**TOWN OF WASHINGTON**

**Parks and Recreation Commission**

**Minutes**

**September 8, 2014**

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

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

**Call to order:** Chairman C. J. Kersten called the meeting to order at 7:02 p.m. noting there was a quorum present.

**Visitor:** Summer Recreation Camp Director Brian McCauley was not able to attend this evenings meeting. He will attend in October.

**OLD BUSINESS:**

* **Beach and Boat Launch:** Ray Reich reported that the Beach is closed for the season. Beach Director, Jeff Cox, has submitted his report. The Personnel Sub-Committee – C.J. Kersten, Sheila Anson, Ray Reich and Whitney Ryan – would like to meet with Jeff to have a review of the summer, staff, scheduling, etc. Lisa Easter will contact Jeff to schedule. The Boat Launch will remain open until the end of October.
* **River Walk Park:** Port-a-potties from the Jason Spooner Concert are still at the Pavilion. Lisa Easter will call to have them removed. There was discussion of scheduling a Commission Work Day to “spruce up” the area round the Pavilion – weeding, trimming, bulletin board, etc. Laura Martin explained to the Commission that Deborah Andrews, Boot Camp Coach, had spoken with her regarding the placement of fitness stations along the walk. Laura will ask Debbie for more information and Joe Fredlund offered to do research on this as well. The Commissioners had some concerns regarding maintenance, insurance, appearance, etc. There are some minor washouts along the trail following heavy rain storms. Lisa will contact Kevin Smith, Highway Director, and ask him to get some stone dust. Dave Swanson will be putting down clay on the baseball fields. Sheila Anson will speak with Police Officer Scott Flaton about patrolling the Pavilion area in the evening for skateboarders. C. J. Kersten and Joe Fredlund will speak with Groundskeeper Wes Gladding about work that needs to be done on the grounds of the Park. Tim Cook will follow up with Mike Donaghy regarding basketball funds to help defray the cost of the new backboards on courts behind the Primary School. Eagle Electric has performed the work at the Pavilion. Joe asked about the new locks and door handles that were to be installed on the bathroom and kitchen doors. Lisa Easter will check with Larry Cable and/or Vincent Belanger.
* **Jason Spooner Concert:** Whitney Ryan reported the 2nd annual Jason Spooner Concert was another great success. Approximately 215 people attended. Whitney will contact Jason to confirm his coming again next August. There was discussion about asking the Fire Department if they would grill hamburgers and hot dogs next year along with using the Parks and Rec popcorn machine. **Motion:** To send a $250.00 donation to the Washington Ambulance Association for their coverage of the Jason Spooner Concert. By Sheila Anson, seconded by Laura Martin and unanimously approved.
* **Job Descriptions and Evaluations:** Laura Martin, Joe Fredlund and Whitney Ryan presented the Commission with the draft Job Descriptions they have written for Coordinator, Beach Director, Pavilion Custodian, River Walk Park Groundskeeper, Boat Ramp Manager and Boat Ramp Attendant. The Commissioners will review them and send any suggestions, changes, etc. to Laura. Coordinator Lisa Easter reviewed her Job Description with the Commission and Laura will incorporate her comments and suggestions. They will be discussed further at the October meeting.
* **Budget/Financial Information:** Clerk Mary Anne Greene provided the Commissioners with an update of balances in the various program accounts. Lisa Easter and Mary Anne will review the accounts for programs that have ended and to transfer balances to “Miscellaneous” or “Scholarships”.

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

* **Ace Baseball** Directors Scott Werkhoven and Art Crabtree, **and Berkshire Field Hockey** Director Jaye Stuart, **have** submitted their end of program reports.
* **Beach** Director, Jeff Cox, has submitted his end of season report.
* **Morning Swim:** The Shepaug pool should be open by October 1, 2014.
* **Babysitting Course:** Mo Van Moffaert will instruct this class on September 19th and 26th from 2:30-5:00 p.m. at Shepaug Middle School.
* **Bowling Alley:** Scott Anson will begin work in the near future to paint and repair the gutters. Warren parks and Rec is ready to challenge us!
* **Bus Trips:** **Yankees game** on August 10 was shared with Warren and Morris Rec Departments. 17 people from Washington went on the trip. **911 Memorial and South Street Seaport** – October 5th. $65 per person.
* **Fall Swim Lessons:** Will begin in October. Family swim will be held after the Friday lessons.
* **Fall Tennis Lessons:** Joanne Kelly will be teaching a course for children September 27, October4 and 11 from 9:00 – 10:30 a.m. at Shepaug.
* **Karate:** Fran Caco has started another session for USA Martial Arts.
* **Summer Recreation Camp:** Director Brian McCauley will attend October’s meeting and will submit his report at that time. Anastasia Palella’s PreK/K report has been submitted.
* **ZUMBA:** Mrs. Sedito is interested in teaching a Zumba Tuesday evenings from 5-6 or 6-7 p.m. Charge would be $50 for 6 weeks or $10/week. A location will need to be found to hold the class.
* **PTO Movie Night** for the three Primary Schools in the District is being scheduled. Washington Primary is requesting a $300 donation from Parks and Rec to offset the costs. Bridgewater and Roxbury Parks and Rec have approved supporting of this event. **Motion:** To approve a donation of $300 to the WPS PTO to help pay for Movie Night. By Joe Fredlund, seconded by Tim Cook and unanimously approved.

**NEW BUSINESS:**

* **Christmas Tree Lighting:** the cost for stringing the lights on the Town Hall Christmas Tree will be $1800 (by the company who installed them last year and who has stored them for the Town). Several options as to how to fund this will be investigated by the Commission.
* **Open Swim for winter:** Lisa will contact the School for use of the pool on Martin Luther King Day and President’s Day.

**Chairman’s Report:** C.J. Kersten reported the following:

* **Good Luck to students** beginning another school year!
* **Happy Belated Birthday to Carrie Rowe!**

Co-Chairman, Sheila Anson reported:

* **Happy Birthday to C.J.!**

Respectfully submitted,

Mary Anne Greene

Clerk