

**MINUTES OF THE TOWN OF CHESHIRE PARKS AND RECREATION COMMISSION
MEETING HELD ON WEDNESDAY, MAY 2, 2018, AT 7:00 P.M. IN THE YOUTH
CENTER, 559 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

James Nankin, Chairman; Dr. Patrick Duffy, Vice Chairman; Dan Nowak, Secretary.
Members: Paul Fracasse, Michael O'Donnell, Steve Trifone.
Absent: Karen Bertoni.
Staff: Director Dr. Joshua Medeiros; Elizabeth Mayne, Program Supervisor
Town Council Liaison Peter Talbot.

1. CALL TO ORDER AND ROLL CALL

Chairman Nankin called the meeting to order at 7:01 p.m.

The Clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. PUBLIC COMMENTS

(None)

4. APPROVAL OF MINUTES, APRIL 4, 2018

MOTION by Mr. O'Donnell; seconded by Mr. Nowak.

MOVED that the minutes of the meeting of April 4, 2018 be approved subject to corrections, deletions, additions.

Discussion

Director Medeiros referenced page 5-A, 2nd paragraph about the 2017 Summer Concerts. He stated that the company, PowerStation, was dissatisfied with the statement made about them.

Commissioner O'Donnell clarified with the following amendment to the minutes.

"Last year PowerStation was hired for half of the concerts at \$5,300 per concert. Last year another vendor, BlueWave, was hired at half of the concerts at \$4,000 per concert."

VOTE The amended motion passed unanimously by those present.

5. TOWN COUNCIL LIAISON REPORT

Councilor Talbot reported that Sean Kimball, the new Town Manager, started work on May 1st. He and Mr. Milone will work together during the transition period. Mr. Kimball

has visited Town satellite offices, toured facilities, attended several operating budget meetings, and the special meeting of April 30th.

Parks and Rec Dept. Budget – Mr. Talbot informed the Commission that the department budget was not touched; there were discussions with Dr. Medeiros about some capital budget items for the July/August process; the items up for discussion are the purchase of staging for concerts and pool amenities. With regard to pool amenities, Mr. Talbot cited the importance of bringing more people into the pool facility, having amenities for pool patrons, and generation of more revenue.

The Commission was informed by Mr. Talbot that the State Legislature (Republicans and Democrats) have proposed new budgets which will provide Cheshire with an additional \$1M in ECS funding. The Town Council has proceeded, with skepticism, utilizing half of this funding for things which can easily be reversed without affecting services...i.e. reducing General Fund appropriation to \$800,000 (from \$1M), allocation of some DOC lawsuit settlement (\$1.4M), and \$150,000 into the debt reserve fund to smooth out the debt service spike for the WWTP interest coming due.

6. COMMUNICATIONS
(None)

7. CHAIRMAN'S REPORT
(None)

8. OLD BUSINESS

a. Review of Dog Park Grant Final Proposal.

Dr. Medeiros reported that he has worked with and assisted the interested group with the PetSafe grant proposal. The grant has been reduced to \$5,000 (from \$10,000). If the grant is awarded to the Cheshire Dog Park, the funds could be used for a separate exit gate, and some ADA accessible issues at the small dog park area. The authorization to apply for the grant will be on the agenda of the May 8th Town Council meeting for approval.

b. Finalize Food Truck Policy

A copy of the policy is attached to these minutes.

The subcommittee presented the updated policy to the Commission at the April meeting, and it has been reviewed by Commissioners and staff. The food truck policy is included in the Special Event Application, Priority 2 Section and reads as follows:

Priority 2:& \$150,00 per food truck (if applicable).

Under this new fee schedule for food trucks, there would be sharing of the burden by the event planner/applicant, not the food truck vendors. The organization rents the park for the event, and should be responsible for the food trucks.

Dr. Medeiros advised that the Quinnipiac Youth Soccer wants to have food trucks every weekend (2 days) as part of their season.

The Commissioners discussed the possibility of a seasonal fee for food trucks at a park.

The Commissioners stated that the \$150 fee would still apply for every day there is a food truck for the entire season.

Dr. Medeiros indicated another example. The Chamber of Commerce will be running a carnival this summer at Bartlem Park, and is planning on having food trucks at the event. The Commission felt that the \$150 fee, per day, per food truck would still apply in this case.

It was pointed out by Mr. O'Donnell that there are department costs involved with these events at the parks, and these costs must be covered.

