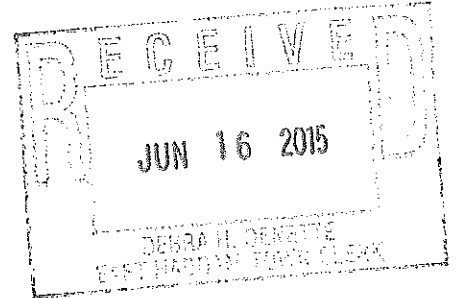


PARKS & RECREATION COMMISSION
Regular Meeting Minutes
May 14, 2015

Attending: M. Colpoys; J. Gowac; C. Grillo; M. Michalski; W. Parkus; M. Roberts; E. Smith; T. Quinn
Absent: C. Deming; M. Francese
Guests: 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.

Approval of Minutes – Regular Meeting of February 12, 2014 (lack of quorum March 9, 2015 and April 16, 2015)

The Commissioners reviewed the minutes of the Regular Meeting of February 12, 2014.

DR. COLPOYS MADE A MOTION, SECONDED BY MR. GRILLO TO APPROVE THE MINUTES OF THE FEBRUARY 12, 2014 REGULAR MEETING AS WRITTEN. UNANIMOUS AYE.

Treasurer's Report

Ms. Quinn advised that no Treasurer's report had been prepared for the meeting.

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

Committee Reports

- **Open Space Commission – March 23, 2015, April 27, 2015** – Ms. Quinn reported that representatives for the disk golf program had met with the Conservation Commission in April to walk Nicols Park as a potential site for the golf course. She stated that it was agreed that the Rec Commission's letter of support for the program would be changed to identify "*Nicols Park or any suitable space*" as a possible location for the course. She advised that Mr. Ventres has drawn a potential layout of the course on a topographical map of Nicols Park and that the High School's Ag/Ed class would assist in the design and installation project.

Ms. Quinn stated that she would draft a recommendation letter for the Rec Commission to submit to the Planning and Zoning Commission and the Board of Selectmen.

- **Music On The River** – Ms. Quinn reported that fliers had been sent out announcing dates and bands for this year's concert program and noted that she has started to receive donations for the event. She advised that she is still looking for volunteers to park cars at each concert.

Old Business

- **Budget** - Ms. Quinn stated that the Town's budget had passed and that there were no changes to the Board of Selectmen's recommended Recreation Commission budget. She noted that the Commission's approved budget included \$2,000.00 for an intern and that funds had been moved from the Capital line and into the Town's Building/Grounds/Maintenance line.

- Basketball – Ms. Quinn requested that the Sports Sub-Committee draft policies for the basketball programs.
- Needs Assessment – Ms. Quinn informed the Commissioners that approximately 200 Needs Assessments had been completed and returned by Town residents. She stated that 87% of the respondents agreed that the Recreation programs add value to the Town's quality of life. She advised that concerns noted in the returned reports include poor maintenance of the Town's parks and sports fields and poor communication of programs and events. She also noted that some of the responses indicate a lack of knowledge about the Rec programs and projects. She stated that she feels that is most likely a consequence of not having a primary communication vehicle for the Town, such as a weekly newspaper.

Ms. Quinn recommended that the Commission form a sub-committee to review the returned Needs Assessments and draft a long-range plan for the Recreation Commission's section of the Town's Plan of Conservation and Development.

- Disk Golf – This item was discussed earlier in the meeting and is reported on in the above minutes.
- Day Camp – Ms. Quinn discussed the new format for camp activities. She stated that day camp will be starting one hour earlier this year and that she will be accepting daily, weekly, and full summer registrations; however, she will not be allowing drop-in campers.

New Business

- Travel/Rec Basketball – Ms. Quinn reiterated that she would like the Sports Sub-Committee to draft policies for these programs.
- Field Use Policy (Updated) – Ms. Quinn advised that she had submitted the draft policy to the Town's insurance representative for comments and will also ask the Town's attorney to review it. There was a general discussion regarding whether or not the policy should include a requirement that the organizations' submitting a Field Use application provide proof that they have done background checks on their volunteers. The Commissioners' agreed Ms. Quinn should request the Town attorney's opinion on the issue.
- Program Policy – Ms. Quinn reviewed the Rec Commission's current policy regarding program instructors and the use of independent contractors. The Commissioners discussed the pros and cons of using independent contractors and the challenges of managing drop-ins to their programs. Ms. Quinn requested the Commissioners provide her with feedback on ways to structure the employment of program instructors.
- Volunteer Policy – Ms. Quinn advised that she has combined the Coaches and Volunteer applications and plans to draft a volunteer manual. She recommended offering one free program registration to volunteers.

DR. COLPOYS MADE A MOTION, SECONDED BY MR. MICHALSKI, TO INCENTIVIVE RECREATION COMMISSION VOLUNTEERS BY PROVIDING ONE FREE PROGAM REGISTRATION FOR THE YEAR THE VOLUNTEER PARTICIPATES. UNANIMOUS AYE.

- Bulletin Board – Elementary School – Ms. Quinn reported that the Rec Commission has a bulletin board in the gymnasium of the elementary school for posting information about its programs and events. She stated that she has had a volunteer assisting on designing the board.
- Facilities Update – Ms. Quinn noted that the Rec Commission is no longer responsible for maintaining fields and park facilities. She advised that she emailed the Director of Buildings & Maintenance a list of maintenance items that should be completed in the spring. Mr. Parkus recommended she follow-up her email weekly and identify the items on her list that have been completed and those that still need to be done.

- Summer Staff Update – Ms. Quinn reported that most of the summer staff has been hired. She advised that she will start them off with 20-25 hour schedules and increase the schedules as needed.
- Summer Programs Update – Ms. Quinn reported on the following:
 - A member of the Conservation Commission is GPSing all of the Town trails so that they can be uploaded into the app she purchased for the Rec Commission; she advised that June 6th is National Trails Day.
 - She plans to schedule two movie nights at the beach – one in July and one in August.
 - A new program of short/independent movies will be held at the Grange and the directors will participate in feedback sessions with the audiences.
 - A youth Rock Band Camp will be offered this summer.
 - She is trying to get teams together for an adult soft-ball league.

Other/Next Meeting

Ms. Quinn advised that the next meeting date is scheduled for June 11, 2015. There was no additional business discussed at the meeting.

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

The meeting adjourned at 8:30 p.m.

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