



“Creating Community Through People, Parks and Programs”

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MEETING MINUTES

Colchester Parks & Recreation Commission

January 6, 2014, 7:00 p.m.

Town Hall – Meeting Room 3

Members Present: S. O’Leary, L. Dimock, N. Kaplan, E. Kundahl, L. Stephenson, K. Moody, D. O’Brien

Members Absent: T. Loskant, C. Ferrante, M. Kennedy

Others Present: Cheryl Hancin, Paula McDowell, Denise Mizla and Civic Students

1. Call to Order

Chairman O’Leary called the January 6, 2014 meeting to order at 7:03 p.m.

2. Additions to Agenda

L. Dimock **MOTIONED** to add, “Discussion and Possible Action on Colchester Youth Basketball Sport League Endorsement Application” as item #6, and renumber the rest of the items accordingly. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

3. Citizen’s Comments

None

4. Acceptance of Minutes: Dec. 2, 2013

N. Kaplan **MOTIONED** to approve the minutes. **SECONDED** by D. O’Brien. E. Kundahl abstained. All other members present voted in favor, **MOTION CARRIED**.

5. Reading of Correspondence

Chairman O’Leary stated he received an E-mail from Jeff Mathieu stating he will not be attending the meeting due to an urgent BOE matter and sends his regrets.

6. Discussion and Possible Action on Colchester Youth Basketball Sport League Endorsement Application

N. Kaplan **MOTIONED** to approve the application from Colchester Youth Basketball. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

7. Committee Reports

- **Facilities** – none
- **Finance/Administration** – Chairman O’Leary presented copies of 2013-14 budgets from Parks & Recreation Department and the Public works Department for commission

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TOWN CLERK
Henry Bray

member to review and provide feedback. K. Moody will join the Finance/Administration committee.

- **Programs** – none
- **BOS Liaison** – Denise Mizla present but no report
- **BOF Liaison** – not present
- **BOE Liaison** – not present

8. **Discussion and Possible Action on School Facility use by Sports Leagues and other groups**
Tabled until Jeff Mathieu is able to attend. Chairman O'Leary will invite him to the February Parks & Recreation Commission meeting.

9. **Recreation Supervisor's Report**

C. Hancin handed the Supervisor's Report out to all board members (see attachment #1). E. Kundahl **MOTIONED** to accept the Recreation Supervisor's Report. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED**.

10. **Recreation Manager's Report**

C. Hancin handed the Recreation Manager's Report out to all board members (see attachment #2) along with Program Fund Report. Program Fund Report was reviewed with details provided for line items. C. Hancin presented information about non-residence fees for programs and outlined several possible changes to the fee structure. Discussion was had. Chairman O'Leary will send a recommendation to the Board of Selectmen to change the non-residence fee to \$10 per program. L. Stephenson **MOTIONED** to accept the Recreation Manager's Report. **SECONDED** by D. O'Brien. All members present voted in favor, **MOTION CARRIED**.

11. **General Comments**

Civic Student, P. Dimock offered a suggestion to help clarify a line item concerning the program fund.

12. **Adjournment**

E. Kundahl **MOTIONED** to adjourn the meeting at 7:48 p.m. **SECONDED** by K. Moody. All members present voted in favor, **MOTION CARRIED**.

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

Respectfully Submitted,
Lynette Dimock
Parks & Recreation Commission Secretary

Recreation Supervisor's Report
December 2013

The majority of our programs are scheduled to end mid-December as the Fall season concludes. All fall fitness programs came to a conclusion this month with 11 activities running their last program for the season. All programs will resume in January for the following winter season. We are also collaborating with fellow Connecticut Parks and Recreation Department to begin a summer program called "Park RACE" which stands for Regional Adventure Challenge Expedition. The main idea is to get families or friends to visit town parks and to get everyone out and moving! We are still fine-tuning the details and will continue meeting with the rest of the departments.

Special Events:

- Holiday Homecoming, December 7, 2013-
Letter to the Editor December 9, 2013

To the Editor,

Saturday night the Town Green came alive with the holiday season as the townspeople of Colchester came together to share in the festivities of the 14th Annual Holiday Homecoming. The freezing temperature added a special feeling to the evening. All were bundled up while browsing around the Green enjoying refreshments and of course anxiously awaiting Santa's arrival. There are so many people to recognize and thank for their part in making this event such an overwhelming success!

