



"Creating Community Through People, Parks and Programs"

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COLCHESTER, CT

NANCY A. BRAY
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Nancy A. Bray

MINUTES

Colchester Parks & Recreation Commission

March 5, 2012

Town Hall, Meeting Room 3

7:00 pm

Members Present: S. O'Leary, E. Kundahl, L. Dimock, N. Kaplan, M. Kennedy and L. Stephenson

Members Absent: J. Barr and C. Ferrante

Others Present: Cheryl Hancin and Paula McDowell

1. **Call to Order** – Chairman O'Leary called the March 5, 2012 meeting to order at 7:06p.m.
2. **Citizen's Comments** – none
3. **Acceptance of Minutes: February 6, 2012 Meeting Minutes** – N. Kaplan **MOTIONED** to approve the minutes of the February 6, 2012 meeting amending C. Ferrante abstaining from the motion under item #12. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED.**
4. **Reading of Correspondence** – S. O'Leary received a forwarded email that was sent to G. Schuster from an individual who is interested in the opening available on the Parks & Recreation committee.
5. **Committee Reports**
 - **Facilities** – E. Kundahl stated the fields may be opening a bit early due to the mild winter weather. A walk around still needs to be completed.
 - **Finance/Administration** – S. O'Leary asked if any of the commission members would be interested in assisting him in serving on this subcommittee.
 - **Programs** – none
 - **BOS Liaison** – none
 - **BOF Liaison** - none
 - **BOE Liaison** – none
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6. **Discussion and Possible Action on Facility Use Policies and Procedures** – C. Hancin gave the commission an updated version of the Facility Policies and Procedures with the revisions that the commission requested at the last meeting. The commission members went through the policy and suggested other changes and corrections. C. Hancin will make the changes and corrections and bring the final draft to the next commission meeting.

The commission reviewed the Sports League Endorsement Policy. L. Stephenson **MOTIONED** to approve the Sports League Endorsement policy. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**. The Sports League Endorsement policy will be forwarded on to the Board of Selectman for their approval.

7. **Update on February 6, 2012 Sport's Council Meeting** – S. O'Leary stated there were a few issues that were resolved. S. O'Leary asked the commission to take home and review the two items that were removed from the Sports League Facility Use Policies and Procedures and decide where it should be placed in the special events form. Discussion will continue at the next meeting. S. O'Leary asked if Parks & Recreation staff can notify the leagues ahead of time when requests come in from Bacon Academy regarding the dates they will need the fields. S. O'Leary asked C. Hancin for a list of contacts for special event groups so he can invite them to one of the commission meetings to discuss why it's important for them to put their requests in for reserving the field.
8. **Recreation Manager's Report** – C. Hancin read the Recreation Manager's Report (see attachment #1)
E. Kundahl **MOTIONED** to accept the Recreation Manager's report. **SECONDED** by M. Kennedy. All members present voted in favor, **MOTION CARRIED**.
9. **Recreation Supervisor's Report (February, May, August, October)** – C. Hancin read the Recreation Supervisor's Report (See Attachment #2)
L. Stephenson **MOTIONED** to accept the Recreation Supervisor's report. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
10. **General Comments** – S. O'Leary stated that youth football mentioned youth lacrosse has used the dumpster in the past that youth football pays for. The commission stated that they will notify youth lacrosse that they can make arrangements with youth football if they need to use the dumpster in the future. P. McDowell asked the commission if they have a date for the town clean up. C. Hancin stated it is scheduled for April 21, 2012.
13. **Adjournment** – L. Stephenson **MOTIONED** to adjourn the meeting at 8:33p.m. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.

Respectfully Submitted,



Gina Santos, Clerk

Manager of Parks and Recreation

Monthly Commission Report

March 5, 2012

Programs

Winter is ending strong due to some policy changes and increased marketing. Only 2 programs cancelled for the entire session!

The Spring Colchester Connections is out and we have over 130 registrations thus far. 12 New classes have been added and such as Boot camp, Butt Abs and Back class, Colchester's Healthiest Loser, Tiny Treks, and Recreational Golf for Adults.

Spring Registrations are doing well for the April Vacation camp, Zumba, Boot camp and Total Body Strength classes.

New Software

Activenet training starts the first week of April. We would like to go live in May with online registration.

Colchester Community Theater

The Feb production was a success and was high quality. A fourth show was added this year. Attendance was report as good. I was asked from the FS office to look into moving this program and its staff into an Independent Contractor status vs. employee status due to liability reasons. Parks and Recreation would still sponsor the program.

Budget

I submitted my request to the FS. The major changes proposed are the following:

- 57 Fest and moving some of the expenses including the \$6,000 in overtime expenses out of the Program Fund and into the General Fund.
- The Department Budget is being split for the next fiscal year into Parks and Recreation.

The budget still has to go through the BOF process.

Summer Concerts

We are moving summer concerts to Thursday night. Dates, times and band information will be out in May in the Summer Connections.

Recreation Supervisor's Report
Winter 2012

Youth:

Youth programs such as (Million Dollar Babies; Taekwondo) have a steady registration. This year the Winter break weekly camp (Arctic Adventure) was not offered due to the fact that the break was only two days long.

After School:

Unfortunately, we are unable to run several of our regular programs at CES after school in the winter as the Bacon freshman/JV basketball team practices in the CES gym in the winter. Due to lack of space and program numbers we combined the Squeaky Sneakers programs and offer one for grades K-2.

Adult:

The Men's Basketball League ran strong in the Fall but did not meet the minimum number of teams needed to run a quality program and cover expenses so it was cancelled.

Our pick-up basketball program continues to have strong participation on a consistent basis.

This Fall Zumba moved to the CES cafeteria. It's a fantastic space; it's larger which has raised our maximum to 70 for each Tuesday &/or Thursday class. That's an increase of 20 per class. Even with this increased maximum the program is full! We have 140 women exercising regularly each week through this one very successful program.

First time program, 'Co-ed Volleyball' was a great success! The program had a total of 25 participants and due to the demand, a second and third consecutive sessions have been added to the spring brochure. CPR; First Aid, Cardio Hip-Hop, Yoga, Nutrition Workshop, Women's Self-Defense; Vegetarian Detox Challenge & Taekwondo all met and or exceeded the program's enrollment minimums and made a profit.

Preschool:

Start Smart Soccer & Basketball are consistently full to capacity!

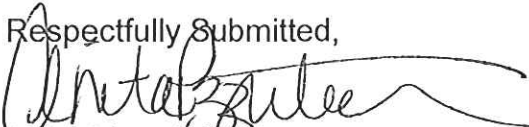
Special Events:

12th Annual Family Games Night was co-sponsored by Subway and Coca-Cola this year. Always a success and a nice addition to our existing partnership with Subway. Once again the maximum number was met (102 participants). Possibly looking for a larger venue next year and/or having the program twice a year.

Trips:

The NYOYO (New York on your own) bus trip was a success! The bus was at full capacity (55 people).

Respectfully Submitted,



Anita Pizzutiello