

PARKS & RECREATION COMMISSION
Regular Meeting Minutes
December 18, 2014

Attending: M. Colpoys; C. Deming; M. Francese; J. Gowac; C. Grillo; W. Parkus; M. Roberts; T. Quinn
Guests: N. Reinwald; S. Wheeler

Mr. Parkus called the meeting to order at 7:06 p.m.

Guests & Audience

There was no guest or audience discussion at the meeting, although Mrs. Duval had been invited to discuss girls programs, specifically girls' basketball.

Approval of Minutes – Regular Meeting of August 21, 2014 and Special Meeting of September 25, 2014

The Commissioners reviewed the minutes of the Regular Meeting of August 21, 2014 and the Special Meeting of September 25, 2014.

It is noted that the October 16, 2014 and November 20, 2014 meetings were cancelled due to lack of quorum.

MR. GOWAC MADE A MOTION, SECONDED BY MS. DEMMING TO APPROVE THE MINUTES OF THE AUGUST 21, 2014 REGULAR MEETING AS WRITTEN. UNANIMOUS AYE.

MR. GOWAC MADE A MOTION, SECONDED BY MS. DEMMING TO APPROVE THE MINUTES OF THE SEPTEMBER 25, 2014 SPECIAL MEETING AS WRITTEN. UNANIMOUS AYE.

Treasurer's Report

MR. GOWAC MADE A MOTION, SECONDED BY MS. COLPOYS TO DISPENSE WITH THE TREASURER'S REPORT. UNANIMOUS AYE.

Committee Reports

- Music On The River – Ms. Quinn, Ms. Deming and Ms. Roberts agreed to schedule a Music on the River committee meeting for early January 2015.

Ms. Quinn reported that she had been contacted by a representative from the AAA Destinations magazine which wants to feature the Music on the River events in its February issue.

Director's Report

Ms. Quinn advised that she would cover the items in her Director's Report during the other agenda item discussions.

Old Business

- Disk Golf – New Location Proposal – Ms. Quinn reported that she had received a follow-up phone call from Mr. Carbo regarding alternative locations recommended by the Land Use Administrator for the proposed disk golf course. She noted that Mr. Carbo had also submitted a detailed proposal and cost estimate for the project. She recommended adding the disk golf course project into the Recreation Commission's 2014-15 budgets. Discussions about the exact location will continue.

- Motto, Mission Statement, Vision Statement, Goals, Logo – The Commissioners reviewed a handout with draft language Ms. Quinn proposed for the Rec Commission’s motto, mission and vision statements, goals and a proposed logo.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS, TO APPROVE THE MOTTO, MISSION STATEMENT, VISION STATEMENT, GOALS AND LOGO AS PRESENTED. UNANIMOUS AYE.

New Business

- Election of a Chairman – The Commissioners discussed the Chairman and Vice Chairman positions.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS, NOMINATING MR. PARKUS AS THE CHAIRMAN OF THE PARKS AND RECREATION COMMISSION. MOTION PASSED BY A VOTE OF FIVE (5) AYES, ONE (1) NAY. MR. PARKUS ABSTAINED FROM THE VOTE.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS, NOMINATING MS. DEMING AS THE VICE-CHAIRPERSON OF THE PARKS AND RECREATION COMMISSION. MOTION PASSED BY A VOTE OF SIX (6) AYES. MS. DEMING ABSTAINED FROM THE VOTE.

- Budget – Ms. Quinn distributed a copy of new items that she proposes adding to the Commission’s 2014-15 budget. The Commissioners reviewed the information as reported under the agenda items below. Ms. Quinn responded to questions about capital items and noted that she is waiting for quotes to come in for work on the Nicols Field walkway. She also recommended including \$150,000.00 in the budget for work on the green fields behind the old Middle School.

MOTION MADE BY MR. GRILLO, SECONDED BY MS. ROBERTS, TO ADD THE FOLLOWING ITEMS TO THE PARKS AND RECREATION COMMISSION’S 2014-15 BUDGET: \$10,720.00 FOR TWO INTERNS, \$37,601.00 TO CREATE A DISK GOLF COURSE; \$5,000.00 TO CREATE A RECREATION COMMISSION PROGRAM SCHOLARSHIP FUND, \$682.00 TO PURCHASE AN ON-LINE CAMP COUNSELOR TRAINING PROGRAM; \$315.00 TO ACQUIRE STATE OF CT LICENSING FOR THE COMMISSION’S CAMP PROGRAM;\$250.00 FOR MY-TOWN-TRAIL, \$750.00 FOR THE ALPHA BASKETBALL ON-LINE RESOURCE FOR COACHES. UNANIMOUS AYE.