For a weekend event, Dr. Medeiros estimated that a Sunday Parks Maintainer would cost \$90 per hour for 3 to 4 hours, and Saturday costs of \$65-\$70 for 3 to 4 hours. With a successful event, the organization makes a profit to offset the \$150 per day food truck cost.

Mr. O'Donnell stated the department must continue with the proposed fee program this year, review it for next year, and make decisions on changes. It is possible there could be a weekend rate in the future.

It was suggested by Mr. Nowak that the organizations be informed of what is proposed and get their reaction.

Chairman Nankin stated a reaction is not necessary, as the groups will know the costs associated with the park rental and food truck program...i.e. \$300 per food truck for a two-day weekend event.

Mr. Trifone advised that to use the concession stand (CHS field) there must be a licensed person operating the stand. Chesprocott provides the SafeServe training and licensing program.

Dr. Medeiros asked Councilor Talbot if the addition of the food truck fee policy should be added to the Council agenda for consideration before fees are implemented. Councilor Talbot said he would look into it.

MOTION by Mr. O'Donnell; seconded by Mr. Fracasse.

MOVED that the Parks and Recreation Commission accepts and approves the Special Event Application, Priority 2...\$150 per food truck per day, effective July 1, 2018.

VOTE The motion passed unanimously by those present.

9. NEW BUSINESS

a. Jim Nankin's Resignation (moved to later in the agenda)

b. Community Survey Results Presentation.

Director Mederios advised that the survey results will be given to the Town Council in a future presentation, date and time to be determined.

Overview – this was an on-line survey; 388 responses were received; 94% (363) were from Cheshire residents; 6% (23) from non-residents; the survey was conducted from February 3rd to April 6th; questions were organized under sections of General(Administration), Recreation, Community Pool/Aquatics, Parks/Facilities and Future Direction.

People learned about the department services through website & seasonal brochures (181), social media (174), word of mouth (132), newspaper (103), flyers/posters (68) and e-mails (53).

Satisfaction with registration/rental process and individual services (i.e. camps, programs, passes) – 78% very satisfied; 23% moderately satisfied.

Customer Service – 25% very satisfied; 44% satisfied; 14% moderately satisfied; 2% not satisfied; 15% do not use services.

Satisfaction with recreation programs - graph shows overall rate of 60% very satisfied with the various programs for toddlers, youth, teen, adult, therapeutic programs.

Expansion of programs – the survey indicated people want new recreation programs...youth and adult enrichment (music/art/language/science), adult fitness/wellness, nature based education, adult sports/drop-in and leagues, sports instruction.

Satisfaction with special events (Halloween parade, Holiday Tree Lighting, Family Ice Skating, Muck Run, Touch a Truck, Memorial Day Parade, Summer Concerts) – overall 88% satisfaction rate.

Concert Series breakdown - #1 band; #2 location; #3 sound; #4 food trucks; #5 staging; #6 stage lights.

Special Events Expansion – more weeks of summer concerts; farmers market in the park; family outdoor movie night at Bartlem Park, more events at Mixville Park, Camp Out, special events are often done when parents are working.

Community Pool – 87% of respondents (273) do not have seasonal pool passes; 14% (42) have pool passes; findings showed cost is a barrier; people own a household pool; restrictive hours/pool closings; no interest in pools; prefer day pass; member of other facilities; unaware of the pool.

Satisfaction of value of pool pass – 6% (18) very satisfied; 4% (13) satisfied; 82% (245) not pool members. Day Passes – 81% do not use day passes; 19% use day passes.

Pool Amenities – people recommended rock climbing wall, inflatable obstacle course, slides, fitness equipment (land and water), splash pad, sauna/hot tub.

Aquatics Programs – swim lessons 64% very satisfied; private lessons, 75% very satisfied; aqua fitness class 67% very satisfied; birthday parties 84% very satisfied; certification classes 70% very satisfied.

Expansion of Aquatics Programs – respondents indicated they want more aquatic fitness, pool special nights (movies, teen night, family float parties); aqua sports, specialty classes, and adult master swim team.

Parks and Rec Facility Needs - #1 more/improved bathrooms; #2 nature/environmental areas; #3 walking and bike trails; #4 splash pads; #5 outdoor concert/amphitheater; other mentions were rock climbing, boardwalk, open fields/passive recreation; indoor gymnasium; multi-use indoor sports arena, shade structures, nature center, Gaga ball pits.

Facilities Satisfaction rate – 52% satisfied; 16% very satisfied; 26% moderately satisfied; 5% not satisfied.

