

**East Haddam Recreation Commission
Regular Meeting Minutes
November 13, 2017**

Attending: M. Colpoys; C. Grillo; P. Laffan; W. Parkus; T. Pisciotti; M. Roberts; T. Quinn

Absent: D. Carbo; M. Davis; M. Francese

Guests: G. McVerry; S. Wheeler

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

Guests & Audience

Mr. McVerry distributed copies of the final SWOT report which incorporated all of the revisions discussed at the October meeting. A copy of the report is incorporated by reference into these minutes.

There was a general discussion about streamlining the findings for release to the public. Mr. Grillo thanked Mr. McVerry for facilitating the SWOT project and stated that he felt it was very helpful in re-focusing the Commissioners.

Approval of Minutes – September 18, 2017 Special Meeting & October 16, 2017 Regular Meeting

The Commissioners reviewed the minutes of the special meeting of September 18, 2017 and the regular meeting of October 16, 2017.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS, TO APPROVE THE MINUTES OF THE SEPTEMBER 18, 2017 SPECIAL MEETING AS WRITTEN. UNANIMOUS AYE.

MR. GRILLO MADE A MOTION, SECONDED BY MS. ROBERTS, TO APPROVE THE MINUTES OF THE OCTOBER 16, 2017 REGULAR AS WRITTEN. UNANIMOUS AYE.

Committee Reports

- Music On The River - Ms. Quinn reported that the committee has not made any decisions regarding the Music on the River bands for next summer.
- Plan of Conservation & Development Updates – Ms. Quinn advised that she would set up a meeting with Dr. Colpoys and Mr. Davis to review the Parks & Recreation section(s) of the Town’s current Plan of Conservation & Development and to draft an updated version for submission to the Planning & Zoning Commission.

Director’s Report - Ms. Quinn reported the following:

- The cost of the Recreation Department’s on-line program registration has gone up and suggested it might be time to look into other options. Mr. Laffan suggested setting up a sub-committee to research alternative web-based registration programs.

- She called the Commissioners' attention to materials in their meeting packets regarding ePack, a web-based program for streamlining medical forms, waivers and the consent process for organizations managing children's programs. The Commissioners reviewed the information.

New Business

- Program Specialist – There was no discussion regarding this agenda item
- 2018-2019 Budget – Ms. Quinn advised that the Board of Finance (BOF) will provide departments with 5-10 year average budget data for use in creating their 2018-19 budgets. She reviewed items the Commissioners should keep in mind for the presentation to the BOF and indicated that she expects the salary line for program staffing will be scrutinized closely.
- Move to New Building – There was no discussion regarding this agenda item
- Program Set Up – Ms. Quinn reviewed the following programs:
 - A new program for grandparents who are raising their grandchildren.
 - A new program for gym/sports based birthday parties
 - 2nd season of the film festival at the Grange
 - The 2nd annual 26 Acts of Kindness kicked off on November 12th. Those interested in participating can sign-up on Facebook.
- Facility Use – It was noted that Parks & Recreation Department space in the new Municipal Office Building will house the two new programs noted above.
- Instructors – It was noted that, on November 14th at the Gelston House, Thomas Hennick, CT Public Information Officer, will present an educational workshop on Freedom of Information requests.
- Volunteers – Ms. Quinn advised that she working on new forms for volunteer participation/activity. She noted that there are a number of ways individuals volunteer for Recreations programs and services and she is trying to consolidate the number of forms the department is using.

Ms. Quinn noted that policies need to be drafted for the disk golf course. Mr. Laffan recommended establishing a Disk Golf Club to manage events and day-to-day activities at the disk golf course. The Commissioners supported his recommendation and Mr. Laffan agree to research how to set up a non-profit club.

The Commissioners discussed the meeting dates for 2018 and agreed to maintain the current schedule of 7:00 p.m. on the second Monday of each month.

Old Business

No old business was discussed at the meeting.

Next Meeting

It was noted that the next Recreation Commission meeting is scheduled for December 11th at 7:00 p.m. at the Elementary School.

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

The meeting adjourned at 8:08 p.m.

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