

Torrington Parks and Recreation Commission
Minutes of December 1, 2010 Meeting

Chairperson Patricia Fairchild called to order a regular meeting of the Parks and Recreation Commission at 6:03 P.M. on Wednesday, December 1, 2010 at the Armory. Also in attendance were Vice Chairman Fran DuCotey, Secretary Dan Lovallo, Commissioner Jim Pescatore, Superintendent of Parks and Recreation Brett Simmons, and Recreation Director Donna Winn.

On a motion by Jim Pescatore with a second by Fran DuCotey, the Commission voted unanimously to approve the minutes of the November 3, 2010 meeting.

Correspondence

Patricia Fairchild informed the Commission of a request to set up a camera at Christmas Village to film the parade and opening ceremony. The Commission was in agreement to approve this request.

Citizen's Comments

None

Facility Use

On a motion by Jim Pescatore with a second by Fran DuCotey, the Commission voted unanimously to approve the facility request from the Torrington Fire Department for use of the Coe Memorial Park Civic Center on February 15, 2011 and March 29, 2011 for fire marshal classes.

Program Updates

Ms. Winn reported to the Commission as follows:

- The Howliday Jubilee was a success, with 18 dogs in attendance. Ms. Winn remarked that there was good press for the event. Five rescue dogs were brought to the event with the hopes of finding homes.
- The Light Up Main event was held on November 26, with over 1,000 people in attendance. A meeting will be held with the Mayor's Office after the holidays to review the event.
- Plans are underway for Last Night, which will be similar to last year's event.

Christmas Village Updates

- The Toy Shower will be this Friday, December 3. Singers will be entertaining those in attendance and trolley rides will be provided. Rob Persechino will provide refreshments for the event and Rockets Food will also be present outside to serve those in attendance. WZBG will be promoting the event and taking pledges. Brett Simmons and Fran DuCotey will be doing radio interviews to promote the Toy Shower.
- There will be 16 participants for the Christmas Village Opening Day Parade, including the Mayor's Committee on Youth, Miss Litchfield County, St. Peter's Drum Corps, and the Veteran's Color Guard. Rev. Steve Darr will provide the invocation and Carol Campbell and her son will be singing at the opening ceremony. Patricia Fairchild handed out copies of the pages from Paul Freedman's biography pertaining to Christmas Village, which Mr. Simmons offered to scan and send to the Mayor.
- Mr. Simmons reported that a safety inspection was recently conducted at the Village went well. More LED lights were installed this year. Ms. Fairchild reported that she had received an inquiry from Joe Quartiero regarding an adult night at the Village. Discussion was held, and it was agreed that this would be discussed in the spring for consideration for next year.

Sports Updates

A special meeting will be held January 19, 2011 at 6 p.m. to follow-up on this past softball season and to make decisions for the upcoming season.

Capital Budget Updates

Mr. Simmons summarized capital budget projects and expenditures:

- Installation of LED lights at Christmas Village
- Electrical improvements at the Oak Avenue Maintenance Building and at the Armory
- New borders and safety fence for the ice rink
- Repairs to the dugouts – scheduled for this spring
- Repair of the roof to the Winthrop Street storage facility
- Renovation at Fuessenich Park to resolve drainage and grading issues – engineering survey needed
- Moving the basketball court at Ruwet – a consultant would be needed to obtain a certified plan
- Improvements to Borzani Park – community involvement would be needed – first park for the Block Watch program.

On a motion by Dan Lovallo with a second by Fran DuCotey, the Commission voted unanimously to allow Brett Simmons to proceed with plans for hiring consultants as needed for proposed capital projects.

In addition:

- Paving projects for some of the Parks facility parking lots are planned in conjunction with Street Department paving.
- Engineers will be working on a plan for improving drainage at Oak Avenue over the winter. They will also be looking at Alvord Park and improvements for the traffic flow in the lower lot.

Facility Operations

Mr. Simmons updated the Commission as follows:

- The Parks Department has been preparing for the opening of Christmas Village with a further reduced workforce now that another employee is out for an undetermined length of time. Once the Village opens, three employees will work second shift to cover the Village, leaving the foreman and 3 workers to handle all other projects.
- One new truck has arrived and the second will be coming to replace the red Parks Department pick-up truck, which will then become part of the fleet for use when needed.
- Preparations are underway for installing the ice rink at West Torrington.
- Still River Gardens has planted all the bulbs and will be covering the beds with spruce boughs and compost. Once Zaharek Landscaping has removed the spruce trees, the rest of the perennials can be planted.
- The ventilation system for the gymnasium is complete. Insulated blinds will be purchased to keep cool air from blowing in through the louvers.
- Fuessenich Park is closed for the season.
- New LED bulbs were installed on Main Street.
- The signage was installed.
- The new snowflake lights for Water Street are scheduled to arrive shortly.

Coe Memorial Park Updates

Ms. Fairchild reviewed the motions as received from the November 10, 2010 Coe Memorial Park Advisory Committee meeting and noted the response of the Parks and Recreation Commission (see attached Meeting Motion form).

