

PARKS & RECREATION COMMISSION

Wednesday, August 28, 2013

Minutes

PRESENT: Meghan O'Connor, Laura Ferguson, Angelo Franzese, Patrick Morton, Bill Pullan, Gary Regan, Lou, Valenti, Rachael McGrath, and Eileen Earle.

ABSENT: none

CALL TO ORDER: Meghan O'Connor called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES: Approval of the minutes for June 26, 2013 were accepted on a motion by Gary Regan, seconded by Laura Ferguson, abstain by Pat Morton then approved by the members present.

PUBLIC COMMENTS: None

ACCOUNTS PAYABLE, PAYROLL AND INCOME: The Income and Cash Balance Account shows a \$10,103 increase received in August of this year, in comparison to the income received by August of 2012. Eileen stated that this is a result of the increase enrollment in our Summer Playground Camps. Rachael confirmed that enrollment in some camps showed an increase of 30 campers per session. Also there were less Financial Assistance requested and the percentage of assistance was carefully reviewed by the Parks and Rec. Department.

The Accounts Payable will be available at the next meeting for review.

The Cash Balance Report and Income Deposit Account were reviewed and on a motion by Gary Regan, seconded by Pat Morton, unanimously approved by all members present.

CORRESPONDENCE:

- Letter from Elizabeth H. Esty, Member of Congress, thanking Eileen for accompanying her at the 48th Annual John DeMille Firecracker Road Race. Ms. Esty enjoyed being a part of Bethel's Fourth of July tradition and looks forward to working with us in the future.
- Letter from William B. Pullan, CT Jimmy Fund Director, thanking the Parks and Rec. Dept. for once again sponsoring the fifteen and under Bethel Jimmy Fund Tournament. He states that it is a credit to our department and mentioned by many in the tournament of the great maintenance of the fields.

PROGRAMS: All Summer Camp Programs have ended and we are now planning for the fall. The Fall Flyer will be delivered to the schools this week and our last mailing will be mailed. In late September a post card will be sent to the 220 families on our mailing list, informing them that we will no longer be mailing the Flyer. With today's technology they can read it on line or stop in the office to pick one up.

Gary Regan thought that a profile or evaluation on the Parks and Rec. Programs should be sent to the families enrolled to get feedback on what classes they liked and what classes they would like to see offered. After Registration on Sept. 7th, Rachael will enter all the emails from our families enrolling in programs this session and compile an email excel sheet so that an evaluation sheet can be sent to them. Findings will be reported back to the Commission.

RECEIVED
2013 AUG 30 A 11: 11

TOWN OF BETHEL
TOWN CLERK

ASSOCIATION GUIDELINES: The guidelines will define the Parks and Rec. relationship with the Associations. Discussion followed concerning the double parking on the upper access road at Rockwell, as it blocks access of fire trucks to the school. Also concerns regarding the lights at Mitchell Park, which the Planning and Zoning Dept. approved with the stipulation that they be turned off at 10 pm. The lights should be turn on and off only by the computer system which Eileen and Rachael monitor. When a key is used to turn the lights on it overrides the computer system, which causes a problem as someone then must go to the park to turn them off.

Also to be addressed is the use of the fields and the authorized maintenance to them. Failure to follow the guidelines will result in an appropriate fine to be handed out accordingly. Fines will also be charged to groups leaving litter and debris out, which should be placed in the dumpsters after each event.

Guidelines will be finalized this week and Eileen will meet with the Association presidents next week to review the guidelines and have them sign it. Eileen plans to meet with all the Associations before each Spring, Summer and Fall sports season.

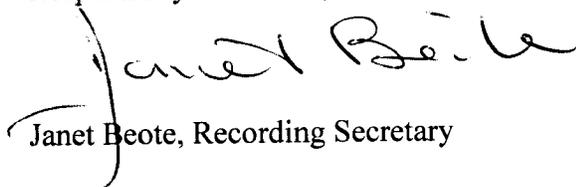
MAINTENANCE UPDATE:

- We had a great summer staff this year!
- Sept is our busiest month with only 3 full time and 2 ¼ part time maintenance employees. High School sports starts in 2 weeks, football this week and soccer next week.
- The G. Teck machine (like a golf cart) died this week. Need to add a utility vehicle into next year's budget.
- New sod cutter was purchased for \$4,000 as the old one died.
- Sod was repaired at Rourke, Lower High and Rockwell. All in good shape for the fall.
- Sod replacement at Slifkin
- Road to the BMX Track was paved and Pullan will be done next month.

As there was no further business on tonight's agenda, Lou Valenti made a motion which was seconded by Pat Morton to adjourn the meeting at 8:14 p.m. Vote, all in favor, motion unanimously approved.

The next regular scheduled meeting will be held on Wednesday, **September 25, 2013** at 7:30 p.m. in the Clifford J. Hurgin Municipal Center.

Respectfully submitted,



Janet Beote, Recording Secretary