

**Recreation Commission
Special Meeting Minutes
January 8, 2014**

Attending: C. Deming; C. Grillo; B. Parker; V. Parkus; M. Roberts; T. Quinn

Mr. Parker called the meeting to order at 7:10 p.m

MR. PARKUS MADE A MOTION, SECONDED BY MR. GRILLO TO APPROVE THE MINUTES OF THE NOVEMBER 11, 2013 MEETING AS WRITTEN. UNANIMOUS AYE.

GUESTS & AUDIENCE

There were no guests in attendance at the meeting.

TREASURER'S REPORT

There was no Treasurer's report given at the meeting.

COMMITTEE REPORTS

There were no Committee Reports given at the meeting.

DIRECTOR'S REPORT

Ms. Quinn reported that the basketball and travel basketball programs are going well and that registrations were up.

OLD BUSINESS

1. Basketball – this item was discussed during the Director's Report and is reported on in the minutes above.

NEW BUSINESS

1. Budget – Ms. Quinn advised that she had been working on the Rec Commission's budget and had met with Mr. Thomas from the Board of Finance. She reviewed several points in the 2013/2014 budget and noted that, overall, the Rec programs had either made money or broke even. She stated that there are still several open items regarding the 2014/2015 budget, including the status of a part-time secretary for the Recreation Department and whether or not the expense for upgrades to the playing fields at the old middle school will be included in their budget or elsewhere.

Ms. Quinn advised that she would like to conduct a needs assessment next year and secure a graduate student intern from Southern CT State University to assist with the project and to also help develop a draft marketing plan for the Rec programs. There was a general discussion regarding the needs assessment and the Commissioners suggested Ms. Quinn put \$1500-\$2000 in the budget for the project.

Mr. Parker stated that he had attended last month's Board of Finance meeting where the subject of a part-time secretary for Ms. Quinn was discussed. He reported that the Commissioners had supported Mr. Walter's proposal to assign a part-time secretary to Ms. Quinn and had passed a motion giving him authority to negotiate the issue with the union.

Ms. Quinn informed the Commissioners that, in the past, Public Works had hired summer help that was shared with the Rec Commission to help prepare for and move equipment for the summer programs. She noted that, over time, those individuals had been pulled away from the Rec department's tasks in favor of Public Works projects. She and Public Works Director Lunt had discussed the situation and agreed that the Rec Commission should include funding in its budget for a 20-hour person in the summer months. Ms. Quinn stated she would include that position in the 2014/2014 budget.

The Commissioners discussed capital improvement projects and it was noted that, going forward, such projects would probably be included in the Facilities Director's budget. The Commissioners recommended Ms. Quinn develop a list of projects to submit to the Facilities Director and Mr. Parkus stated that clearing the remaining section in front of Nicols field should be included on the list.

2. Music On The River – Ms. Quinn agreed to email several potential dates to the Music on the River committee members so that they could schedule their first meeting.

3. Day Camp – There was no update on this agenda item.

THERE BEING NO ADDITIONAL BUSINESS TO DISCUSS, MR. GRILLO MADE A MOTION, SECONDED BY MS. DEMING, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:00 p.m.

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