

# March 11, 2013

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

## **Call to Order:**

Chairman C.J. Kersten called the meeting to order at 7:00p.m. noting there was a quorum present.

## **Approval of Minutes:**

\* Motion:

To approve the minutes of the February 12, 2013 Special Meeting of the Parks and Recreation Commission.

By Sheila Anson, seconded by Ray Reich and unanimously approved.

## **Visitors:**

\* Liz Gugel, Pavilion Attendant attended this evening's meeting to discuss the upcoming season and various concerns, needs, etc. at the River Walk Pavilion:

1) Opening of the Pavilion is scheduled for on or about April 15th. Painting of the bathrooms will be done as soon as the weather permits.

2) If a person or organization rents the Pavilion – paying only for the use of the Pavilion and picnic tables – they should not be given a key to the kitchen and storage room. Bathrooms will be open.

3) Groundskeeper Wes Gladding should have keys to all the locks – kitchen, utility room, storage room.

4) Contact Gunnery School regarding the use of the fields for soccer practice, etc. Mud from cleats can be a problem in the bathrooms and on the Pavilion floor. Joe Fredlund and/or Liz will speak with Mark Showalter.

5) Request for sand bags and/or door sweeps to keep leaves from blowing into the bathrooms.

6) Grill grates – need to be cleaned or possibly have a back up set.

7) Gate lock and key needs to be replaced. This should also be the same lock and key for the water. Liz will look into getting new locks and keys at the Washington Supply. She will request a dozen keys - sets for renters, River Walk staff, Fire Department, Ambulance etc.

8) GFI outlets – some are tripping. Lisa Easter will have Eagle Electric check when they come to install the light by the grill and automatic sensor light by the back door to kitchen/utility room. Lisa will ask Liz or Wes Gladding to let them in. Allstate Fire Equipment will also be coming to inspect the hood over the stove.

9) Booklet for renters – Liz has prepared a binder with important information for renters that she goes over with them and leaves in the kitchen for their event (i.e. stove operation, grill operation, etc.)

10) Lists – Liz has prepared a checklist for renters of what they are responsible for and a list of suggested things to bring.

11) Re-labeling of circuit breakers – Liz will do.

12) Supplies – In order to save money, Liz will shop for supplies such as soap, cleaning supplies, etc. and submit reimbursement requests. Toilet paper is ordered through the Washington Supply

and paper towels through the Town Hall.

13) Bulletin Board – Liz will post game schedules as soon as she receives as well as pictures and other important notices.

14) Bathrooms will be opened at 7:30a.m. Lisa will make a sign for the bathroom doors.

15) Storage room rack – Liz is looking for a rolling rack.

The Commissioners thanked Liz for attending the meeting and for her dedication and fine job!

## **OLD BUSINESS:**

### **\* Beach and Boat Launch:**

Ray Reich reported all is well at the beach! The flag is flying. Tenants are happy and wish to renew their lease. Lisa Easter reported that Hank Vallely will again be Boat Launch Director and opening day will be April 20th –the opening of fishing season.

### **\* River Walk Pavilion/Park:**

For safety and simplification, the door handle locks on the kitchen and bathroom doors will be eliminated and only the deadbolt locks will be used on those doors. Joe Fredlund will speak with Wes Gladding regarding the keys. Wes is “ready to go” for the season. He has asked permission to purchase a chainsaw. This was approved. Porta Potties have been requested for the fields. Coach Werkhoven has scheduled a workday this coming weekend for the fields. Lisa will order two loads of clay and request it be delivered by the end of the week. C.J. is meeting with Dave Swanson Wednesday afternoon to review the maintenance of the ball fields. They will discuss his costs as well as fertilization.

### **\* Diving Clinic:**

Mariah Hofman was not able to attend this evening’s meeting to report on her Senior Project. She will hopefully attend April’s meeting.

### **\* 2013-2014 Budget:**

Lisa gave a handout with final numbers she has worked on. Bottom line-\$819 increase over last year’s budget. This is due to additional days at beach and boat launch and summer rec camp – due to calendar and when opening and closing days fall, increases in utility costs, etc.

Commissioners who are able to attend will meet with the Board of Selectmen on Wednesday 3/13 at 5:00p.m. to discuss the budget.

### **\* Region 12 Security – Adult Morning Swim:**

Robert “Rocky” Tomlinson is doing security duty Monday through Friday for Morning Swim.

Participants in the program pay \$25 a month to cover the cost of this security. There was

discussion as to how to best monitor who has paid, etc. Lisa will be in touch with Rocky directly.

