**TOWN OF WASHINGTON**

**Parks and Recreation Commission**

**Minutes**

**July 21, 2014**

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

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

**Call to Order:** Chairman C. J. Kersten called the meeting to order at 6:13 p.m. at the River Walk Pavilion noting all commissioners present!

**Approval of Minutes:**

* **Motion:** To approve the minutes of the June 16, 2014 meeting of the Parks and Recreation Commission. By Tim Cook, seconded by Sheila Anson and unanimously approved.

**OLD BUSINESS:**

* **Beach & Boat Launch:** Thank you to Dave Demeo for providing the sunset tour of Lake Waramaug following last month’s meeting held at the Washington Town Beach! Ray Reich reported that Beach Director Jeff Cox has reported all is going well at the Beach. He is proud of how attentive the guards have been this season. Ray has also spoken with the Boat Launch Director about he and his staff wearing the t-shirts ordered that identify them as staff. **Motion:** All Boat Launch staff are required to wear Town of Washington t-shirts identifying them as staff. By C. J. Kersten, seconded by Laura Martin and unanimously approved.
* **River Walk Park:** There was discussion regarding the concern of a renter of the Pavilion this past weekend who had found quite a bit of garbage left from – baseball games? – and the fact that there was little parking for the Pavilion as the Tea for Two Hundred VNA fundraiser was using the Primary School parking lot for its attendees. Sheila Anson offered to phone the VNA who most likely was given permission of the parking from the Region #12 office but will ask that the Town Hall also be notified. “Parkers” could be asked to park ONLY at the Primary School end of the parking lot allowing the area close to the Pavilion to stay open. Tim Cook offered to try to get a schedule (next season) of scheduled baseball games but explained that as the season goes on it is more difficult to know schedules in advance because of tournaments, etc. It was also suggested that the Use of Pavilion Form be updated to let those renting the Pavilion know that not only are the bathrooms open to the public but there MAY be games being played on the various fields during the time the Pavilion is rented. There was discussion of the appearance of the Park in general – focusing on some areas that are requiring more attention. C.J. Kersten, Joe Fredlund and Sheila Anson offered to meet with the Groundskeeper to review duties, etc. Vincent Belanger has begun installing the soap dispensers, grab bars etc. in the bathrooms. Lisa Easter will contact Eagle Electric regarding the installation of lights, repair of fan on stove, and checking of outlets. Lisa also informed the Commissioners that following the Swanson/Horrigan Softball Tournament, she received a complaint that the handicapped parking signs had been moved or removed. She looked into the ADA regulations and we are required to have the signs and they should be “permanently” installed.
* **Jason Spooner Concert:** Friday, August 22, 2014 – 6:00 -9:00 p.m. Whitney Ryan reported all seems to be in order. Lisa Easter reported the posters are in, the bracelets are in and the dumpster is ordered. Laura Martin will do the press releases. C.J. and Whitney will meet with Trooper Sordi to discuss amount of police coverage needed. Carrie Rowe offered to contact the Washington Ambulance Association about their coverage and presence. The cost is $10 for adults, $5 for children under 12 years of age – “stroller age” children – free. Commissioners who are able to attend will be at the Pavilion by 5:00 p.m.
* **Fourth of July:** Ray Reich reported that due to the sale of tickets left from last year’s cancelled show, an additional $6900 was taken in. He has not yet received all the bills – therefore, he did not have his final accounting for 2014. Ray expressed his disappointment in the show, noting that there were over 200 shells that did not fire, and the grand finale did not contain what he had asked for. He will be speaking with Atlas Pyrovisions and will report back to the Commission. Due to this year’s show being moved to July 5th, the band was not able to play but thanks to Roger Cannavaro music was still provided. Thank you to Roger for this and also for his efforts each year in assisting with the set up etc. The Fire Marshall and several firemen needed to stay after the show until 2:00 a.m. to make certain all the shells that had not fired were taken care of. Sheila Anson reported the Stephen Reich Memorial Road Race went very well – great crowd and special kudos to John Houldin for being the most patriotically dressed runner!! Thank you to all who assisted particularly John and Linea Quist who both filled in for Lou Magnoli passing out Popsicle sticks.
* **Job Descriptions and Evaluations:** Those Commissioners working on the job descriptions for all Parks and Rec employees will meet in the next week or two. Descriptions should be completed prior to meeting with employees to perform evaluations.
* **Budget/Financial Information:** Mary Anne Greene distributed a worksheet showing the amount of monies in each “program” – what amounts are committed and what is available for spending. The Commission will discuss further at their next meeting.

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

* **Bus Trip:** Yankees vs. Cleveland Indians – Sunday, August 10th, $60 per person.
* **Summer Recreation:** Session I – 40 children; Session II – 49 children.
* **Afternoon Camps:** All successful: Lego Camp had 25 children; Art Camp – 13 children; Multi Sport Camp – 14 children; Science Camp – 17 children.
* **Other Camps:** Dimensions Basketball Camp had 38 attend (25 boys, 13 girls); Spartan Hoop School – may be cancelled not enough registrations; Sport Squirts Camp – cancelled low enrollment; Ace Baseball was held for two 4-day weeks (report not yet received); Berkshire Field Hockey Camp scheduled for August 4-8; Tennis Lessons had 14 children; Multi Sports Camp – may be cancelled – low enrollment; new camps offered this summer were First Play Soccer and Adult Cardio Tennis – both were cancelled due to low enrollment. There was concern and discussion regarding the low enrollments – competition with other camps in the area?
* **Bowling Alley:** Scott Anson will begin painting and fixing the gutters in the near future. **Motion:** To paint the gutters black. By Tim Cook, seconded by Joe Fredlund and unanimously approved.
* **Shepaug Pool:** will close August 1st for repairs.

**NEW BUSINESS:**

* **Program Fee:** There was discussion as to the percentage program leaders should give back to Parks and Rec. We currently ask for 5% of the instructor’s income- this has not changed in over 17 years. Lisa has researched other Towns who ask for 15-20%. **Motion:** Starting January 1, 2015, the program fee for all Parks and Rec programs will be 10%. By Tim Cook, seconded by Whitney Ryan and unanimously approved.

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

* **Congratulations to the Swanson/Horrigan Tournament** for a very successful event!
* **Happy July Birthdays** to Joe Fredlund, Mary Anne Greene, Tim Cook.
* **Happy August Birthday** to Ray Reich.
* **Congratulations to Ethan LaBella** on his joining the Torrington Fire Department!

**Adjournment:** The meeting was adjourned at 7:55 p.m. as there was no further business for discussion.

Respectfully submitted,

Mary Anne Greene

Clerk