There was a general discussion regarding the Recreation Director’s salary and the Commissioners asked that Ms. Quinn provide them with information on the current salaries of Recreation Directors for CT towns of a size comparable to East Haddam.

- Internship – Ms. Quinn introduced Ms. Reinwald who is the spring intern for the East Haddam Parks and Recreation Commission through May, 2015. She advised that Ms. Reinwald is a student at Southern CT State University majoring in recreation programs.

Ms. Quinn proposed adding funds to the Commission’s budget for two interns per year; one during the fall semester and one during the spring semester, and the hiring of one of the interns at a pay rate of \$12 per hour, 40 hours a week, for 14 weeks- from mid- May through the end of August as a bonus for interning and as this is the most substantial need for the Recreation Department. The Commissioners supported her proposal.

- Class Location – Ms. Quinn reported that she has initiated discussions with the manager of the Banner gym/recreation facility regarding renting space for some of the Parks & Rec programs. She has discussed the requirements with CIRMA, the insurance carrier for the Town, and the First Selectman, and will be following their suggestions as the discussions proceed.
- Program Policy – Ms. Quinn reported that she would like to start a scholarship fund for families that cannot afford the registration fees for Parks & Recreation programs. She advised that Consumer’s Union donates

funds to the Town of East Haddam annually, and she is seeking funding for the scholarship from this donation. East Haddam Youth and Family Services can recommend families that would qualify for the scholarship. The Dare Program also has limited funds, and has is aware of families that may be in need. The three agencies would work together to support the fund and distribution of the money (East Haddam Parks and Recreation – programming; East Haddam Youth and Family Services- identification of families and fiduciary of all funds; East Haddam Dare Program- programming and identification of need). There was a general discussion regarding Ms. Quinn’s proposal and the Commissioners consensus was in support of the proposal. Ms. Colpoys noted that creating the scholarship fund would be in line with the Commission’s newly adopted goal to “*Create a partnership with the East Haddam community to improve the quality of life for all citizens*”.

- Policy & Procedure Book – Ms. Quinn distributed and reviewed a one-page document that summarizes rules for the Rec Commission’s basketball league.

MOTION MADE BY MR. GOWAC, SECONDED BY MS. FRANCESE, TO ACCEPT THE “QUICK RULES” CHART FOR THE EAST HADDAM PARKS AND RECREATION 2014-15 BASKETBALL LEAGUE USE. UNANIMOUS AYE.

- New Programs – Ms. Quinn recommended adding funding to the Commission’s 2014-15 budget to hire a professional coach hired from the British Soccer Camps, AKA, Challenger, to run the East Haddam youth soccer practices for all ages.
- Commission Meeting Dates 2015 – Ms. Quinn reviewed the meeting dates for 2015 and Ms. Deming asked if the dates could be switched from the 3rd Thursday of the month to the 2nd Thursday of the month. The Commissioner’s discussed her request and, finding no regular conflicts, agreed to hold the 2015 meetings on the 2nd Thursday of every month at 7 p.m. Ms. Quinn stated that she will advise the Commissioner’s if the location needs to be changed due to the new meeting dates.
- Commission Term Expiration Dates (Letters from Selectman) – Ms. Quinn advised the Commissioners’ of each of their term’s expiration dates.
- Coaches Training (CDC Concussion Video) – Ms. Quinn reviewed on-line training/resource programs that she would like to purchase for the Rec Commission’s program coaches.

Other/Next Meeting

Ms. Quinn reported that Ms. Reinwald had created an on-line calendar for the Parks and Rec homepage and also sent out Facebook invitations for upcoming Rec Commission programs. She advised that the Commission had received and responded to 76 letters to Santa this year.

Ms. Quinn advised that the next meeting date is scheduled for January 8th, 2015. There was no additional business discussed at the meeting.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS TO ADJOURN THE MEETING. UNANIMOUS AYE.

The meeting adjourned at 8:58 p.m.

Respectfully submitted,
/s/ Sharon R. Wheeler
Recording Secretary