

MINUTES OF THE CHESHIRE PARKS AND RECREATION COMMISSION MEETING HELD ON WEDNESDAY, JULY 11, 2018 AT 7:00 P.M. IN THE YOUTH CENTER, 559 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Patrick Duffy, Chairman; Dan Nowak Michael O'Donnell, Steve Trifone; Karen Bertoni (entered the meeting at 7:10pm)

Absent:

Paul Fracasse, Peter Talbot

Staff: Josh Medeiros, Director; Chris Rusack, Program Coordinator; Steve Canada, Summer Intern; Mark Cunningham, Highway Superintendent, Public Works Dept.

PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

CALL TO ORDER and ROLL CALL

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

The Chairman called the roll and determined a quorum was present.

PUBLIC COMMENTS

Chairman Duffy stated that he heard from a few people regarding the rink at Quinnipiac Park and that they were concerned about the condition.

Dr. Medeiros added that he was approached by a hockey group that volunteered to do some volunteer work to clean it up. He further stated that full renovation is on the 5-yr capital budget plan.

Chairman Duffy asked if the rink is in good enough shape to be used?

Mr. Cunningham stated that there are a number of cracks. Dr. Medeiros added that there will be some minor crack repair this season, but nothing significant will be done until the full renovation.

MOTION by Mr. O'Donnell; seconded by Mr. Trifone MOVED to approve the minutes of June 6, 2018 subject to corrections, additions, deletions.

VOTE The motion passed unanimously by those present.

PARKS UPDATE

Mark Cunningham, Highway Superintendent, was in attendance. Chairman Duffy asked Mr. Cunningham if things were running smoothly? Mr. Cunningham replied that everything is going well, the crews work well together, and right now, he is looking at new vendors and price shopping for supplies.

Mr. O'Donnell asked if the Town is still using organic materials? Mr. Cunningham replied that yes, organic material is being used and there is currently a heavy seeding program going on and that we should see improvements to the fields. Dr. Duffy asked if the seeding will be done every season, to which Mr. Cunningham replied yes.

Mr. O'Donnell asked if they plan to aerate in the fall? Mr. Cunningham replied yes, and stated that it was not done last fall due to weather issues.

Dr. Medeiros asked if the Commissioners were looking for any particular information from Mr. Cunningham or the Public Works Department? Dr. Duffy replied nothing in particular, but stated it was important to keep lines of communication open.

Mr. O'Donnell added that he would like to be advised ahead of time if any fields are shut down or pavilions are closed do to maintenance.

Mr. Trifone asked about the projected timeline of the last part of the Linear Trail. Dr. Medeiros stated that there is a ribbon cutting planned for September 9 and there will likely be a soft opening prior to that. He added that new signage has been put up and the State has asked that people stay off the trail at this time as the contractors are still working.

COUNCIL LIAISON REPORT - Councilor Peter Talbot was absent from the meeting.

COMMUNICATIONS – There were no communications received this month.

CHAIRMAN'S REPORT – Nothing to report

#### OLD BUSINESS

Approval of Memorial Japanese Maple Tree at Mixville Park – Dr. Medeiros met with Slade Kulmac regarding the Japanese Maple Tree. It is to be placed next to the small pavilion – there is a bench overlooking the water and the tree will be placed to the right side of the bench. There are no maintenance concerns, it's a very small tree and has already been purchased and is in possession of Mr. Kulmac.

Mr O'Donnell asked if there would be a plaque? Dr. Medeiros replied that Mr. Kulmac liked the idea of putting a plaque on a stone and Dr. Medeiros will work with him on that.

Dr. Duffy asked who holds the responsibility for the tree if something happens to it? Dr. Medeiros replied that it is the responsibility of the person who purchased it, similar to someone purchasing a memorial bench. There is no cost to the Town.

MOTION by Mr. Trifone; seconded by Mrs. Bertoni MOVED to accept planting the tree at Mixville along with a possible stone plaque.

VOTE The motion passed unanimously by those present.

Farmer's Market - Dr. Medeiros advised Commission that a permit is needed in order to move forward. The Farmers' Market is on the Planning and Zoning Commission meeting for July 23<sup>rd</sup> – it will be a public hearing. If approved, it's possible to do a pilot market this year, perhaps 5 or 6 weeks.

Mr. Trifone asked if it was still planned to be held in the Youth Center parking lot. Dr. Medeiros replied that yes, it would be.

Mr. Nowak asked who would be in charge. Dr. Medeiros responded that each week it would be monitored by a member of the Parks & Recreation staff.

#### NEW BUSINESS

Introduction of Program Coordinator and Intern – Dr. Medeiros introduced Chris Rusack, Program Coordinator, and Steve Canada, Summer Intern. Both individuals spoke briefly about their backgrounds.

