

TOWN OF WASHINGTON
Parks and Recreation Commission
Minutes
May 12, 2014

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

Present: Chairman C.J. Kersten, Commissioners Whitney Ryan, Tim Cook, Ray Reich, Joe Fredlund, Laura Martin. Coordinator Lisa Easter, Clerk Mary Anne Greene.

Visitors: Carrie Rowe and Jim McDonough.

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

Visitors Carrie Rowe and Jim McDonough were welcomed and introduced. Carrie is interested in serving on the Commission – filling a current vacancy.

Approval of Minutes:

- **Motion:** To approve the minutes of the April 14, 2014 meeting of the Parks and Recreation Commission. By Ray Reich, seconded by Whitney Ryan and unanimously approved.

OLD BUSINESS:

- **Beach and Boat Launch:** Ray Reich reported the Beach will open for the season on Memorial Day Weekend. He and Lisa Easter will be meeting with Beach Director Jeff Cox prior to the opening. The Boat Launch is currently open on weekends and Wednesdays. All is running smoothly with Hank Vallely again serving as Boat Launch Director.
- **River Walk Park:** Tim Cook reported concern about the area of grass that has died between the Dick Ayer Field and the tennis courts from grubs. Apparently there is not much that can be done as the area is too close to the Primary School and Tot Lot to use any chemicals to get rid of the grubs. The third tree in from the Pavilion on the walking path appears to be partially dead. Lisa Easter will check the proposal from Arbor Services to see if this would be addressed and taken care of. Debbie Forese has made the following suggestions for improving the Pavilion for renters: 1) installation of a 40 amp plug in the utility room (for such things as a Taco Truck) and a diagram for gfis for outlets – Lisa will contact Eagle Electric on these two matters. **Motion:** To approve an expenditure of up to \$400 for Eagle Electric. By Tim Cook, seconded by Laura Martin and unanimously approved. 2) name of a contact person that a renter could call should there be a problem the day of the event. Lisa will contact Liz Gugel to ask her permission to post her number. 3) availability of a key for the paper towel dispensers in the bathrooms. Lisa will ask Liz about this as well. The suggestion was also made to have a “Use of Pavilion Manual” in the kitchen that would address frequently asked questions and concerns. Joe Fredlund has received a quote from the Washington Supply for replacing hardware in the Pavilion bathrooms for approximately \$1000. They will be a commercial grade. Monies for this have been approved previously. Lisa will contact Vincent Belanger to install the hardware as well as the bathroom partitions.
- **2014-2015 Budget:** Lisa reported that the budget submitted to the Selectmen was accepted with the exception of monies for bus trips. Funds are in the budget for replacement of the Pavilion floor.

- **Babysitting Course:** Mo VanMoffaert is not able to teach a class at this time or in the near future. Lisa has been in touch with a woman from Cornwall who may be interested once she is certified. It was also suggested that Lisa contact area Parks and Rec offices to inquire if they have names of anyone who could teach the course sooner.
- **Commission Vacancy:** There is currently a vacancy for a commissioner - term expiring 1/1/17. Carrie Rowe attended this evening's meeting to learn more about the Commission. C.J. Kersten explained that if she is interested, and the Commission agrees, it will make a recommendation to the Board of Selectmen to appoint her to fill this vacancy.
- **Jason Spooner Concert:** Whitney Ryan and C.J. Kersten will meet with Resident Trooper Steve Sordi in the next week or two to discuss the amount of police coverage needed for the concert. The Commission feels that last year there was more than needed. Whitney is also working on finalizing all the pertinent information to give to Jason for the flyer – she will meet with Lisa to discuss. Mike Lombardi will open for the concert at the request of Jason.
- **Fourth of July:** Ray Reich reported all the necessary contacts have been made and the t-shirt is completed. Ray's biggest concern and hope is that the event will not need to be cancelled for the second year in a row – last year's cancellation due to the amount of rain prior to the 4th and the condition of the ground (too wet for the equipment to be set up). Last year's car passes will be honored. There are approximately 200 tickets left for sale for this year – they will go on sale June 1st and will be available at Community Day on June 7th. Ray will be contacting the VIP donors.
- **Recreation Coordinator, Parks and Rec Employees job descriptions and evaluations:** Tim Cook, Laura Martin and Joe Fredlund will work on up-dating job descriptions and Sheila Anson, Whitney Ryan, C.J. Kersten and Ray Reich will form an evaluation committee to review performance with employees – most likely in the Fall. Whitney has also offered to help with job descriptions.
- **Bowling Alley Opening:** Lisa reported that the alley has been sanded, the pool table has been leveled, and new sticks and racks have been installed. A sound system has been donated for the area and shelves will be built to hold it. The only item left to be taken care of is painting of the gutter and walls. The Commissioners felt that it could now be rented.
- **Steep Rock Programs:** No report.
- **VOICES Ad:** Placing an ad in the centerfold of the VOICES of Parks and Rec programs has proven to be too costly. There was discussion of alternative ways of advertising – such as posters and post cards left in various places around Town that would direct people to the Town's website and information about upcoming programs, etc. **Motion:** To approve up to \$500 for printing of advertising materials. By Tim Cook, seconded by Whitney Ryan and unanimously approved.

COORDINATOR'S REPORT: Lisa Easter reported the following:

- **Tickets available** for the June 27th Yankees vs. Red Sox game - \$90 per person. Contact the Parks and Rec office.
- **Brochure** will be mailed to all postal patrons on May 13 detailing all programs.
- **Bus Trips:** Warren will be sharing a bus with Washington to see the Yankees vs. Indians game on August 10th.
- **Summer Rec and Summer Programs:** Brochure will contain all information. Lisa has also sent info to the schools and sign-up sheets are available outside her office.
- **River Walk Park:** Ball field signs will be installed next week. The delay is due to the wrong material for the signs being delivered to the New Milford Sign Shop.

NEW BUSINESS:

- **Community Day:** June 7th – Brian McCauley will be manning a table with information about the Summer Recreation program. Other materials may be available at the table as well – including 4th of July tickets and t-shirts.
- **Financial Information:** Commissioners and Mary Anne Greene will review program balances in the Parks and Rec checking account at the next meeting. Lisa will also have General Fund figures available.
- **Appointment of Carrie Rowe:** The Commissioners unanimously agreed to recommend the appointment of Carrie to the Board of Selectmen as a commissioner until 1/1/17.

CHAIRMAN'S REPORT: C. J. Kersten reported the following:

- **Sympathy and thoughts expressed to the family of Susan Werkhoven.**
- **Sympathy and thoughts expressed to Fran and Whitney Ryan** on the passing of Fran's mother.

Adjournment: The meeting was adjourned at 8:17p.m. as there was no further business for discussion.

Respectfully submitted,
Mary Anne Greene