

Colchester and Parks Recreation

MINUTES
Colchester Parks & Recreation Commission
December 3, 2012
Town Hall
Meeting Room 2
7:00 PM

2012 DEC -5 PM 12:27

RECEIVED
COLCHESTER, CT

MARICY A. BERRY
TOWN CLERK
Marcy A. Berry

Members Present: S. O'Leary, E. Kundahl, L. Dimock, N. Kaplan, M. Kennedy, L. O'Leary, L. O'Leary, T. Loskant and David O'Brien
Members Absent: C. Ferrante
Others Present: Cheryl Hancin, M. Cosgrove, Board of Education Liaison John Reever and Civic Students

1. **Call to Order**

Chairman O'Leary called the December 3, 2012 meeting to order at 7:02 p.m.

2. **Additions to Agenda**

E. Kundahl **MOTIONED** to swap agenda item #7 with item #8. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

L. Dimock **MOTIONED** to add "acceptance of meeting dates for 2013" as item #12 and renumber agenda accordingly. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

3. **Citizen's Comments**

J. Reever stated he was recently at the field and asked the board if there is a time frame for painting the dugouts. S. O'Leary stated that in the past it has been handled by youth baseball. S. O'Leary stated he will check with the baseball commissioners if that can be done in the spring.

4. **Acceptance of Minutes: November 5, 2012 Meeting Minutes**

N. Kaplan **MOTIONED** to approve the minutes of the November 5, 2012 meeting as written. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

5. **Reading of Correspondence**

S. O'Leary explained how the new tree on the green came about. S. O'Leary received a phone call the week of Thanksgiving regarding the damage to the old tree from past storms. A decision was made to take down the old tree and replace it with the blue spruce that was located on Hayward Avenue.

6. Committee Reports

- **Facilities** – N. Kaplan stated that the facilities sub-committee is still in the process of meeting to evaluate the fields. N. Kaplan also stated it's important that anything having to do with Park & Recreation should be brought to the attention of the board members before going to the press.
- **Finance/Administration** - none
- **Programs** – L. Dimock stated the sub-committee will be meeting once more and they should have a recommendation prepared for the next meeting.
- **BOS Liaison** – none
- **BOF Liaison** - none
- **BOE Liaison** – J. Reeve stated that the transition from the Superintendent to J. Mathieu is going very smoothly. J. Reeve also stated that Colchester Schools will not be participating in the pilot program of adding additional school hours to the school year.

E. Kundahl **MOTIONED** to accept the committee reports. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

7. Discussion and Possible Action on the Administrative Assistant and Recreation Supervisor Positions

M. Cosgrove gave an overview regarding the positions that are covered by the program fund. C. Hancin made a recommendation to the board to change the Administrative Assistant position from full-time to part-time and to create a new full-time salary position of Recreation Supervisor to remain consistent with the current Recreation Supervisor position in the office. Discussion was had.

L. Dimock **MOTIONED** to accept the restructuring of the department to move the Administrative Assistant position from full-time to part-time, create a second Recreation Supervisor position, remove the part-time Recreation Specialist position and to forward the recommendation to both the Board of Selectman and the Board of Finance. **SECONDED** by M. Kennedy. E. Kundahl opposed. All other members present voted in favor, **MOTION CARRIED**.

8. Discussion and Possible Action on Farmers Market moving to the Town Green

C. Hancin stated that the Farmers Market that is now located at the Polish Club has requested to relocate to the town green for 20 weeks this summer and are asking to have the Park & Recreation co-sponsor the event. Discussion was had. L. Dimock **MOTIONED** to allow the Farmers Market to move to the town green for 20 weeks this summer and impose a limitation of 10 vendors with a \$25 a day fee with an increase in fees if more vendors are added, no vehicles are to park on the green and any damage to the green will be the responsibility of the Farmers Market. **SECONDED** by E. Kundahl. S. O'Leary opposed. All other members voted in favor, **MOTION CARRIED**.

9. Recreation Supervisor's Report (Monthly)

C. Hancin gave the board members the Recreation Supervisor's Report and the Recreation Specialist Report (see attachment #1). E. Kundahl **MOTIONED** to accept the Recreation Supervisor's report. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

E. Kundahl **MOTIONED** to accept the Recreation Specialist's report. **SECONDED** by L. Dimock. All members voted in favor, **MOTION CARRIED**.

10. Recreation Manager's Report

C. Hancin gave the board members the Recreation Manager's Report (see attachment #2). N. Kaplan **MOTIONED** to accept the Recreation Manager's report. **SECONDED** by M. Kennedy. All members voted in favor, **MOTION CARRIED**.

11. General Comments

None

12. Acceptance of Meeting Dates for 2013

E. Kundahl **MOTIONED** to accept the meeting dates for 2013. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

13. Adjournment

E. Kundahl **MOTIONED** to adjourn the meeting at 8:55 p.m. **SECONDED** by N. Kaplan. All members present voted in favor, **MOTION CARRIED**.

Attachment

Recreation Supervisor and Recreation Specialist's Report (attachment #1)

Recreation Manager's Report (attachment #2)

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

Recreation Supervisor's Report
November 2012

The majority of the Fall programs are still running and will end in December.