Dr. Duffy asked Mr. Canada how long he would be interning. Mr. Canada replied that he needed 400 hours, but will be staying on to help out through the winter.

Parks App – Dr. Medeiros stated that Chairman Duffy brought up the idea of a Parks App at the last meeting. The app could be used to report problems at the parks, but later be expanded to make announcements. Mr. Canada did some research on apps and found two companies (Links Tech and Feature Group USA). He gave a short presentation and gave commissioners a handout with details. A good feature of both is each of them interfaces with Webtrac, the Recreation software currently in use by the Recreation Department.

The average time to develop would be approximately 3-5 months and cost can range between \$10,000 and \$35,000, plus a monthly maintenance fee.

Mrs. Bertoni asked if there would be a way to measure outcomes? Dr. Medeiros answered that both companies use back end analytics.

Mrs. Bertoni asked if we could ask people to rate the app? Mr. Canada stated that they use Google analytics and the app could be analyzed through that software.

Dr. Medeiros stated that no Connecticut towns currently have apps, but it would be exciting to be first, although he does have some concerns about the monthly maintenance fee.

Dr. Duffy replied that perhaps the monthly fee could be covered by advertisements on the app.

Mr. O'Donnell asked if any other departments in Town or Board of Education have an app. Mr. Trifone stated he wasn't sure if Board of Education had one.

Mrs. Bertoni stated concerns about staff hours relating to the app. Dr. Medeiros hoped that, if this goes forward, it would not be a huge undertaking for the staff. The app would need to have connectivity to Webtrac and Apex would have to be involved. It would definitely add value, but the cost could be prohibitive.

Mrs. Bertoni asked if there was a possibility of a live presentation by one or both of the companies. Dr. Medeiros replied that he'd look into it; maybe there could be a Skype presentation.

Dr. Duffy suggested that Dr. Medeiros reach out to Apex to see if they have ever worked with an app developer.

Mr. O'Donnell asked if this would be part of the capital budget? Dr. Medeiros replied that it would be part of the regular budget and would have to be approved, so we're looking at a year out.

#### Sponsorship Brochure

Dr. Medeiros stated that due to the success of the sponsorships for the summer concerts, he is putting together a brochure showing what we have for the year that could have sponsorship possibilities. Examples would be the basketball program and any special events the department might schedule.

Chairman Duffy asked if the department would have to go through Planning & Zoning to have banners placed at the parks. Dr. Medeiros replied that he would look into that.

Mr. Nowak asked if there are different levels of sponsorship? Dr. Medeiros replied that yes, it would be similar to the levels of sponsorship that were done for the summer concert series.

#### Parks & Recreation Strategies and Goals

Dr. Medeiros stated that there is a department staff meeting scheduled for July 13 and the department will continue to work on strategies and goals.

## DIRECTOR'S REPORT

Monthly Report- Dr. Medeiros spoke about revenue and that he would have a better idea after all revenue for the month of June has been entered, and all June expenses paid.

There was a free Bike Safety seminar held at the Youth Center on July 11. Approximately 10 people attended.

The starting blocks at the pool will be installed September 6, after the summer swim meets. Dr. Duffy asked if they would be installed prior to the high school season to which Dr. Medeiros replied yes. Dr. Medeiros continued that there has been more interest by groups in holding swim meets at the pool. Mr. Trifone stated that it's also good for local businesses when the swim meets are held in town.

Dr. Medeiros advised the Commission that the first concert is Soul Sound Revue and will be held on July 20. Chris Rusack has 3-5 food trucks lined up for each of the four summer concerts.

Dr. Duffy asked if the food trucks would be charged? Mr. Rusack stated that there would be a \$25 fee.

Dr. Duffy asked who will clean up after the concert? Mr. Cunningham replied that crews would be scheduled as needed. Mr. O'Donnell added that there has always been a Maintainer there during the concerts.

Dr. Medeiros spoke about the department finances. A brief discussion followed about the Pool budget.

MOTION by Mr. O'Donnell; seconded by Mr. Trifone MOVED to cancel the August meeting unless there is an emergency.

VOTE The motion passed unanimously by those present.

Dr. Duffy asked for a suggested location for the September meeting/picnic. Commissioners agreed to hold it at Mixville. Dr. Medeiros will put together a list of items and invitees. The picnic will start at 6:30pm and the regular meeting will begin at 7:00pm

## ADJOURNMENT

MOTION by Mr O'Donnell; seconded by Mr. Nowak. MOVED to adjourn the meeting at 8:00 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Stephanie Dunn, Clerk