**TOWN OF WASHINGTON**

**Parks and Recreation Commission**

**Minutes**

**October 7, 2014**

***Minutes are subject to the approval of the Parks and Recreation Commission.***

**Present:** Chairman C.J. Kersten, Commissioners Sheila Anson, Joe Fredlund, Carrie Rowe, Whitney Ryan, Tim Cook. Coordinator Lisa Easter; Clerk Mary Anne Greene.

Guest: Brian McCauley.

**Call to Order:** Vice Chairman Sheila Anson called the meeting to order at 5:00 p.m. noting there was a quorum present.

**Approval of Minutes:**

* **Motion:** To approve the minutes of the September 8, 2014 meeting of the Parks and Recreation Commission. By Carrie Rowe, seconded by Whitney Ryan and unanimously approved.

**Visitor:**

* **Brian McCauley**, Director of the Summer Recreation program, attended this evening’s meeting to report to the Commission on this summer’s camp. The number of attendees (52 +/-) worked well with the number of counselors and CITs. There was discussion among Brian and the Commissioners re: extending the length of the camp day, or to offer five one-week sessions. Pros and cons of keeping the program as it, or extending were discussed. Lengthening the day may be difficult for the counselors who often have another part time job in the afternoons; it would also increase the cost to participate in the program – currently the cost of attending is reasonable and affordable for most families; custodial fees would also increase. The offering of the afternoon camps (separate from the Summer Rec program) has been successful and helpful to families who wish to have their children involved. Brian has spoken with the Director of the Warren camp and they would like to “share” some programs – particularly for the older campers. There was also discussion regarding the counselors being certified in First Aid, administering Epi-pen injections, etc. Having the program offered at Shepaug is ideal and having the pool available is an asset. Certified lifeguards are always present. Brian will continue to talk with other directors for new ideas and may possibly attend a conference (with the approval of the Commission). Brian is most enthusiastic about his returning next year as are the Commissioners!

**OLD BUSINESS:**

* **Beach and Boat Launch:** C.J. Kersten reported that he, Ray Reich and Sheila Anson met with Beach Director, Jeff Cox, to review this past summer. Jeff was pleased with staffing and the performance of his lifeguards. He suggested job descriptions be done for himself, assistant director and guards. It was also suggested that a defibrillator be in place at the beach and that “incident forms” be provided. The Boat Launch will close for the season on October 26th. Launch Director, Hank Vallely, and Lisa Easter has spoken about the best way to cover the pre and post season hours when the launch is not open in the middle of the day. Should there be an emergency on the lake and the gate is locked, how would someone get off? Lisa has estimated that it would cost approximately $1800 more to have someone cover the launch before and after the beach season from 6:00 a.m. to sunset. This will be discussed further.
* **River Walk Park:** The new floor in the Pavilion has been installed and looks great! Sections of the walking path have been washed out and is has been estimated it will cost approximately $5000 to re-surface it. Village Improvement Society has agreed to fund this project in the spring. Joe Fredlund, C.J. Kersten and Sheila Anson met with Groundskeeper, Wes Gladding, to review job responsibilities and work needing to be completed. Michael Gorra, member of the Village Improvement Society, has been looking into what would be needed to install bocce courts in the park area. He is getting more information. Deborah Andrews, who holds her Boot Camp program at the Pavilion/park has suggested looking into “stations” for the path (pull-up bars, etc.) It was suggested she come to the next meeting to discuss this further and to get information regarding cost, insurance, maintenance, etc.
* **Job Descriptions and Evaluations:** Whitney Ryan and Laura Martin have been reviewing and re-writing job descriptions for Parks and Rec employees. They will distribute them to all the commissioners to review and they will have a Special Meeting on November 17, 2014 at 5:00 p.m. to discuss and review and hopefully finalize.
* **Budget/Financial Information:** Mary Anne Greene distributed a report of all programs and their balances.
* **Holiday in the Depot/Tree Lighting:** Lisa Easter and the Washington Business Association have begun planning for this year’s December 12th event.

**COORDINATOR’S REPORT:** Lisa Easter reported the following:

* **Morning Swim:** The pool at Shepaug has reopened.
* **Babysitting Course:** Has been reschedule to November 8th and 15th from 1:00-3:00 p.m. at the Town Hall. The fee is $50 per student.
* **Bus Trip:** 4 people from Washington attended the October 5th trip to 9-11 Memorial and South Street Seaport that was co-sponsored with Warren. The bus was full. A December 10th trip is scheduled for Radio City Music Hall. The cost will be $78 per person or $33 for the bus only. Four have signed up.
* **Fall Swim Lessons:** Begin October 7th and will be held Tuesday and Friday evenings. Family Swim will be held after the Friday evening classes.
* **Fall Tennis Lessons:** Cancelled due to no interest.
* **Holiday in the Depot:** See above.
* **Thank you from WPS PTO:** The PTO thanked the Commission for their contribution to movie night for the three elementary schools.

**NEW BUSINESS:**

* **Work Day:** Scheduled for Saturday, October 25th at 8:00 a.m. at River Walk Park. Lisa Easter will contact the Washington Garden Club to inquire if they would be interested in donating daffodil and crocus bulbs.
* **Ed Caco inquiry:** Ed Caco is looking for a facility in Town to hold an indoor archery class for adults. No Town facilities would be adequate in size.

**CHAIRMAN’S REPORT:** C. J. Kersten reported the following:

* **Congratulations and best wishes to David Easter** on his upcoming wedding.
* **Speedy recovery to Sue Reich** who has broken her ankle.
* **Safe Halloween!!**

**NEXT MEETING(S):**

* **Regular Meeting:** Wednesday, November 5th, 7:00 p.m. at Bryan Memorial Town Hall.
* **Special Meeting:** Monday, November 17th, 5:00 p.m. at Bryan Memorial Town Hall to review, discuss, finalize Parks and Recreation employee job descriptions.

**Adjournment:** The meeting was adjourned at 6:29 p.m. as there was no further business for discussion.

Respectfully submitted,

Mary Anne Greene

Clerk