Special Events:

- Yellow Ribbon Committee
 - Initial event on Veteran's Day was very successful
 - Efforts are being expanded and events will be held monthly
 - Committee is looking for additional members and community support

Youth:

- Squeaky Sneakers: Session 2 was cancelled due to low enrollment. We have changed the structure of the program for Winter listing the specific games and activities in the descriptions.

Other:

- Holiday Homecoming Preparations

Upcoming Events:

- Holiday Homecoming, Saturday, December 1 4:30 – 6:00 p.m.
 - We collaborated with multiple Town departments to coordinate the removal of the damaged Christmas Tree on the Green and the transplanting of the new tree in time for Holiday Homecoming December 1st
 - We had
- BA Ski Club still has 4 seats available. Our goal is 50 participants, maximum capacity on the bus. Registration deadline was extended.

Respectfully Submitted,

Anita Pizzutiello

Recreation Specialist Report
November 2012

Youth/After School:

Ceramics: The 2nd session for 3rd – 5th graders went very well. The class had 12 participants in total; the maximum enrollment for this class is 15. We have received very positive feedback about the instructor.

Homework MANIA: The enrollment for this program has doubled since the initial session of this new 'wrap-around' program. Currently there are 10 children enrolled in the Monday class.

Adult:

Strawberries, Chocolate & Wine Tour: This was the first successful Colchester only tour that has successfully ran in recent years. The bus tour was successful and the participants were delighted with the accommodations and have suggested a number of trips to be scheduled for the upcoming year.

Men's Fall 4v4 Flag Football League: Had the highest number of teams participate since the formation of the league (9). The championship team was excited with the new engraved trophies that were given out this year. In previous years, the championship team was awarded long-sleeve "champion" shirts. Team captains and I will be meeting so set-up a new 6v6 league for the Spring 2013.

Yoga - All Levels: Enrollment has stayed steady and additional classes have been added for the Winter brochure to accommodate the number of participants at various levels.

Special Events:

- o 10th Annual Ghost Run, Saturday, November 3rd, 2012. This special event is coordinated with the Parks & Recreation Departments of Colchester, Hebron & East Hampton. Very successful event with 313 runners! All proceeds go to beautifying and constructing new benches, bike racks, signage, etc for each town's section of the Air Line Trail.

Respectfully Submitted,

Amanda Herzog

Manager of Parks and Recreation

Monthly Commission Report

Dec 5, 2012

Programs

Holiday Homecoming on Dec. 5 was a huge success. We had a record turnout, collected toys and food donations. The new tree looks great! The lights on the tree will be removed and reinstalled each year. The Holiday Ornament is expected and be for sale by this Friday Dec. 7.

Fall programs are going well. See Recreation Supervisor reports.

Colchester Community Theater

CCT has chosen their show and staff for their 2012 Cinderella Show. The show is Feb 15-17. Online ticket sales will be an option this year.

Colchester Community Orchestra

The show at Holiday Homecoming was a huge success. The Federated Church was a full house. This was a great partnership and I would like to continue this tradition into the future.

The Dog Park Committee

Elections for officers occurred. The new officers are

Chairperson: Linda Labickas

Treasurer: Ginny Rogowski

Secretary: Michele Hart

Vice Chairperson: Tammy Keith

The account balance is \$6823.62.

They are planning an Easter Egg Dog Hunt for March 23 as a fundraiser.

Program Fund

FY12-13 (July- Oct 31,2012)

Revenue 131,480.50

Expenses 136,498.03

Balance (5,017.53)

Overall Fund Balance (56,098.57)

Winter Colchester Connections

The Connections is out to residents and registration has started. Online registration is going really well.

Misc

Non-resident fees and Endorsed Sport Leagues- Letters will be going out by the end of the year to collect all non-resident sport league fees.

Events on Town Green- Letters will be going out by the end of the year requesting all Special Event dates for the Town Green in an effort for large events to secure early dates. All forms will need to be returned by end of January.

Colchester and Parks and Recreation

"Creating Community Through People, Parks and Programs"

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www.colchesterct.gov

MEMORANDUM

To: P&R Commission
CC: Sylvia Miller, First Selectman's Office
Nancy Bray, Town Clerk
From: Parks & Recreation
Date: Nov. 28, 2012
Re: Parks & Recreation Commission & Sport's Council 2013 Meeting Schedule

NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

2012 DEC -5 PM 12:27

RECEIVED
COLCHESTER, CT

The monthly meetings of the Parks & Recreation Commission will take place as follows:
The first Monday of every month (unless a holiday or otherwise noted) from 7:00 pm – 10:00 pm
at Town Hall with the exception of July when there is no meeting.

January 7, 2013	July, 2013 (NO MEETING)
February 4, 2013	August 5, 2013 (RECPLEX PAVILION – weather permitting)
March 4, 2013	September 9, 2013 (Due to Labor Day)
April 1, 2013	October 7, 2013
May 6, 2013	November 4, 2013 (Bacon Academy Media Center – Due to Elections)
June 3, 2013	December 2, 2013

The Sport Council Meetings will take place on Mondays at 6:00 pm at the Town Hall on the following dates:

February 19, 2013 (Sport's Council ONLY at 6:00pm to schedule Spring & Summer)

June 3, 2013 (Sport's Council at 6:00pm-to schedule Fall)

September 23, 2013 (Sport's Council ONLY at 6:00pm - to schedule Winter)