

Colchester Parks & Recreations Commission
Meeting Minutes
January 7, 2019 ~ Town Hall

Members Present: K. Moody, N. Kaplan, M. Pulse, B. Kniska and L. Stephenson

Members Absent: E. Kundahl and T. Bruni

Others Present: Recreation Director T. Quinn, BOS D. Mizla, BOF A. Bisbikos and Clerk J. Campbell

1. Call to Order

Meeting was called to order at 7:01 pm by K. Moody.

2. Additions to the Agenda

No Additions

3. Acceptance of Minutes: December 3, 2018

N. Kaplan MOTIONED to approve the Meeting Minutes of the December 3, 2018 meeting, SECONDED by M. Pulse. L. Stephenson ABSTAINED. All members present voted in favor. MOTION CARRIED.

4. Reading of Correspondence

None

5. Committee Reports

- **Facilities** No Report
- **Finance/Administration** No Report
- **Programs** No Report
- **BOS Liaison** D. Mizla reported that she spoke with Principal Bennett and irrigation at the school is still being discussed at the Building Committee. She will attend the BOE meeting tomorrow and report back to T. Quinn. It has been suggested to have Leagues attend a Building Committee Meeting.
- **BOF Liaison** A. Bisbikos reported that there is a BOF meeting tomorrow and that the Budget Survey will be out Friday.
- **BOE Liaison** No one present

6. Old Business

- **Endorsement of Sports Leagues**

- o **Requirements** T. Quinn stated that the changes were made that were discussed last meeting. DCF Mandated reporting has been included. T. Quinn has provided the website for training.
- o **Colchester Youth Lacrosse** N. Kaplan presented his concern that the Endorsements were brought before the Commission without much time to research the leagues. It was agreed upon that one month prior to endorsement, T. Quinn will remind commission members that a league is due and each member can have their own time to research. L. Stephenson MOTIONED to approve the Endorsement of the Colchester Youth Lacrosse, SECONDED by B. Kniska. All members present voted in favor. MOTION CARRIED.

7. New Business

- **2019 Meeting Schedule** T. Quinn stated that there are some scheduling conflicts with meetings rooms for the 2019 calendar. M. Pulse MOTIONED to move the 4/8 meeting to 4/1, hold the 8/5 meeting at Town Hall and hold the 9/9 meeting at the Rec Plex, SECONDED by L. Stephenson. All members present voted in favor. MOTION CARRIED.

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- **Budget Information** T. Quinn is meeting with the schools to help regulate the permit process for them to use the Rec Plex. Farmer's Market has been charged half price, unknowingly to current administration, in the past to use the green. Minutes were found from 2012 showing such reduction, with the exception not to go over 10 vendors. BOS voted to allowed T. Quinn and A. Shilosky to resolve the matter with the Farmer's Market. They are hoping to meet with the Farmer's Market people sometime next week. T. Quinn is working with Public Works to create a 5 year plan to replace the Playground at the Rec Plex. Currently the playground is rusty and is major disrepair. The goal is to make a playground that is handicap accessible. A company has presented approx. \$150,000 total cost. This company offers reduced rates for buying everything at once. There are many different options with many different companies. The Skate Park will also need to be replaced. The 2 pieces currently are not safe. These pieces will need to be auctioned off. Cannot be given away. T. Quinn also doesn't not want to remove the pieces without a plan in place to replace it. The concession stand contract is up. All the stuff has been removed. This will either go out to an RFP or be done in house using a Food Safe trained staffer from the schools and to use college/high school kids as staffing. T. Quinn has requested hours from the leagues to help create a budget.
- **Commission Vacancies** T. Quinn reported there are 3 vacancies on the board. She asked that current members get the word out.

8. Recreation Department Reports

- **Recreation Specialist** No Report
- **Recreation Supervisor's** Report handed to commission members
- **Recreation Director's** T. Quinn reported she is looking in to renting kayaks out to residents. Recreation has 6 kayaks not being used. In order to generate some money for the department she would like to rent them out. She is still working on a raffle to also generate money. The rental charges for the Town Green will be going in front of the BOS regarding the rain date policy. B. Kniska asked for information on surrounding towns. The refund policy will need to be updated as well. Currently Recreation refunds about \$10,000 per year. There are fees paid to the software company that are not being recouped. The recreation department is also looking into new software companies. The 3 most favored are: My Rec, Rec Desk & Community Pass. The Town's new website will be up and running soon. There will be a community events calendar. BOS is working on a fee and requirements/regulations for what can be posted to the calendar. Recreation will maintain this calendar. There will also be a calendar on the Recreation page for programs. M. Pulse MOTIONED to approve the Supervisor's and Director's reports, SECONDED by B. Kniska. All members present voted in favor. MOTION CARRIED.

9. Citizen's Comments None

8. Adjournment B. Kniska MOTIONED to adjourn the meeting at 8:00 PM, SECONDED by N. Kaplan. All members present voted in favor. MOTION CARRIED

Respectfully Submitted,

Joanie Campbell, clerk