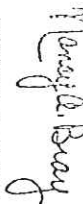


# Colchester and Parks Recreation

MINUTES  
Colchester Parks & Recreation Commission  
October 1, 2012  
Town Hall  
Meeting Room 3  
7:00 PM

NANCY A. BRAY  
TOWN CLERK



2012 OCT -3 PM 3:53

RECEIVED  
COLCHESTER, CT

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

**Alternate Member Present:** T. Loskant

**Members Absent:** M. Kennedy, C. Ferrante and J. Barr

**Others Present:** Cheryl Hancin, Greg Plunkett, Paula McDowell, Amanda Herzog, First Selectman Gregg Schuster, James Paggioli, Mark Ambruso, Kevin Burke, Ryan Blessing, Tom Carey and Civic Students

1. **Call to Order** - Chairman O'Leary called the October 1, 2012 meeting to order at 7:00 p.m.
2. **Additions to Agenda** – S. O'Leary asked to add to the agenda "Discussion and Possible Action on a Shed to be Added to R8 by Colchester Youth Football" as item #13 and renumber accordingly.  
  
E. Kundahl **MOTIONED** to add to the agenda "Discussion and Possible Action on a Shed to be Added to R8 by Colchester Youth Football" as item #13 and renumber agenda accordingly.  
**SECONDED** by L. Dimock. All members present voted in favor, **MOTION CARRIED**.
3. **Citizen's Comments** – None
4. **Acceptance of Minutes: September 10, 2012 Meeting Minutes** – N. Kaplan **MOTIONED** to approve the minutes of the September 10, 2012 meeting as written. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.
5. **Reading of Correspondence** –S. O'Leary received a letter of resignation from Jodi Barr, member of the Parks & Recreation commission, that stated it has been a pleasure working with the Colchester Parks & Recreation commission for the past several years and greatly enjoyed contributing to the town of Colchester. S. O'Leary accepted J. Barr's letter of resignation and will pass the information on to the First Selectman's office.
6. **Committee Reports**
  - **Facilities** - none
  - **Finance/Administration** - none
  - **Programs** - none
  - **BOS Liaison** – none
  - **BOF Liaison** - none
  - **BOE Liaison** – none

7. **Discussion Regarding Athletic Team Scheduling Procedures with Bacon Athletic Director** – K. Burke gave the commission members a handout showing the Bacon Academy athletic facility needs. Discussion was had regarding scheduling procedures. C. Hancin stated the issue with the software used to reserve a facility has been fixed.
8. **Discussion and Possible Action on Subway Concession Stand at Rec Plex** – G. Plunkett handed the commission a concession stand proposal along with a map showing the location of the proposed concession stand. The proposal stated the cost of the facility to be between \$17,000 and 23,000. Subway proposed the cost of the new facility be shared by Subway, the Town, donations from leagues and fundraising activities. Tom Carey spoke on behalf of the soccer league and stated the leagues may be interested in contributing if this can be a larger initiative to include power and water to fields giving the leagues more opportunity to do something that is measurable for the community long term. Discussion was had. The commission agreed to the concept. S. O'Leary will be the point person involved in the negotiations and will keep the commission and leagues informed.
9. **Discussion and Possible Action on Light Fee Structure for Recreation Complex** – J. Paggioli gave the commission a handout showing the recreation complex light fees. J. Paggioli does not anticipate an increase in the lighting fees. Discussion was had.
10. **Discussion and Possible Action on Summer Camp and Staff Concerns** – the subcommittee will be meeting to address the summer camp and staff concerns.
11. **Discussion and Possible Action on the Administrative Assistant and Recreation Specialist Positions** – C. Hancin stated looking at the needs of the department moving forward and would like to hire a part time administrative assistant and hire a full time either recreation supervisor or program coordinator. Discussion was had. The commission is in support of making the recreation specialist (or renaming this position) job a full time position and moving the administrative assistant position to part time.
12. **Discussion and Possible Action on Special Event Policy & Procedure** – S. O'Leary asked for interested members to form a sub-committee to meet with A. Herzog to review. S. O'Leary, T. Loskant and L. Dimock will head the sub-committee.
13. **Discussion and Possible Action on a Shed to be added to R8 by Colchester Youth Football** – P. McDowell stated the Colchester Youth Football is in need of another shed for the cheerleader's mats to be stored. P. McDowell spoke with G. Plunkett who approved the shed. Discussion was had regarding location of shed on R8.  
  
L. Stephenson **MOTIONED** to accept shed once corrections are made. **SECONDED** L. Dimock. All members present voted in favor, **MOTION CARRIED**.
14. **Recreation Supervisor's Report (February, May, August, October)** – discussion was had regarding receiving reports on a monthly basis.
15. **Recreation Manager's Report** – C. Hancin read the Recreation Manager's Report (attachment #1) E. Kundahl **MOTIONED** to accept the Recreation Manager's Report. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED**.

10/1/2012 Parks & Recreation Commission meeting minutes cont'd (pg 3)

**16. General Comments** – S. O’Leary stated looking into a room at Bacon Academy for the next Parks & Recreation meeting due to all the rooms at Town Hall not available due to the upcoming election.

**17. Adjournment** – E. Kundahl **MOTIONED** to adjourn the meeting at 9:04 p.m. **SECONDED** by T. Luskant. All members present voted in favor, **MOTION CARRIED**.

**Attachment**

Recreation Manager’s Report (attachment #1)

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

October 1, 2012

### Programs

Fall online program registration has been going really well. We have 447 participants enrolled thus far and many programs have not started.

New FALL programs include- Afterschool wrap around programs at CES and JJIS (ceramics, yoga, multi sport, and homework mania) For Adults, Kettlebell for strength training, Yoga, and 2 new weight loss programs. 2 out of town trips.

We are also gearing up for Trick or Truck, The Ghost Run and Holiday Homecoming.

### Colchester Community Theater

The CCT is starting to prepare for their Winter show and looking to move to online registration for ticket sales.

### The Dog Park Committee

The Committee had a cleanup day of the park on Sept. 22. They are still looking for new members.

### 57 Fest

57Fest was a great success and well attended. We received great feedback regarding the fireworks, the band, and all the new activities and booths. Due to our efforts to solicit additional sponsors, \$6,000 from the general fund to cover staffing costs (police, fire, parks, public works, pt staff) and other program modifications, the event costs are approximately \$2,200. In the past years, the event costs over \$10,000 out of the program fund.

### Program Fund

The funded ended better than in past years. Unaudited revenue for 2011-12 was \$302,212 (includes the \$40,000 subsidy) and expenses (\$312,793.53) so a negative balance of \$ (\$10,581.31) in the fund for 11-12. Overall the fund is carries a deficit of \$51,031.04.