There was also some discussion as to the cost as some participants have voiced complaints that they pay the same amount if they swim one or two mornings a week as those who swim five days a week. It was decided that it would be too cumbersome to have swimmers pay on an “as use” basis and that at \$25 a month it is still a good deal. If the \$25 a month more than covers the security costs, adjustments may be made in the future.

### **\* Fireworks:**

Ray Reich reported the fireworks contract has been agreed upon –the cost is the same as last year. He will be requesting a check for the deposit in the near future. The 4th of July falls on a

Thursday this year and there will be no rain date. The T-shirt design is in the works. Ray also reported he will be away the week before the 4th and asked staff and commissioners to “cover for him”. Joe offered to sell t-shirts :)!

\* Ball Field Improvements:

Tim Cook distributed a rough draft pamphlet that could be distributed outlining the improvements and equipment needed for the project he has previously presented to the Commission. If all were accomplished, there would be a cost of approximately \$400,000. Gary Fitzherbert has agreed to assist with fundraising, which would include grant applications as well as individual solicitations. The Commissioners were in favor of the pamphlet and suggested Tim contact someone to have a sample made up for the next meeting. Gary will also be invited to attend the April meeting.

**COORDINATOR’S REPORT:**

Lisa Easter reported:

\* Spring Swim Lessons:

Mo VanMoffaert has submitted her schedule for spring swim lessons. She will be teaching Mondays, Thursdays and Fridays. Each session will be five weeks. Lisa is awaiting approval from Region 12 for use of the pool. Registrations will go out as soon as this is received.

\* Master’s Swim:

This will be the second year for this program – scheduled for April 2nd through June 11th on Tuesday evenings from 6:30-8:00p.m. Practices will be led by Todd Dyer, Shepaug swim team coach, and will focus on techniques to improve efficiency and speed. Anyone over the age of 18 and who is comfortable in the water is welcome. Cost \$80 and advanced registration is required. For more information, contact John Moisan at [john@westmountaindata.com](mailto:john@westmountaindata.com).

\* Adult Morning Swim:

29 people paid for March, many for two months and some for the whole year. A membership punch card has been issued to those who have paid.

\* Karate:

Fran Caco has started teaching Karate this session.

\* Summer Recreation:

Brian McCauley has met with Lisa and anxious to come back as Camp Director this year. He has many new ideas to enhance the program and has also been in communication with Whitney Ryan - they will be getting together. Pre K/K director Addie Avery and Arts & Crafts director Mary Jane Ruthven have both notified Lisa they will not be returning this summer. Brian and Lisa will be meeting again this month to finalize camp plans and address filling these vacancies. Lisa also asked Commissioners if they had anyone in mind that could fill these spots to notify her.

\* Website:

Lisa has been looking into various companies to create a website for Parks and Recreation that can be accessed through the Town’s website. Information on programs offered, registrations and on-line payments would be offered. As a result of her research and her speaking with other Towns, she is recommending [myrec.com](http://myrec.com).

Motion:

To hire myrec.com to create a website for the Commission for a cost not to exceed \$3500.00.  
By Tim Cook, seconded by Laura Martin and unanimously approved.

**NEW BUSINESS:**

\* Summer Camp:  
see Coordinator's Report.

\* Shepaug Soccer Club  
has again requested a \$1,000 contribution to the program. Roxbury and Bridgewater have also been asked. A budget was attached to their request. Motion: To approve a \$1,000 contribution to the Shepaug Soccer Club. By Whitney Ryan, seconded by Laura Martin and unanimously approved.

\* Office coverage and meeting changes:  
The April meeting will be rescheduled to Tuesday, April 9th. Lisa will be away May 3 – 15th. The office will be covered. The May meeting will be rescheduled to May 20th.

\* Summer Concert:  
Whitney Ryan has been in touch with Jason Spooner who is pleased to do a concert in Washington. This has tentatively been scheduled for Saturday, August 24th at the River Walk Pavilion. Details of time, ticket sales, etc. will be worked on. Motion: To approve an expenditure of \$1500 for Jason Spooner and his band to give a concert on August 24th. By C.J. Kersten, seconded by Laura Martin and unanimously approved.

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

\* Congratulations Scott and Lauren Werkhoven on the birth of Andrew!

\* Congratulations Ray and Sue Reich on the birth of their grandson William – the third son born to Anne Marie!

\* Men's Breakfast scheduled for April 6th at the First Congregational Church. Parks and Rec Men will be cooking – thank you Joe!

\* Happy Spring!

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

Respectfully submitted,  
Mary Anne Greene  
Clerk