

Colchester and Parks Recreation

MINUTES
Colchester Parks & Recreation Commission
February 4, 2013
Town Hall
Meeting Room 3
7:00 PM

RECEIVED
COLCHESTER, CT
2013 FEB -5 PM 3:40

HANCOCK COUNTY
TOWN OF FERRIS
Nancy A. Brady

Members Present: S. O'Leary, N. Kaplan, L. Dimock, L. Stephenson, C. Ferrante, T. Loskant and Kristen Moody
Members Absent: E. Kundahl, M. Kennedy and David O'Brien
Others Present: Cheryl Hancin and Paula McDowell

1. **Call to Order**

Chairman O'Leary called the February 4, 2013 meeting to order at 7:03 p.m.

Chairman O'Leary introduced Kristen Moody as the new alternate to the Parks & Recreation committee.

2. **Additions to Agenda**

C. Ferrante **MOTIONED** to add "Discussion and Possible Action on Summer Camp Sub-Committee Report" as item #7 to the agenda and renumber accordingly. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED.**

3. **Citizen's Comments**

None

4. **Acceptance of Minutes: January 7, 2013 Meeting Minutes**

L. Stephenson **MOTIONED** to approve the minutes of the January 7, 2013 meeting as written. **SECONDED** by T. Loskant. N. Kaplan abstained. All other members present voted in favor, **MOTION CARRIED.**

5. **Reading of Correspondence**

Chairman O'Leary received an email from J. Reeve, BOE Liaison, asking if the Parks & Recreation committee would be interested in partnering with Youth Services. Chairman O'Leary will attend the next Youth Services meeting and gather more information. Discussion was had.

6. **Committee Reports**

- **Facilities** – N. Kaplan stated there is not a plan to close down any of the fields for 2013. Discussion was had regarding the condition of the Cody Camp field.
- **Finance/Administration** – none
- **Programs – Summer Camp** – to be discussed under item #7
- **BOS Liaison** – none
- **BOF Liaison** – none
- **BOE Liaison** – none

7. Discussion and Possible Action on Summer Camp Sub-Committee Report

Discussion was had. L. Stephenson **MOTIONED** to attach the recommendations for the Parks and Recreation Summer Day Camp (see attachment #1) to the February monthly minutes. **SECONDED** by C. Ferrante. All members present voted in favor, **MOTION CARRIED**.

8. Discussion and Possible Action on Fees for Rain Dates, Set up and Break down days on the Town Green

Discussion was had regarding the event scheduling on the town green and the possibility of charging a fee for rain dates, set up and break down days. L. Dimock **MOTIONED** to set a \$50 fee for the reservation of the town green for any rain dates, setup or breakdown days. **SECONDED** by N. Kaplan. All members present voted in favor, **MOTION CARRIED**.

9. Discussion and Possible Action on the Spray Park and Non-Resident Fees

C. Hancin stated that the admission to the Spray Park is free but there has been an increase of non-residents using the Spray Park. Discussion was had regarding the possibility of charging a non-resident fee.

10. Discussion and Possible Action on the Administrative Assistant Position Change

C. Hancin stated she completed the proposal for the 2 position changes in Parks and Recreation that she will be presenting to the Board of Selectman. Discussion was had. C. Hancin will make the committee's recommended adjustments to the proposal.

11. Recreation Supervisor's Report (Monthly)

The recreation supervisor's report stated the Bacon Academy Ski/Boarding Club is maintaining steady numbers this year, Miss Mary's dance classes have strong participation, Start Smart continues to be the most popular preschool program, Family Game Night scheduled for January 23, 2013 was cancelled due to budgetary concerns and lack of sponsors, after school programs at CES continue to struggle and there is a new format for the men's basketball league to attract a more diverse group of men. The Recreation Specialist's report stated the new programs are running well, Camp Spark job postings have been submitted and will be posted on the town website within the next couple of weeks, fall programs received positive feedback and registration for winter programs are going well. N. Kaplan **MOTIONED** to accept the Recreation Supervisor and Recreation Specialist reports. **SECONDED** by C. Ferrante. All members voted in favor, **MOTION CARRIED**.

12. Recreation Manager's Report

C. Hancin presented the board members with the Recreation Manager's Report (see attachment #2). Discussion was had. C. Ferrante **MOTIONED** to accept the Recreation Manager's report. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

13. General Comments

None

14. Adjournment

C. Ferrante **MOTIONED** to adjourn the meeting at 8:48 p.m. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED**.


Attachment

Recommendations for the Parks and Recreations Summer Day Camp (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

To: Colchester Parks and Recreation Department
From: Colchester Parks and Recreation Commission

RE: Summer Camp Sub-Committee Report

The following recommendations for the Parks and Recreation Summer Day Camp were discussed and accepted at the Parks & Recreation Commission Meeting on January 7, 2013.

- Eliminate 2 specialists
- Eliminate practice of hiring junior counselors for 4 week sessions and switch to hiring junior counselors for the full 8 weeks
- Increase staff with flex/sub employees when appropriate based on weekly registration numbers
- Make all job candidates aware in writing that staffing needs are based on number of campers and hours will be adjusted accordingly
- When hiring counselors eliminate initial job assignments
- Change from co-directors to one director and one assistant director
- Open & post all positions every year, advertising appropriately including newspaper advertising for the director and assistant director
- Wages will remain consistent with 2012 salaries
- Rename the camp, bringing the new name proposal before the commission

Respectfully Submitted,

Lynette Dimock
Parks & Recreation Secretary
Summer Camp Sub-Committee Chairperson

Manager of Parks and Recreation Monthly Commission Report Feb. 4, 2013

Special Event Requests 2013 on the Town Green

- Applications were received by the Jan. 31 deadline. Next week we will be sorting the information in hopes to avoid any conflicts. Once reviewed we will inform all users. Users were pleased with the new planning process.

Budget

FY2013-14 Budget is being currently being prepared and reviewed by the CFO.

<u>Program Fund</u>	<u>FY 12-13 July – Dec. 2012</u>	<u>FY11-12 July –Dec 2011</u>
	Revenue \$155,834.78	Revenue \$156,825.18
	Expenses <u>\$171,424.92</u>	Expenses <u>\$206,332.84</u>
	Balance (15,590.14)	Balance (\$49,507.66)
	Overall Fund Balance (66,671.18) (includes 40,000 subsidy)	Overall Fund Balance (92,316.31) (includes \$40K subsidy)

Spray Park Monitor

There have been concerns from many residents regarding overuse of non-residents at the Spray Park. The proposal is to hire a monitor from 10-4pm daily from Memorial Day until Labor Day. Charge the public \$3 per non-resident

Staffing Costs

6hrs/day x 7 days/week (42hrs) x \$9.00/hr = \$378.00/ week x 14 weeks or (98 days) = \$5292.00 to pay staff.

Revenue

18 non- residents per day @ 3.00/ person for 98 days = \$5292.00 = Break even
30 people per day @ 3.00/ person for 98 days = \$8,820 Profit = \$3528

Programs

Fall programs went well. See Recreation Supervisor reports.

Colchester Community Theater

Online ticket sales are going well and the show preparations are going well. The show is Feb 15-17.

Colchester Orchestr

Announced their spring show on March 16,2013 7PM at the Federated Church.

Colchester Connections

Spring Connections is at the printer and will be delivered by Feb. 28.