All Parks/Improvements – more trash cans/dog poop bags; park handouts at Library; more private dressing/family changing rooms; more benches; equipment sheds; maintain and connect trails; bathroom upgrades; ball field improvements; shade areas at playgrounds; increased police presence.

Department Priorities – continue to maintain current parks and facilities; enhance parks to meet changing community needs; offer diversified recreational opportunities/emphasis to attract families, youth engagement, active senior citizens, promote varying weekend schedules; evaluate costs of services and lower where possible; more emphasis on nature based programs, connectivity to outdoors; enhance communications, marketing and online experiences.

Goals, Strategies & Measures (GSM) - Director Mederios informed the Commission that department staff will meet on May 14th to review and work through the data, formalize plans to support, set and meet the goals, strategies and measures, and be financially resourceful for implementation.

Commissioners thanked Dr. Mederios for the summary presentation of the survey.

c. Schedule Special Meeting, Tour of Cheshire Parks

The date for the tour was not set. Will be discussed at June meeting.

d. Formation of Dog Park Subcommittee

Director Medeiros reported that the original 501(c)3 group is folding, and this brought up the subcommittee idea for Commission discussion.

Chairman Nankin stated the people in town requested this dog park; it was approved by the Town Council; the facility is there; groups are using the facility and need to get along with each other. In the past, when there were issues with a group, a subcommittee was not formed. Mr. Nankin cited the fact that this is a recreational dog park facility, with set rules known by the users who should get along with each other...or they should go to another dog park.

The Commission was told by Dr. Mederios there could be other groups at the dog park who do not want the PetSafe improvements, there are diverse opinions, and there are issues to be navigated. He advised that the grant funds, if received, will be handled by the department.

If that is the case, Mr. Nankin said these people can come to a meeting and make their comments to the full Commission. He does not support a subcommittee for the dog park.

10. DIRECTOR'S REPORT

Budget – as of April 30, 2018 – FY 17-18, total revenue \$318,223; total expenses \$492,308. Special Revenue Account - \$7,668.12; Gift Account Balance -\$2,306.13.

Recreation revenue continues to increase; \$21,878 more in revenue compared to FY 16-17. Target revenue is \$325,000; \$106,777 needed to meet this target by June 30, 2018.

Aquatics revenue – it is not anticipated to meet the target of \$633,470.

Director Mederios reviewed the Spring Special Events that included a Muck Run, Fishing Derby, Touch-A-Truck. The events were successful with a good turn-out of participants. He discussed that the department was reviewing timing of the events and may look to move dates around in the future to accommodate working families.

Summer Concerts – to date \$5,800 in business sponsorships, which will offset some of the costs, which are less this year.

Program Coordinator Position – this 19 hour per week position was posted; 26 applications received; 12 people will be interviewed by a panel of recreation professionals; and 3 or 4 final candidates will be interviewed by staff.

RecTrac Software – Ms. Mayne and Ms. Dunn set up all the parks and facilities into this system; field schedules were approved, entered, and electronic permits generated and sent out to groups. Electronic schedules through RecTrac are sent to Grounds Division on a bi-weekly basis.

9a. Jim Nankin's Resignation – Chairman Nankin announced his resignation from the Parks and Recreation Commission effective this meeting of May 2, 2018.

Chairman Nankin attended his first Commission meeting in 1987, and stated he has been pleased with the Commission over the 31 years. He commented on the Commission measuring up with what it did in unbelievably serving the Town over the years. The Commission has been a great part of his life; he will miss everyone very much; and working with all the Commissioners has been a blessing for him. Mr. Nankin leaves the Commission in good hands under the chairmanship of Dr. Duffy. He asked Commissioners to remember that they work for the people who use the parks, walk the trails, and do nothing but take pictures. Over the years people have come forward and asked for things...playscape, dog park, walking trails. This Commission came through, did it, maintained it, made things safe...all with a minimum number of employees. Mr. Nankin offered any guidance or advice and everyone knows how to contact him. In his closing remarks, Chairman Nankin thanked everyone, wished the Commissioners good luck, and advised he has submitted his resignation to the Town Clerk and is officially off the Commission.

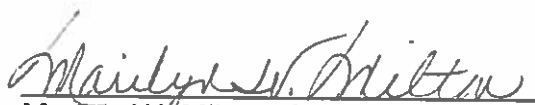
11. ADJOURNMENT

MOTION by Mr. Fracasse; seconded by Mr. Nowak

MOVED to adjourn the meeting at 8:35 p.m.

