

TOWN OF EAST WINDSOR  
PARKS AND RECREATION COMMISSION

REGULAR MEETING  
November 12, 2013

Draft Document – subject to Commission Approval

The Regular Meeting was called to order by Commissioner Szymanski at 6:02 p.m. in the Parks and Recreation Office at the East Windsor High School, 76 S. Main Street, East Windsor, CT.

**PRESENT:** Chairman Szymanski, Commissioners Bagdikian, Balch, and Simpkins and Park Director Maltese.

**ABSENT:** Commissioner Leach and Selectman Richards.

**GUESTS:** None

**ESTABLISHMENT OF QUORUM:**

A quorum was established as four commission members were present.

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:**

**MOTION:** To APPROVE minutes of July 8, 2013 Regular Meeting as written.

**Balch moved/Simpkins seconded/VOTE: In Favor: Unanimous**

**ADDED AGENDA ITEMS:**

No added agenda items.

**OLD BUSINESS:**

- a. BMX Skateboard Park

No update.

- b. East Windsor Dog Park

Director Maltese informed the Commissioners that the Barktoberfest was very well attended and the balance in account is in excess of \$8,000. Parks & Recreation along with other Town departments, over the winter, will be looking into the feasibility of getting water to the Dog Park and the Community Garden area. Considerations will be to use the existing well at East Windsor Park or

**OLD BUSINESS/b. East Windsor Dog Park (continued):**

drill a new well on site.

c. Disc Golf

No report this month.

**NEW BUSINESS:**

a. Financial Accounts Review

Current Budget by Department was reviewed with no questions. Director Maltese informed the Commissioners that she is waiting for the year-end budget and the addition of the vehicle line item to the current budget for Department's town vehicle.

b. Seasonal Financial Report

Chairman Szymanski questioned why camper staffing was not reduced as there were fewer campers in 2013 than 2012. Director Maltese stated that staffing was hired when the position of camp director as not filled and subsequently the past director returned to the position. Staffing levels will be adjusted for 2014. Revenue for 2013 was down from 2012 as an additional week was added to the schedule in 2013 however there were net funds remaining in the program for each year. These net funds will be used to pay for CPR/First Aid certifications for new staff members and those needing recertification.

Director Maltese stated that the mid-week, non-resident policy at East Windsor Park was successful this first year. There were no issues at the Park and the non-residents were grateful for the opportunity to come to the Park. Going forward she will promote this policy more aggressively.

c. Capital Improvement Planning Committee Project List

Director Maltese explained the reprioritizing of requests by the CIP Committee and how projects must go through the Building Committee. We will get on their Agenda and update the Commission at a later date.

d. Plan of Conservation and Development (POCD)

Director Maltese discussed the purpose of the POCD. The Parks and Recreation Commission needs to come up with a list of things they would like to see in East Windsor. Laurie Whitten will come to the January meeting to formally discuss and incorporate things into the POCD.

**NEW BUSINESS (continued):**

e. Park Director's Report

Director Maltese reported that programs are going well and handed out the Holiday program schedule.

Director Maltese stated the 2014-2015 Budget will be coming up soon and she needs to plan for the minimum wage increase and adjust for the salary compression of current employees. She will work on a new pay scale for the January meeting.

Director Maltese informed the Commission of the rise in hypodermic needles in the parking area of Osborne Field. The Police Department has been notified and increased patrols have been put in place. All staff has been told to take precautions when finding needles.

**MOTION: To APPROVE the Park Director's report as presented.**

**Balch moved/Bagdikian seconded/VOTE: Unanimous**

**Leagues/Abbe Road Soccer Complex/Broad Brook Pond/ East Windsor (Reservoir) Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point):**

No discussion this evening.

f. 2014 Meeting Date

The proposed meeting schedule for 2014 was handed out.

**MOTION: To ACCEPT the meeting schedule for 2014.**

**Balch moved/Simpkins seconded/VOTE: Unanimous**

**CORRESPONDENCE:**

Several items were handed out and acknowledged.

A memo was received from the Town's Planning & Zoning Department, Robin Newton, regarding access to the Community Gardens (see attachment). Being that the separate driveway entrance is no longer feasible due to the remediation project on the Kogut parcel, two options were presented for consideration.

**CORRESPONDENCE (continued):**

After discussion, the Commission agreed that Option #1 is the best choice at this time. The Commission agrees that should a change be made the Town has the ability to do so at a later date.

The East Windsor Lions Club sent a thank-you letter for the use of East Windsor Park for their *Tour de East Windsor* – 2<sup>nd</sup> Annual “Bike Ride for Sight” event held on September 29, 2013.

A thank-you letter was received from the Weed Family for the sponsor donation toward the Walk for the Nicole Weed Spirit Scholarship Fund held on October 12, 2013 at the East Windsor High School track.

**MISCELLANEOUS:**

None

**APPROVAL OF BILLS:**

Bills were signed by Commissioner Simpkins.

**NEXT MEETING DATE:**

Monday, January 13, 2014 at 6:00 p.m. in the Parks and Recreation Office at the High School.

**ADJOURNMENT:**

**MOTION: To ADJOURN meeting at 7:05 p.m.**

**Simpkins moved/Balch seconded/VOTE: In Favor: Unanimous**

Respectfully submitted, \_\_\_\_\_  
Melissa Maltese, Director  
Parks & Recreation Department