

Colchester Parks & Recreation Commission

March 7, 2011

Bacon Academy Media Center

7:00 p.m.

Members Present: S. O'Leary, E. Kundahl, L. Dimock, C. Ferrante, J. Barr and N. Kaplan. L. Stephenson arrived at 7:18 pm.

Members Absent: M. Kennedy, C. Williams and A. Spranzo

Others Present: Greg Plunkett, Interim Parks and Recreation Director, Greg Cordova, BOS Liaison (arrived at 7:25pm), Paula McDowell, Colchester Youth Football, Chelsea O'Leary and Justin Kmetz, Bacon Academy students and Marty Gordon.

1. **Call to Order:** Chairman O'Leary called the meeting to order at 7:03 p.m.
2. **Citizen's Comments:** None
3. **Acceptance of the February 7th, 2011 Regular Meeting Minutes:** E. Kundahl motioned to approve the minutes of the February 7th, 2011 meeting. Motion seconded by C. Ferrante. All members present voted in favor. **MOTION CARRIED.**
4. **Reading of Correspondence:** None
5. **Committee Reports:**
 - **Facilities:** N. Kaplan reported that the committee will hold another meeting where a solid decision and plan will be made concerning the closure of R2. At this point the committee is unlikely to recommend a closure this year since it is too late in the season to give adequate notice to the leagues. A fall 2012 closure will be considered. P. McDowell requested R8 to be closed from mid-June through August 1, during the time the field isn't used. Youth football has budgeted money for fertilizer.
 - **Finance/Administration:** (L. Stephenson arrived at this time.) G. Plunkett reported that all current positions for the Parks & Recreation Department have been included in the budget. This includes a director, Recreation supervisor, part-time recreation specialist, and office administrator. G. Plunkett also reported the town will be subsidizing the program fund by \$40,000.00 so the fund can continue to pay the recreation supervisor salary. The budget submitted for the Parks & Recreation Department is about the same the same as last year. (G. Cordova arrived at this time)
 - **Programs:** None
 - **BOS Liaison:** G. Cordova requested members stay involved with the budget process and gave specific time for budget workshops.
 - **BOF Liaison:** Not Present
 - **BOE Liaison:** Not Present
 - **Senior Center Study Group:** J. Barr reported that the study group is finalizing their formal report and it will be released in 60-90 days.
 - **Holiday Decorating/Christmas Tree:** S. O'Leary reported that the plan is to form a subcommittee to explore the possibility of lighting the large tree on the green. One community member, Marty Gordon, was present and expressed interest. M. Gordon will contact other interested people. At the next Parks & Recreation meeting on April 4th, a subcommittee will be formed if there are enough interested parties.

C. Ferrante motioned to accept all committee reports, seconded by E. Kundahl. All members present voted in favor. **MOTION CARRIED.**
6. **Discussion and Possible Action on Endorsed League Light Fee Structure/Policy:** C. Ferrante voiced concerns about the light fees, endorsement policy and what documents need to be submitted by leagues seeking endorsement. G. Plunkett reported that the light fee schedule embedded in the Sports League Facility Use Policy was an outdated fee schedule and has since been updated to reflect the correct fees. The only documents required to be submitted with the endorsement application is the notarized form acknowledging compliance with all requirements.
7. **Discussion and Possible Action on Endorsed League Policy Regarding NYSCA:** Discussion took place concerning the NYSCA certification required for league endorsement and whether re-certification should be

required or just an initial certification for new coaches. The lack of benefits provided by recertifying was discussed. Any changes made to the Endorsed League Policy would also require changes to the Sports League Facility Use Policies and Procedures. S. O'Leary will schedule a meeting of the Finance/Administration subcommittee and invite leagues to provide input before any changes in the policy are suggested.

- 8. Discussion and Possible Action on Commission By-Laws:** S. O'Leary stated this was a follow-up to last month's discussion concerning Parks & Recreation Commission members. S. O'Leary contacted M. Kennedy who wishes to remain active and A. Spranzo who will be resigning which will leave the commission with one alternate position open. S. O'Leary was not able to reach C. Williams, but will follow-up and report at the next meeting.
- 9. Director's Report:** G. Plunkett reported that the Spring Clean-up will be held on April 6th and has a full set of sponsors. The concert series will continue this year with the same number of concerts. He is actively looking for sponsors. He ice cream bid will be going out this week. The date for the 57 Fest will be September 24th and Liberty Bank has expressed interest in again being the stage sponsor. A more formal policy is being drafted to address the situation of gym/field reservation changes made after confirmation. Often leagues address conflicts internally and swap gym time and then just inform the school of the change. This results in the Parks & Recreation Department being unaware of the scope of the new activity which can cause safety issues. N. Kaplan motioned to approve the director's report as presented, E. Kundahl seconded the motion. All members present voted in favor. **MOTION CARRIED.**
- 10. Recreation Supervisor's Report (Quarterly):** None
- 11. General Comments:** P. McDowell noted that leagues need to be made aware of any changes in procedures for gym reservations. G. Plunkett reported that once the new procedures are finalized, all leagues will be provided with the information and all four schools will be using the same procedures.
- 12. 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 8:22 p.m.

Respectfully submitted,
Lynette Dimock
Parks & Recreation Secretary