

# Colchester and Parks Recreation

MEETING MINUTES  
Colchester Parks & Recreation Commission  
September 9, 2013, 7:00p.m.  
RecPlex Pavilion

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

SEP 11 AM 11:58

RECEIVED  
COLCHESTER, CT

**Members Present:** S. O'Leary, N. Kaplan, E. Kundahl, T. Loskant, L. Dimock, L. Stephenson and C. Ferrante

**Members Absent:** D. O'Brien, K. Moody and M. Kennedy

**Others Present:** Paula McDowell, Cheryl Hancin, Anita Pizzutiello, Tim Angell, Jim Paggioli and Cari Duigou

**1. Call to Order**

Chairman O'Leary called the September 9, 2013 meeting to order at 7:00 p.m.

**2. Additions to Agenda**

N. Kaplan **MOTIONED** to move item #11 "Rec Plex Field Walk through" to item #3 and renumber agenda accordingly. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED.**

C. Ferrante **MOTIONED** to move the meeting location to the maintenance shed. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED.**

**3. Rec Plex Field Walk through**

The members of the board walked the fields at 7:02pm to assess the conditions. The walk was completed at 7:54pm and the meeting resumed.

**4. Citizen's Comments**

P. McDowell voiced her concerns regarding all the break-ins recently that have happened to the sheds located at the RecPlex and stated the police have been notified for each incident. Discussion was had on how to handle the situation.

**5. Acceptance of Minutes: Aug. 12, 2013**

N. Kaplan **MOTIONED** to approve the minutes of the Aug. 12, 2013 special meeting as written. **SECONDED** by C. Ferrante. L. Dimock, L. Stephenson and M. Kennedy abstained. All other members present voted in favor, **MOTION CARRIED.**

**6. Reading of Correspondence**

Chairman O'Leary stated he received emails from the Historical Society with concerns regarding the fees on the Town Green. S. O'Leary stated he has extended an invitation to members of the

Historical Society to attend the Parks & Recreation Commission meeting to discuss their concerns. Chairman O'Leary also received an email from the High School Lacrosse looking to form a fall league if field space was possible. Discussion was had and accommodations may not be possible. Chairman O'Leary stated that the permits need to be in place for the leagues and another field needs to be located for Flag Football due to the poor condition of R8 field.

**7. Committee Reports**

- **Facilities** – to be discussed under General Comments
- **Finance/Administration** – none
- **Programs** – none
- **BOS Liaison** – none
- **BOE Liaison** – none
- **BOF Liaison** - none

**8. Discussion and Possible Action on reviewing Endorsed league status**

Chairman O'Leary stated discussion needs to be had with the president of the Men's Softball League to address issues that have been ongoing with participants of the league. Chairman O'Leary also stated that further discussion needs to be had with the president regarding set guidelines and board expectations of all participants of the league.

**9. Recreation Supervisor's Report (Monthly)**

A. Pizzutiello read the Recreation Supervisor's Report (see attachment 1).  
C. Ferrante **MOTIONED** to accept the Recreation Supervisor's Report. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

**10. Recreation Manager's Report**

C. Hancin read the Recreation Manager's Report (see attachment 2).  
E. Kundahl **MOTIONED** to accept the Recreation Manager's Report. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED**.

**11. General Comments**

Discussion was had regarding the extremely poor and dangerous conditions of R2 field. Discussion continued regarding a possible temporary fix versus shutting the field down completely. Chairman O'Leary stated recommendations need to be made regarding the condition of the field and the risk of continued use and forwarded to the Board of Selectman. Discussion was also had regarding what department field maintenance calls should be forwarded to. J. Paggioli stated all field maintenance concerns should be sent preferably via email to Public Works at [publicworks@colchesterct.gov](mailto:publicworks@colchesterct.gov). C. Hancin stated the Sports Council meeting to schedule winter sports will be held on September 23, 2013 at 6:00pm. P. McDowell stated her concern regarding endorsed leagues having gym time in the schools outside of their season. Chairman O'Leary stated an invitation needs to be extended to the Board of Education to clarify what their policy is.

**12. Adjournment**

E. Kundahl **MOTIONED** to adjourn the meeting at 10:00 p.m. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

**Attachment:** Recreation Supervisor's Report (attachment #1)  
Recreation Manager's Report (attachment #2)

Recreation Supervisor's Report  
September 2013

Colchester Day Camp & Kindercamp- Initial Report

Enrollment Explosion!

2011 = 753 Day Camp  
2012 = 777 Day Camp  
2013 = 860 Day Camp  
Increase 83 Campers  
Increase 9.36%

8/30/2013	Historical (2011)	Historical (2012)
81	87	87
74	71	75
109	93	112
102	94	99
120	86	78
128	103	109
107	100	84
139	119	133
860	753	777

Staff overall – budget to follow

Decrease in staff from 2012 resulted in decrease in payroll expense combined with increase in enrollment lead to increase in revenue

2 Directors

3 Specialists  
7 Head Counselors  
=10 core staff

2 JC's

2 special needs counselors originally scheduled for 4 weeks, actually worked 6 weeks!

2 Subs w limited availability

Kindercamp enrollment increased through the summer, positive feedback for the addition of the full day option for 4 year olds.

# Manager of Parks and Recreation

## Monthly Commission Report

September 9, 2013

### Office Positions

A Recreation Specialist was hired at the end of August- Jessica Lefler. We conducted interviews for the Office Assistant position and I plan to make an offer by the end of this week.

### Program Fund Update See Attachment

### Summer Concerts

Concerts ended well. Due to the rain, 2 makeups were conducted and the concerts ended on Aug. 22.

### International Food Festival

Event occurred on Aug 8 at Bacon Academy after 2 rain outs. 5 of 10 vendors ended up coming to sell food due to the date changes. Participant turnout and feedback was better than anticipated.

### 57 Fest

Event planning is coming along well. Band is secured and fireworks are secured. Sponsorship dollars are significantly lower than past years. Still looking to raise \$9,000 to cover all costs.

### Colchester Community Theater

Had a very successful summer theater workshop with 77 kids. The Little Mermaid show sold out at close to 600 seats sold.

### Colchester Dog Park

The Committee is looking for a new treasurer and members at large. Waste bags have been stolen several times this summer.

### Colchester Civic Orchestra

The Committee is looking for a new treasurer.