Mr. Simmons reported that he had spoken with Mike Zaharek about the spruce trees and is awaiting a proposal.

Old Business

Mr. Simmons stated that he had sent out letters to those who will be serving on the Field Use Review Committee which will meet on December 14. Commissioners Dan Lovallo and Jim Pescatore will serve on this Committee.

New Business

The schedule for next year's meeting was reviewed. On a motion by Dan Lovallo with a second by Jim Pescatore, the Commission voted unanimously to approve the 2011 Commission meeting schedule as presented.

On a motion by Dan Lovallo with a second by Jim Pescatore, the Commission voted unanimously to elect officers for 2011: Patricia Fairchild, Chairperson; Fran DuCotey, Vice Chairperson; and Dan Lovallo, Secretary.

Other Business

Ms. Fairchild announced that at the next Parks and Recreation Commission meeting, Brian Mattiello, Chairman of the Fuessenich Park Partnership Commission, would speak about this Partnership and the role of the Parks and Recreation Commission. Superintendent Simmons will serve as an ex-officio member of the Fuessenich Park Commission.

Ms. Fairchild expressed her thanks and appreciation to Brett Simmons and Donna Winn for all of their work involved with the many activities of the past several weeks. Brett then expressed his thanks to everyone for all their help.

Ms. Winn stated that she had been asked about plans for the dog park. Fran DuCotey expressed his concern that some dog owners are using Toro I and II as a dog park because it is a fenced area. It was suggested that access to the field be blocked off.

A letter from Debbie Russo, president of Royal Flush, requesting to extend their contract for another year was discussed. It was agreed that Commission approval was not needed for contracts of this type.

Adjournment

On a motion by Jim Pescatore with a second by Dan Lovallo, the Commission voted unanimously to adjourn at 7:11 p.m.

Respectfully submitted,

Lynn Rategan
Parks Department Secretary

City Of Torrington

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Coe Memorial Park Advisory Committee Meeting Motion Form

Meeting Date:	November 10, 2010	Chairperson:	Frank Pennington
Meeting Location:	City Hall	Recorder:	Margaret Keywan
Meeting – Start Time:	5:00 PM	Meeting – End Time:	5:55 PM
<i>*Please attach Meeting Agenda for reference.</i>			

Meeting Attendance:	
Frank Pennington	Margaret Keywan
Susan Coe Holbrook	Mary Zbell
Dr. Isadore Temkin	

Motion:	2nd By:	# In Favor	# Opposed	# Abstain	Action - Commission Response
<u>Motion By</u> – Dr. Isadore Temkin Motion to approve Minutes of October 27, 2010, Special Meeting with the following corrections: “Nominations were made and the following officers were elected, Frank Pennington, Chair; Mary Zbell, Vice Chair, and Margaret Keywan, Secretary.”	Margaret Keywan	5	0	0	So Noted
<u>Motion By</u> – Margaret Keywan To have the Park and Recreation Commission handle the replacement of the Civic Center tables.	Susan Coe Holbrook	5	0	0	No Parks and Recreation funds are available for such a purchase.
<u>Motion By</u> – Susan Coe Holbrook To have repairs to the Carriage House roof repaired by Tremco for the amount of \$1,800 (written revision of proposal/estimate to be Submitted.)	Dr. Isadore Temkin	5	0	0	Recommendation approved – funds to come from Coe Trust Operating Budget.
<u>Motion By</u> – Margaret Keywan To ask Mayor Bingham for permission for the Committee to meet with Ferrero Hixon to discuss Phase II of the Master Plan.	Susan Coe Holbrook	5	0	0	Superintendent in consultation with the Public Works Director will have authorization to speak with Ferrero Hixon and coordinate future meetings.
<u>Motion By</u> – Dr. Isadore Temkin To officially name the committee the “Coe Memorial Park Committee”.	Mary Zbell	5	0	0	Until official guidelines are established with Mayor Bingham, Parks and

					Recreation Commission, and the Advisory Committee, the name of the committee shall not change.
<u>Motion By</u> – Susan Coe Holbrook To appoint Mark McEachern as an ex-officio Member of the Committee with voting rights pending approval by Mayor Bingham.	Dr. Isadore Temkin	5	0	0	Until official guidelines are established with Mayor Bingham, Parks and Recreation Commission, and the Advisory Committee, no additional members shall be added to the committee.
<u>Motion By</u> – Susan Coe Holbrook Margaret Keywan to contact Carol Anderson regarding the chamber’s availability of November 29th or 30th for a Special Meeting on Mission Statement and By-Laws.	Mary Zbell	5	0	0	So noted.
<u>Motion By</u> – Susan Coe Holbrook Margaret Keywan to contact Carol Anderson regarding chamber’s availability for regular meetings for 2011.	Mary Zbell	5	0	0	So noted.
<u>Motion By</u> – Susan Coe Holbrook To Adjourn the meeting at (approx.) 5:55 p.m.	Dr. Isadore Temkin	5	0	0	So noted.