

# Colchester and Parks and Recreation

MINUTES  
Colchester Parks & Recreation Commission  
September 10, 2012  
Town Hall  
Meeting Room 3  
7:00 PM

2012 SEP 12 PM 3:50

RECEIVED  
COLCHESTER, CT

HANCY A. LERAY  
TOWN CLERK

*Margaret Ferrante*

**Members Present:** S. O'Leary, E. Kundahl, L. Dimock, N. Kaplan L. Stephenson and C. Ferrante  
**Alternate Member Present:** T. Loscant  
**Members Absent:** M. Kennedy and J. Barr  
**Others Present:** Cheryl Hancin, Paula McDowell, Anita Pizzutiello, Amanda Herzog, Board of Selectman Liaison Greg Cordova, James Paggioli, Civic Students and other citizens

1. **Call to Order** - Chairman O'Leary called the September 10, 2012 meeting to order at 7:03 p.m. Chairman O'Leary also introduced Tracy Loscant as an alternate member on the Colchester Parks & Recreation Commission.
2. **Additions to Agenda** – none
3. **Citizen's Comments** –N. Kaplan spoke as a concerned citizen regarding the reorganization of departments that may impact the Park & Recreation department. J. Paggioli, Director of Public Works, stated reorganization took place a few weeks ago and all field maintenance will now fall under the Public Works department. This will allow more manpower to better service the town.
4. **Acceptance of Minutes: August 6, 2012 Special Meeting Minutes** – L. Dimock **MOTIONED** to approve the minutes of the August 6, 2012 meeting as written. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
5. **Reading of Correspondence** – none
6. **Committee Reports**
  - **Facilities** - none
  - **Finance/Administration** - none
  - **Programs** - none
  - **BOS Liaison** – G. Cordova stated they are going through the process of getting an energy program
  - **BOF Liaison** - none
  - **BOE Liaison** – none
7. **Discussion and Possible Action on Summer Camp Staffing** – discussion was had regarding the summer camp staffing, budget and future goals for the summer camp moving forward. S. O'Leary suggested forming a sub-committee to look into the future goals for the summer camp. L. Dimock, L. Stephenson and T. Loscant volunteered to participate on the sub-committee. S. O'Leary also stated to leave this topic as a regular item on all future agendas.

C. Ferrante **MOTIONED** to move item #11, Recreation Supervisor's Report, to item #8 and renumber accordingly. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

8. **Recreation Supervisor's Report (February, May, August, October)** – A. Pizzutiello read the Recreation Supervisor's Report (attachment #1). E Kundahl **MOTIONED** to accept the Recreation Supervisor's Report. **SECONDED** by C. Ferrante. All members present voted in favor, **MOTION CARRIED**.
  
9. **Discussion and Possible Action on Yellow Ribbon Committee Presentation** – S. O'Leary gave an overview of the Yellow Ribbon event. He stated when a service member is being deployed, in harm's way, after the deployment a small service would take place. The service would involve the family of the service member tying a yellow ribbon to a tree in the center of town with the service member's name and their branch of service. When the service member returns a bigger ceremony would take place. S. O'Leary participated in a Yellow Ribbon Ceremony in East Hampton and stated it was an amazing ceremony. S. O'Leary has met with First Selectman Schuster regarding starting this event in Colchester. With the assistance of A. Pizzutiello and C. Levasseur they have approached the American Legion, local businesses and veteran's groups. The veteran's group is very supportive and would like to have the first yellow ribbon event take place on veteran's day. They offered the trees on the veteran's green. C. Ferrante **MOTIONED** to accept the conditions of endorsement for the Yellow Ribbon Event. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
  
10. **Discussion and Possible Action on Special Event Policy & Procedure** – A. Herzog drafted a special event policy application and handed the members of the commission a copy for their review. The members will review the policy and discuss at the next meeting.
  
11. **Discussion and Possible Action on Light Fee Structure for Recreation Complex** – tabled to next meeting.
  
