

**Litchfield Park and Recreation  
80 Doyle Road  
Bantam, Connecticut 06750  
May 21, 2012**

**Meeting Minutes**

**Present:** President Anne McCarthy, Secretary Diane Fredsall, Park and Recreation Director Brent Hawkins, Jim Keller, Ed Fabbri, Helen Bunnell (7:37)

**Absent:** Lisa Bauer

**Call to Order:** Anne McCarthy called the meeting to order at 7:32 p.m.

**Approval of Minutes:** Tabled due to corrections Ed will bring to the next meeting.

**Monthly Budget Report:** Helen can't understand how the monthly budget report matches up to our submitted town approved budget. She feels that the Finance Department could give us a better reporting of our expenses and income. Accountings of the monies allocated for the Community Field Project were given to Hawk by Carl Fisher, Head of Finance. There is between \$9,000 and \$11,000 left to be spent on this project by June 21<sup>st</sup>. The Committee would like to see the following project be done by the cutoff date: Over seeding and Aerating of the leveled field, asphalt laid, restriping done, fencing put up, and trees planted. Hawk will talk to Jack Healy, Head of Public Works. Ed stated that the big tree on the hill to the East of the Tennis Courts and North of the new Score Board on Casidei Field needs to be removed as it is in danger of falling. Hawk will talk to Jack Healy about this as well.

**Comments from the Public:** None

**Commissioner Request:** Ed – Smoke free zone at Community Field  
Helen – What is our Charge

**Correspondence:** None

**Budget and Capital Appropriation:** Anne reported that 1<sup>st</sup> Selectman Leo Paul contacted her to report that the monies are available for the Engineering Study and directed her to put the Study out to bid. Ed made a motion "To wait to go to bid until the Town Hall Building issue is decided". Helen seconded the motion. Discussion: Diane felt we should not wait as the Town Hall Building Committee is excited that Park and Recreation could be housed at Community Field. Jim wanted to know why we should wait, what is the benefit? Is it to be fiscally responsible? Diane stated that the Engineer Report will be based on the 10 year plan submitted by the 10 Year Plan Committee. Anne stated that this was a poorly formed committee and that the 10 year plan submitted by Park and Recreation should be considered. Hawk stated that he needed an answer about which direction to go. He reported that an office at Community Field would be perfect. He felt we should move ahead with the Engineering Study. Vote: 4 in favor; Diane opposed. Engineering Study will go out to bid after the Town Hall Building issue is decided.

**Finances:** (Included in Monthly Budget Report)

**Old Business:**

1. **Halloween Party:** Some ideas included a trunk or treat at community field and pumpkin carving contest. Helen suggested the event could be held at Bunnell Farm.
2. **Shade Structure:** Hawk reported that this should be completed sometime this week, with reimbursement hopefully coming from FEMA as this was damage done by the Blizzard in October. Initial payment will come from our Youth Services account. Costs are \$2,000.
3. **Safety Netting:** Hawk reported that this is also in the process of being done this week. Once Call Before You Dig marks out the area work can begin. Monies will be coming from our Youth Services account to cover these costs. Costs are \$3,000.
4. **Community Field Bathroom:** Hawk reported that the bathrooms are being fitted with necessary fire code upgrades. Helen commented that since the monies for this project are coming out of our Programming Fund and it didn't get approval from the Board of Selectmen, that this sets precedence and we will now be able to access this Fund for other functions.

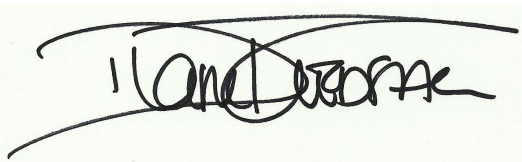
**New Business:**

1. **Smoke Free Zone at Community Field:** Hawk reported that he would like Community Field to become a smoke free zone. He approached Lee Losee, Litchfield Borough Warden, to ask what the Borough's stand was on this issue and Mr. Losee felt it would be better handled by the 1<sup>st</sup> Selectman. Hawk would also like to put up No Littering and Drug Free Zone signs. Ed mentioned that Community Field Basketball Courts are within the 1500 foot school zone and therefore could bring larger fines.
2. **What is our Charge:** Helen inquired if anyone knew what our function is and if not how do we find out that information. Anne will research for this information. Helen again pointed out that we should be able to spend the monies in the Programming Fund on programs at our own discretion.

**Directors Report:** All members had read report sent via email.

**Adjournment:** A motion to adjourn was made by Helen and seconded by Jim. Motion passed unanimously, meeting closed at 9:32 p.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Diane Fredsall", written over a light green rectangular background.

Diane Fredsall  
Secretary