The St. Andrew's Young People's Choir directed by Colleen Puscus and Terry Phillips started off the festivities by leading the carol sing around the tree with their great new blinking hats, Rob Ferrucci our ice sculptor extraordinaire demonstrated his talents LIVE as many looked on in amazement. A special thank you to Family Physical Therapy for sponsoring! The toasty warm bon fire was being tended with much care by Fred Brown. It was the perfect place to go to warm your hands and exchange holiday wishes with friends and neighbors. Laura Wickham was also on the Green hooping it up!

The Lion's & Leo's collected non-perishable food items for the Colchester Food Bank and a record breaking number of toys were collected by Colchester Police to help bring the excitement of the holidays to all the children in Colchester. To all who donated thank you for your support. The Lion's provided hot cider and complimentary cookies from Subway, the Fire Cadets served steaming hot chocolate. The Historical Society and Trustees of Bacon Academy opened the doors to Old Bacon Academy & the Museum where visitors heard some wonderful stories of its history.

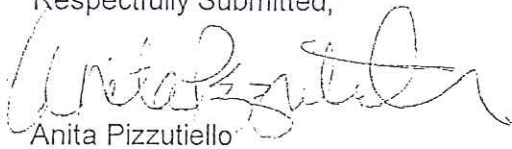
Of course, the Colchester Fire department transported Santa in style on our brightest and shiniest fire truck! Accompanying Santa was Joë Berubé and his five smiling daughters. First Selectman Gegg Schuster lead us in the countdown as the Berube girls 'flicked the switch' which illuminated all the beautiful holiday lights. There was a tremendous crowd this year with many smiling faces lined up to have their pictures taken with Santa in the Gazebo.

A very special thank you also goes to our Grounds Crew and Highway Department for all they did to prepare the Green for this annual event

Thank you to the many people who bundled up their children and came out to welcome Santa the way only our kids can! Thanks Santa!!

This event is truly a community partnership with everyone volunteering their time and adding their special touch to make this one of the most anticipated special events of the year. Save the first Saturday in December next year. Wishing you and your family a Happy Holiday and all the best in 2014!

Respectfully Submitted,



Anita Pizzutiello

Manager of Parks and Recreation

Monthly Commission Report

Jan 6, 2014

Large Community Events on the Town Green

A mailing and an email went out this week to all Large Event users to make their requests by Jan. 31 to use the town green for 2014. This procedure was started last year and it helped resolve conflicts early.

Endorsed Sport Leagues Update

A mailing and email went out to all sport leagues with 2014 dates of the Sport Council Meetings. It will also be posted on our website. We are still looking for forms from some leagues as they are outdated. See attached.

Budget

I am working on the 2014-15 budget as it is due by Jan. 27.

Program Fund

See report.

Non-Resident Fee

More and more non-residents are looking to attend our programs from surrounding towns- (Salem, Lebanon, E. Hampton, & others). In the past 2 years, we have changed many of our programs from running 2 sessions per season for 5 or 6 weeks whereas in the past we ran only one session of 10 weeks. This has caused a non-resident to pay the \$20.00 fee twice a season which is making an adult or child program more cost prohibitive. I would like the commission to review this policy. Here are 2 options that I have come up with:

A Tiered plan

Programs under \$65.00 is a \$10.00 non-resident fee
Programs \$65.00 and over is a \$20.00 non-resident fee

One time per season

Pay the non-resident fee of \$20 one time per season per person.

Holiday Ornament

Ornament sales in past years-(estimate)

2013	\$485- 97 ornaments sold (available by Dec. 1)
2012	\$275 - 55 Ornaments sold (not available until Dec. 7 after Holiday Homecoming)
2011	\$636 - 127 ornaments sold (not available before Holiday Homecoming event this year, sold at BK games)

Skate Park

A group has interest in improving the Skate Park. They would like to form a committee to raise money to improve the benches, rails and ramps. I will be meeting with them in the next month to get their ideas and plans.

Winter Session

Registrations are going well for Winter thus far. Some classes start this week and other start next week. Planning for Spring has started and proposals are due by mid-January.

Colchester Community Theater

Online ticket sales will be handled by Showtix4U this season for their Les Misérables show on Feb 15-17. CCT would like more customers to buy their tickets online. Tickets will not be sold in our office this season.

The Dog Park Committee

They raised \$391.48. at their photos with Santa fundraiser last month. They are purchasing their own mower/tractor and weed whacker to better maintain the grass at the Dog Park.