**TOWN OF WASHINGTON**

**Parks and Recreation Commission**

**Minutes**

**September 11, 2017**

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

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

Guest: Elyse Sadtler.

**Call to Order:** Chairman C.J. Kersten called the meeting to order at 5:36p.m. noting a quorum was present.

**Approval of Minutes:**

* **Motion:** To approve the minutes of the July 17, 2017 meeting of the Parks and Recreation Commission. By Tim Cook, seconded by Whitney Ryan and unanimously approved.

**Visitor:**

* **Elyse Sadtler** attended this evening’s meeting to request permission to set up a Henna Stand at the Town Beach next summer. She would like to set up on Saturday afternoons for 4-5 hours, 3-4 times during the season. Elyse distributed information on henna and its history. She would have a design book for customers to look through with prices ranging from $10 to $45 depending on design size and complexity. The Commissioners thanked Elyse for attending and agreed to discuss and get back to her with their decision. Following discussion, the Commissioners agreed to allow her to come 2 times during the summer (not Labor Day Weekend) and would also speak to her about attending Octoberfest. Final approval will need to be gotten from the Board of Selectmen and Elyse would be subject to the 15% payback fee to the Commission.

**OLD BUSINESS:**

* **Beach & Boat Launch:** Jeff Hammond reported that the summer season at the Beach ran smoothly. The Boat Launch Fall hours are Saturdays, Sundays, Wednesdays and Columbus Day from 6:00a.m. – 11:00a.m. and 4:00p.m. – sunset.
* **River Walk:** Tim Cook reported he had repaired the roof on one of the dugouts at Dick Ayer Field. In the process, discovered rot. Following discussion it was decided Joe Fredlund would contact Dan Fleet to discuss installation of metal roofs on both dugouts.  **Motion:** To approve up to $3,000 for metal roofing on the Dick Ayer Field dugouts. By Tim Cook, seconded by Sheila Anson and unanimously approved. Mary Anne Greene reported that a Pavilion renter came in following their event to mention that a baseball tournament was going on at the same time. The game was not a problem but some people attending the tournament took up parking spaces that should have been for guests (despite the sign indicating Pavilion event parking only). In addition, there were people also sitting at picnic tables in the Pavilion and were not agreeable to leaving. It was decided to attempt to get the baseball schedule and to remind the coaches that when the Pavilion is rented it is for the exclusive use of the renter (except for the bathrooms). Joe Fredlund reported that the new double doors have been installed for easier entrance to the storage room. The Pavilion will be closed from September 25th through October 5th for resurfacing of the bathroom and kitchen floors. Boot Camp instructor, Deb Andrews, has inquired about the creation of a storage area for equipment. Deb will be invited to the October meeting to discuss her needs.
* **Bocce Courts:** Jeff Hammond will purchase a less expensive set of Bocce balls and they will be left out for the public to use.
* **Fall Festival:** The Commission will be partnering with the Washington Business Association for the Fall Festival (Octoberfest). The Commission will pay for the band. There will be a scarecrow contest, donut eating contest and various other activities. The Fire Department will be cooking and providing fire engine rides. The Commissioners agreed to create a scarecrow at the October 2nd meeting.
* **Field Manager Position:** **Motion:** To form a subcommittee to discuss the creation of a new position – Field Manager discussion job description, hours required, salary, etc. By Sheila Anson, seconded by Whitney Ryan and unanimously approved.

**NEW BUSINESS:**

* **Elyse Sadtler**: See above under Visitor.
* **Parks & Rec Logo Contest**: To be discussed further at the next meeting.
* **Activities/Events**: Carrie Rowe suggested the Commission sponsor a “Big Swim” fundraising event next August. This would be a one mile swim – possibly from Washington’s Town Beach to Warren’s Town Beach – with 50-60 participants. Cost would be $30/per person. To be discussed further.

**COORDINATOR’S REPORT:** Jeff Hammond reported:

**Coordinator’s Report**

**September 2017**

**What’s Happening?**

Summer Camp wrap up

Our Summer Rec program went very well. We averaged about 50 campers per week over the 4 week program. Brian has reported that he had a great group of counselors this year, many of them new. We are looking forward to having them back next year. Due to low enrollment, we had to cancel two camps over the summer, Lego Camp and the afternoon Multi Sport Camp. The other afternoon camps, taking place directly after our program, had fairly low numbers. Overtime custodial costs at the school may make these camps cost prohibitive going forward if numbers don’t improve. All three of the August camps did well. Our new “SUP” camp had 10 campers for the first year with more interested for next year. HCIT Science Camp had 18 campers and the Multi Sport Camp had 20.

Beach and Boat Ramp

The beach is officially closed for the season. Everything went very well with no major issues. Due to the timing and availability of the Highway Department, I have held off ordering new picnic tables. I will be looking for possible deals at the end of the season but am prepared to wait until next spring to order them. Kevin is aware and willing to store them until needed. The boat ramp is now on “fall hours” and will remain open until Sunday, October 29th.

Fall Swim Lessons

Swim lesson registration forms are circulating. Due to Mo’s schedule this year, we are doing 4 session classes on Tuesdays and Fridays starting September 22nd. Mo has informed me that she will be moving in the near future. She has arranged to come back ever spring/summer so the spring swim lessons will continue but it looks like this will be the last fall session with Mo. To continue offering the fall session, we will need to find another instructor.

Field Manager Position

A new/updated job description is needed to move forward with the planning for a new position. The general idea we’ve been tossing around is to make the position a 25 hr/wk job during the season with a reduced schedule over the winter for various jobs as needed. New duties may include but are not limited to:

Field Maintenance – Sprinklers (Seasonal on/off, servicing)

Handyman tasks as needed – basic carpentry, plumbing, etc. (Parks & Rec, Buildings & Prop)

Expanded mowing area

Small engine work/repair

Highway Department work

 Paving, Tree Removal, etc.

 Winter Maintenance – Plowing (CDL Required)

Everything Else…

The anticipated “Octoberfest” has been changed to a Fall Festival on Saturday, October 21st in collaboration with the Washington Business Association. We will provide “The Regulators”(band) to play that day.

After zero responses to my website and Facebook requests for letters of interest regarding the Commission vacancy, I have sent a press release to the Spectrum to try and reach a broader audience. I have extended the deadline for letters until the end of September. Hopefully I will have something to share for our October meeting.

I plan on starting a Facebook based campaign for a new Parks & Rec Logo.

Jules of “The Survivors Swing Band” continues to reach out to me, looking for another opportunity to play for us.

I’d like to ask everyone to please keep an eye on our Facebook page. Please share my posts about events and such to help get the word out.

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

* **Happy Birthday Ray Reich** (August 24).

Vice-Chairman Sheila Anson reported:

* **Happy Birthday C.J. Kersten** (September 28).

**Adjournment:** The meeting was adjourned at 7:15p.m.

Respectfully submitted,

Mary Anne Greene

Clerk