VOTE The motion passed unanimously by those present.

Attest:


Marilyn W. Milton, Clerk

MEMO

To: Parks and Recreation Commission
From: Dr. Joshua Medeiros, Director
Re: Food Truck Policies

Our office has reviewed the food truck policy proposal and believes it has a lot of well thought out components. For the sake of consistency I would like to incorporate it as part of the new Special Event Application that this commission has reviewed previously. Duplication of language has been removed and the following additions are proposed to be made to the Special Event application (highlighted below)

FEE SCHEDULE (NOT FINALIZED)

There are costs to the Town of Cheshire associated with usage of town property for special events. These fees include maintenance, utilities, insurance and administrative oversight. In order to offset some of these costs, a fee schedule has been adopted.

Priority 1: No Fees

Priority 2: \$150.00/per day for use of park (includes use of pavilion) & \$150.00/per food truck (if applicable).

Priority 3: Groups may choose to pay an hourly fee for use of fields or they may opt for a full day rate outlined below. Full day rates include use of pavilions:

- 1 Field..... \$25.00/hr
- 1 Field (with lights)..... \$40.00/hr
- Full Day.....\$850.00/day

Rental fees must be paid a minimum of 30 days prior to the special event. In addition to the fee schedule outlined above, groups are responsible for any and all additional fees that are associated with their special event. This includes, but is not limited to, paying staff wages (i.e. police officers, parks grounds crew), purchasing portable restrooms, health department or other required permits, liability insurance, etc. Depending on the scope and nature of the event, the Town of Cheshire may *require* groups to have additional personnel (i.e. police officers, parks grounds crew) on throughout the event. These fees will be assessed and communicated on a case-by-case basis. Additionally, groups that leave the park in a condition that requires significant clean up or damage town fields/facilities may be issued a bill in amount of repairs and maintenance.

Food Truck Policies: Food trucks are permitted at special events at Mixville Park, Bartlem Park and Quinnipiac Park. For safety purposes the number of food trucks and location of trucks must be approved by the Director of Recreation in advance of the event. Food trucks are required to be on site 45 minutes before an event begins and leave 45 minutes after the event. It is the event applicant's responsibility to ensure that all food trucks are compliant with Chesprocott Health District regulations. Health permits must be clearly posted the day of the event. The event applicant is responsible for all food truck cleanup and may be assessed fees if the park requires significant clean up after the event. A fee of \$150.00 per food truck must be paid to the Department of Recreation in addition to any regular fees per the fee schedule.

**Department of Recreation- Monthly Report
(April 2018)**

Highlights of the Month

- The community satisfaction and needs assessment survey closed on April 16th. Director Medeiros analyzed the data and drafted a preliminary presentation of the findings. The presentation was delivered to department staff on April 25th. The survey data will serve as the foundations of a strategic planning process for the department. Department staff will be meeting again in May to workshop goals, strategies and measures.
- Elizabeth Mayne, Program Supervisor and Stephanie Dunn, Assistant to the Director set up all parks and facilities in the RecTrac software. Field schedules were approved and entered with electronic permits being generated and sent out to user groups for the first time. Additionally, electronic schedules are generated through the RecTrac software and sent to the Grounds Division on a bi-weekly basis.
- The department held a successful week of April Vacation events including popular favorites; Muck Run, Fishing Derby and Touch-A-Truck. The new Spring Spectacular event was combined with the Touch-A-Truck event due to weather issues. Despite cold and rainy weather for the majority of the week, the events were well attended and a big success!
- Summer Concert sponsorship monies continue to come in. To date we have secured \$5,800 in business sponsorships for the 2018 series to help off-set costs of the bands.
- Town Council approved unfreezing the part time 19hrs per week Program Coordinator position. The position was posted on the Town website, local press release, social media and on the Connecticut Recreation and Parks Association website. The posting closes on Friday April 27th with interviews being set for early May. The successful candidate will assist with coordinating programs, services and special events and will take a lead role in enhancing department marketing.

Windy

Budget To-Date as of end of April

Recreation (includes administration, recreation & celebration accounts)

<i>Fiscal Year</i>	<i>Total Revenues</i>	<i>Total Expenses</i>
FY 17-18	\$218,223	\$492,308
FY 16-17	\$196,345	\$582,059
FY 15-16	\$222,599	\$601,835
FY 14-15	\$224,759	\$544,256

Special Recreation Accounts

Exchange Account Balance	\$7,668.12
Gift Account Balance	\$2,306.13