

# Colchester and Parks Recreation

“Creating Community Through People, Parks and Programs”

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MINUTES  
Colchester Parks & Recreation Commission  
May 7, 2012  
Town Hall  
First Selectman’s Conference  
7:00 PM

Received for record at Colchester, Conn.  
on May 9, 2012 at 12:49 p.m.  
Attest, Nancy A. Bray, Town Clerk

**Members Present:** S. O’Leary, E. Kundahl, L. Dimock, N. Kaplan, L. Stephenson, M. Kennedy and C. Ferrante

**Members Absent:** J. Barr

**Others Present:** Cheryl Hancin, Paula McDowell, Ryan Blessing, Doug Shaker, Andrea Shaker and Erica Moody

1. **Call to Order** - Chairman O’Leary called the May 7, 2012 meeting to order at 7:09 p.m.
2. **Citizen’s Comments** -none
3. **Acceptance of Minutes: April 2, 2012 Meeting Minutes** - N. Kaplan **MOTIONED** to approve the minutes of the April 2, 2012 meeting as written. **SECONDED** by E. Kundahl. C. Ferrante and M. Kennedy abstained from voting due to their absence. All members present voted in favor, **MOTION CARRIED.**
4. **Reading of Correspondence** – S. O’Leary received a thank you from Peter Kupczak for the support of the commission for allowing him to fly the Donate for Life Flag.
5. **Committee Reports**
  - **Facilities** - none
  - **Finance/Administration** - none
  - **Programs** - none
  - **BOS Liaison** - none
  - **BOF Liaison** - none
  - **BOE Liaison** – none

C. Ferrante **MOTIONED** to move item #6 “Discussion and Possible Action on Request for Proposal for Food Vendors for Summer Concert Series” to follow item #10 and renumber accordingly. **SECONDED** by N. Kaplan. All members present voted in favor, **MOTION CARRIED.**

6. **Discussion and Possible Action on Notary Requirements for Forms** – moved to item #10

7. **Discussion and Possible Action on Special Event Policy & Procedure** – discussion was had and changes were recommended. C. Hancin will make the appropriate changes recommended by the commission. Discussion will continue at next meeting.
8. **Recreation Manager's Report** – C. Hancin reported camp registration is going very well. Adult Recreational Golf starts this week. The Colchester Community Theater will begin paying a percentage of their Summer Theater Workshop Camp revenue to Parks & Recreation for their services. After extensive research C. Hancin proposed awarding the food concession bid to Hummingbird Catering for 5 out of the 6 concerts. E. Kundahl **MOTIONED** to accept Hummingbird Catering for 5 out of the 6 concerts. **SECONDED** by M. Kennedy. All members present voted in favor, **MOTION CARRIED**. C. Hancin also stated the bands for the summer concerts have been confirmed and sponsors have been solidified but still short a title sponsor. N. Kaplan **MOTIONED** to accept Recreation Manager's Report. **SECONDED** by C. Ferrante. All members present voted in favor, **MOTION CARRIED**.
9. **Recreation Supervisor's Report (February, May, August, October)** – none
10. **Discussion and Possible Action on Notary Requirements for Forms** – C. Hancin proposed to remove the notarization procedure and replace it with a signature and date. Discussion was had. M. Kennedy **MOTIONED** to remove the notarization section on the Indemnification and Release form and Sport League Endorsement form and replace it with signature, affiliation, title, and date. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
11. **General Comments** – N. Kaplan stated he was concerned regarding an article in the paper that stated the grounds care could become Public Works job dated April 18, 2012. Discussion was had regarding if this is proposed how this would affect Parks & Recreation. S. O'Leary will contact the BOF Liaison to invite him to the next Parks & Recreation meeting to provide some clarity on this. S. O'Leary asked all Park & Recreation commissioners to please contact him directly regarding their attendance at all future meetings. He provided everyone with his contact information.
12. **Adjournment** – E. Kundahl **MOTIONED** to adjourn the meeting at 8:48 p.m. **SECONDED** by C. Ferrante. 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