12. **Recreation Manager's Report** – C. Hancin read the Recreation Manager's Report (attachment #2) N. Kaplan **MOTIONED** to accept the Recreation Manager's Report. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
  
13. **General Comments** – none
  
14. **Adjournment** – C. Ferrante **MOTIONED** to adjourn the meeting at 9:25 p.m. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

Attachment

Recreation Supervisor'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  
Summer 2012

HIGHLIGHTS:

- Day Camp/Kindercamp
  - Day Camp registrations: Increased by 24 campers/212 individual campers
  - Kindercamp: 70 individual campers
  - Kindercamp: Tues/Thurs option was low eliminate next year
  - Great new themes, trips, entertainers & events
  - Bring a Buddy Day was a huge success; over 65 Buddies!
  - Camp Staff volunteered for car wash fundraiser & made \$500 towards scholarships
  - Only 2 rainy day busses needed
  
- Programs
  - ❖ Hartford Children's Theater Show July 27<sup>th</sup>
    - Very well attended by the community & East Haddam, Coventry & Colchester Day Camps.
  
  - ❖ Blood Drive July 24th
    - Moved to JJIS Café to accommodate the growth of this event
    - Over 125 appointments
  
  - ❖ Girl's Basketball Clinic
    - 16 girls attended after changing the week
    - Very cooperative, flexible coaches
  
  - ❖ Tennis Camps
    - 3 offered sessions/ 2 ran
    - We used our new 10 & Under tennis equipment we bought with our USTA grant money!
  
  - ❖ Zumba
    - Offered only 1 night a week after school is over due to custodial OT fees
    - Participation does decrease in summer
    - 9 dates offered paid \$24 for any 6 classes or \$5 walk in (new)
  
  - ❖ Men's Basketball League
    - Cancelled due to low enrollment
  
  - ❖ Safe Boating PWC
    - Offered 2 1-day classes at FD

Respectfully Submitted,

Anita Pizzutiello  
Recreation Supervisor

Recreation Supervisor's Report  
Spring 2012

**Programs:**

- Adult Tennis Lessons
  - New this season with good participation numbers
  - RecPlex with rain location at WJJMS
- Men's Basketball League
  - Reached the maximum of 8 teams registered
  - More than anticipated spectators
  - Overall very successful
- Start Smart Baseball
  - Continues to reach the maximum 25 parent/child teams
  - Consistency with instructors maintains quality
  - Transporting/storing of equipment is an ongoing problem for instructors as there is no storage space for P&R at CES.
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**Special Events:**

- Day Camp/Kindercamp Open House 4/26 5:00 – 7:00 p.m.
  - Excellent publicity & advertisement for Camps
  - New parents met the Directors
  - Registration packets were distributed

**Trips:**

**Other:**

I would like to note what a pleasure it has been to work with the custodians at CES. They are very helpful, easy to find and have gone above and beyond to help our staff when needed.

Respectfully Submitted,

Anita Pizzutiello

# Manager of Parks and Recreation

## Monthly Commission Report

September 10, 2012

### Programs

Fall Program registration has started and online registration is going well. See Supervisors Report.

### Activenet

The new software has been a time consuming project yet it has been fully implemented for Fall. A large percentage of data has been transferred from the new system. Participants can now sign up for FREE online! Fall registrations have been going extremely well online. The next phase is to have Endorsed Sport leagues enter their own reservation dates. Projected start date spring 2013.

### Summer Concerts

Concerts ended extremely well on Thursday nights. Staff members stated that the crowds were larger than past years.

### Summer Camp

Day Camp ended well with our final week (week 8) with 133 children. Kindercamp also ended well with 20 children on M-F and 10 on M/W/F. Staffing was at full levels for both programs.

### Colchester Community Theater

The CCT had a great camp with 70 children in attendance.

### The Dog Park Committee

Has a new interim president- Carol Small. They are actively looking for new members to run for positions.

### 57 Fest

Planning and marketing is underway. Sponsors, fireworks and food vendors are secured. Booths performers, volunteers, and some logistics are still being finalized. Overtime staffing costs are NOW being covered by the General Fund which will reduce the burden to the Program Fund. See attached budget.

### Office Staffing

We are short staffed as our Administrative Assistant position is open. I am looking to make some changes to that position. Once finalized, we will begin posting to hire.

### Program Fund

The funded ended better than in past years. Revenue for 2011-12 was \$302,212 (includes the \$40,000 subsidy) and expenses (\$312,658.88) so a negative balance of \$ (\$10,581.31) in the fund for 11-12. See attached.