow Report:** P&R cash flow report was reviewed. G. Plunkett reported that due to the difficulty in understanding this report, other reporting formats are being reviewed. The fund has ended with a positive balance each year but the ending balance is decreasing due to the decision made to pay the recreation supervisor's salary from this fund. G. Cordova reported that the BOF needs to be made aware of the concerns that the program fund may not be able to continue to withstand the Program Supervisors salary expense. Suggestion was made to have Maggie Cosgrove give a presentation of the program fund to the commission to aide with understanding.
7. **Discussion and Possible Action on 2010 Holiday Ornaments:** A. Pizzutiello reported that the 2010 ornaments were not available at the Holiday Homecoming. An order form for the ornaments was created and will be distributed through students and ornaments will be promoted through area businesses. S. O'Leary requested that L. Dimock head the ornament project next year, L. Dimock accepted. A. Pizzutiello has a group interested in lighting the large tree next year. A committee will be formed to discuss the feasibility.
8. **Discussion and Possible Action on Review of Subway Concession Income Statement:** Income statement reviewed. Discussion that expense report would be beneficial to help determine the profitability of the concession. G. Plunkett reported that the RFP went out in mid-November; the bids will be opened on December 17, at 2:00 p.m. Bids will be presented to the Commission at the January meeting for review and possible recommendation.
9. **Discussion and Possible Action on Endorsed League Requirements Regarding NYSCA Training:** A. Pizzutiello presented concerns about poor communication between leagues and coaches and adherence to endorsement requirements. S. O'Leary will contact leagues to review the endorsement requirements and request procedure information from leagues.
10. **Discussion and Possible Action on Review of Sports League Facility Use Policy:** S. O'Leary requested that cooperation and consideration continue to be promoted throughout all leagues. Special events are given priority, but leagues need to be aware of the possible negative impact to other leagues.
11. **Discussion and Possible Action on Possible Field Closures for 2011:** Discussed during sub-committee reports, no final recommendation given.
12. **Director's Report:** G. Plunkett reported that the part-time Recreation specialist has resigned. The BOS agreed to make the position full time through June 30<sup>th</sup>, using the unused director's salary to fund it. Sponsorship recognition has been discussed, waiting for G. Shuster to set date. Long term structure of Parks & Recreation Department is being discussed. Structure of one overall director for several departments is being looked at. N. Kaplan motioned to approve the director's report as presented, E. Kundahl seconded the motion. All members present voted in favor. **MOTION CARRIED.**
13. **Recreation Supervisor's Report (Quarterly):** None
14. **General Comments:** None.
15. **Adjournment:** E. Kundahl motioned to adjourn the meeting, N. Kaplan seconded the motion. All members present voted in favor. **MOTION CARRIED.** Chairman O'Leary adjourned the meeting at 8:29 p.m.

Respectfully submitted,  
Lynette Dimock  
Parks & Recreation Secretary