**TOWN OF WASHINGTON**

**Parks and Recreation Commission**

**Minutes**

**April 13, 2015**

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

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

**Call to Order:** Vice Chairman Sheila Anson called the meeting to order at 7:00 p.m.

**Motion:** To add subsequent new business not already on the agenda. By Ray Reich, seconded by Whitney Ryan. Discussion: subject Community Day. The motion passed unanimously.

**OLD BUSINESS:**

* **Beach/Boat Launch:** Ray Reich reported there was no action at the Lake on the opening of fishing season due to ice on the lake.
* **River Walk Park:** Due to the arrival of nice weather, C.J. Kersten and Joe Fredlund turned the water on at the Pavilion and opened the bathrooms a week early. They, and Sheila Anson, power washed the tables and chairs and storage area. Laura Martin reported the walking path appeared to be in good condition following the harsh winter. Lisa Easter reported the tennis nets have been put up. Liz Gugel, Pavilion Attendant, began today by cleaning, checking keys, etc. She reported several issues including the need for a new partition between the urinal and toilet in the men’s room, and several small leaks. Wes Gladding, Groundskeeper, has also started for the season. Upcoming projects will include top dressing the walking path, raking out stones and sand once the large snow piles that were placed near the Pavilion are completely gone. Several Commissioners offered to meet for a work day to do the raking, planting flowers, etc.
* **Bocce Courts:** C.J .Kersten will report on funding the courts through Village Improvement Society and Anson Memorial contributions – at the next meeting.
* **Job Descriptions and Employee Evaluations:** C.J. Kersten, Ray Reich and Sheila Anson met with Coordinator Lisa Easter, Pavilion Attendant Liz Gugel, Groundskeeper Wes Gladding, Boat Ramp Manager Hank Vallely and Beach Director Jeff Cox to review their respective job descriptions that the Commission has been working on and updating. This meeting was not an evaluation of employees but rather a discussion about the job descriptions.

**Motion:** To enter into Executive Session at 7:18 p.m. to discuss the job descriptions and comments that came as a result of the meeting mentioned above. By Sheila Anson, seconded by Ray Reich and unanimously approved. Employees affected were invited to attend if they wished.

**Executive Session** ended at 7:53 p.m. and the Commission re-entered the regular meeting.

**Motion:** To accept the updated job descriptions with amendments made in Executive Session for Parks and Rec Coordinator, Pavilion Attendant, Groundskeeper, Boat Launch Manager and Beach Director. By Laura Martin, seconded by Whitney Ryan. Discussion: evaluations of employees will take place at a later date once the job descriptions are updated and distributed. The motion passed unanimously.

* **Budget:** Lisa Easter reported that the Board of Selectmen have accepted the Parks and Rec proposed budget for 2015-2016 except for the capital budget request for a windscreen on the tennis courts and for the general fund budget request for the addition of hours for the boat ramp pre and post season. The Selectmen will be presenting the entire budget to the Board of Finance on Thursday, April 16th. Revisions, if necessary, will be made and presented to the Town at the Annual Budget Hearing on Thursday, May 7th.
* **Website:** Carrie Rowe reported that she and Lisa Easter have been working together on updating – lots of good information. Carrie is looking into changing the layout into categories for easier navigation.
* **Summer Concert:** Carrie Rowe reported the date is reserved for the Pavilion – August 29th. She and Whitney Ryan will be meeting to discuss details. The Commission did agree to charge $5 per person admission with children under 12 admitted free.
* **Kayak and Canoe Demos and SUP Yoga:** Whitney Ryan will report at the next meeting after further discussion with Sportsmen’s of Litchfield.

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

* **ACE BASEBALL-** Week one: Tue-Fri June 23 – 26th; Second week Mon-Thur June 29th – July 2nd. $125 for each week or $200 for both.
* **BIKE TRAINER CLASS-** Dom started lessons on Saturday April 11th.
* **BOOTCAMP:** Ongoing Tuesdays and Thursdays at WPS. 5:30 AM!!
* **BUS TRIP-** Saturday, April 11th Yankees vs. Red Sox at Yankee Stadium had 13 from Washington signed up. Mohegan Sun Casino March 29th had 39 people enjoy the casino.
* **DIMENSIONS BASKETBALL CAMP**- July 6-10Shepaug Valley M/H School. $100.00 per camper.
* **HOW COOL IS THAT?! -**  August 3 – 7th at Shepaug M/H School Cafeteria. $135per camper.
* **KARATE:** Ongoing Mondays and Wednesdays at Montessori School.Next session beginsin May for10 weeks.
* **MASTERS SWIM PROGRAM:** The classes started Tuesday April 7th and go until June 16th (no class April 14th).
* **OPEN SWIM:** Monday April 13thfrom 10:00 – 11:30 am.
* **SPRING SWIM:**  Registrations are out. Registrations end today, April 13 for the last two sessions. Fridays from April 24th to May 22nd. Family Swim from 5:45 to 7:00pm.

Tuesdays from May 5th to June 2nd.

* **SUMMER REC CAMPS** - Have started to form. So far we have for the afternoon camps: Span-Art Camp June 29th – July 2nd; Lego Camp July 6-10; Shark Tank for Guppies July 13-17. Environmental Camp from July 20th to 24th; and Multi Sport Camp or Spartan Hoop School from July 27 to 31. In the budget, we put in the salaries for a 5 week camp with the first week being a four day camp week (July 3rd is a holiday). We will register by the week for $60 per child per week; family of 3 or more $150.00.
* **SUMMER SWIM TEAM** – Still looking for a Director to take over this program.
* **TENNIS LESSONS**- July 6-10 and 13-17 from 9-10:30 am. $90.00 per child.
* **CARDIO TENNIS**- For adults. Tuesdays & Thursdays through July & August. $10/class; pay as you go.

**NEW BUSINESS:**

* **Security System:** Joe Fredlund has inquired about a security system with Frontpoint Security. The cost for the system including sensors cameras, control panel and radio would be approximately $870 with a monthly monitoring fee of $49.99. Cellular service would be needed for its operation. This will be discussed further at a later date. A similar system with United Alarm was more costly and cumbersome.
* **Community Day:** The Washington Business Association has scheduled Community Day for June 6th. Lisa Easter reported there will be a planning meeting on April 23rd at 4:30 p.m. at Marty’s if any commissioners are interested in attending.
* **Summer Swim Team Director:** Lisa Easter has reached out to find someone to take over this position. So far no one has been found. Historically it has been a volunteer position done by a parent. **Motion:** To approve a $500 stipend for the Summer Swim Team Director in hopes of encouraging someone’s accepting the job. By Carrie Rowe, seconded by Laura Martin and unanimously approved.

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

* **Winter seems to have left us…finally!** Enjoy the weather!

**Adjournment:** The meeting was adjourned at 8:35p.m. as there was no further business for discussion.

Respectfully submitted,

Mary Anne Greene

Clerk