

**MINUTES OF THE CHESHIRE PARKS AND RECREATION COMMISSION
MEETING HELD ON WEDNESDAY, OCTOBER 3, 2018 AT 7:00 P.M. IN
THE YOUTH CENTER, 559 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Chairman Patrick Duffy, Paul Fracasse, Dan Nowak, Michael O'Donnell, Robert Parr and Steve Trifone.

Staff: Joshua Medeiros, Director

Absent

Karen Bertoni

1. CALL TO ORDER AND ROLL CALL

Chairman Duffy called the meeting to order at 7:05 p.m.

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

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. PUBLIC COMMENTS

There were no public comments

4. ACCEPTANCE OF MINUTES, SEPTEMBER 5, 2018

MOTION by Mr. O'Donnell, seconded by Mr. Trifone.

MOVED to approve and accept the minutes of September 5, 2018

VOTE The motion passed unanimously.

5. PARKS UPDATE

There were no personnel from Public Works in attendance and no Parks Update.

6. COUNCIL LIAISON REPORT

Mr. Talbot gave a rundown of the four projects that were approved for the department

- The Restroom Upgrades at Quinnipiac, Cheshire Park Lot 12 and McNamara - \$200,000.00

- Eaton power unit at the Community Pool - \$200,000.00
- The pool ground improvements and facilities enhancements - \$30,000.00
- The Planning phase of the Chapman property piece - \$50,000.00

Mr. Talbot asked the members if they had any questions. Mr. Duffy asked if the \$50,000 was to be used for all of the parks as well as the planning. Mr. Talbot replied that it was just for the Chapman property. Mr. Medeiros said the goal was to evaluate this sight and come up with a few conceptual designs to this committee for input. Mr. Parr asked about the timeframe for the overall concept. Mr. Talbot replied that it all depends on what is the final approved design and cost. There would be a time set on the design.

Mr. Medeiros is working on the RFPs. When the bids are received, a subcommittee of this Commission would review the bids.

Mr. Parr asked about bathroom renovations. He visited the fields and feels that they are rundown and should be taken care of by the persons using them.

There was discussion about the fields; the fact that this has been a very wet season. Mr. O'Donnell stated that the sports groups have contributed in the past by paying for the fencing and in raising funds for the upkeep of the fields.

The fields are maintained by Public Works. Mr. Talbot will notify Public Works to give an update to the Commission.

There was discussion about the field bathroom renovations. Mr. Talbot stated that the bathrooms are currently not ADA compliant, are in need of repair and they are a town facility; therefore, the town is responsible for the renovations.

7. COMMUNICATIONS

None

8. CHAIRMAN'S REPORT

9. OLD BUSINESS

Mr. Medeiros advised the members that there was a meeting to discuss the C/Click/Fix app. The attendees felt that this app would work better if it was used by the whole town instead just Parks & Recreation.

The Farmers Market concluded on September 20. It was well received and the vendors were happy based on the feedback that was received. Mr. O'Donnell felt that Thursday was a good day for the farmers market. It was suggested to add more vendors that carry organic foods.

10. NEW BUSINESS

a. Department Apparel/Merchandise

Chairman Duffy felt that this would be a good fundraiser and also good exposure for the Town. Mr. Medeiros feels it is a good marketing and suggested to also sell pool towels. There was discussion about using the town website for the fundraiser and start with a couple of items.

b. Review of Goals, Strategies and Policies

Mr. Medeiros discussed the community surveys, done in the spring, and stated that he is working with his staff on a monthly basis and is progressing towards new marketing approaches, such as communicating via email and positive press in the newspaper. Mr. Medeiros presented a spreadsheet with an overview on progressing forward and showing key goals as a department.

Mr. Medeiros informed the commission that he ran a policy workshop with his staff and discussed ideas on how to improve some of the policies that are not customer friendly and are outdated. The workshop was very positive. He will meet again in October to discuss how to adopt some of the changes and improvements.

c. Development of Chapman Property

Mr. Duffy asked Mr. Medeiros to explain the bidding process.

Mr. Medeiros plans to have an RFP out this month or early November; the overall process would be a winter/spring endeavor. He believes Chapman should be a big priority and an ongoing item for the Commission.

d. NRPA Highlights

Mr. Medeiros discussed his attendance at the National Recreation and Park Association Conference in Indianapolis. The members congratulated Mr. Medeiros for being nominated to the National Board of Directors. Mr. Medeiros stated that his attendance was a very rewarding process. Mr. Medeiros informed the members that this group is made up of about 20 members and meets about 3 to 4 times a year. One of the ideas that he hopes to implement is an advocacy group to champion Chapman and other items. The members felt that this would be a good way to get public support at budget time.

e. Ice Skating Rink

Mr. Medeiros informed the Commission that the ice rink being discussed again. There is a lot positive feedback.

Discussion is ongoing regarding the location of the ice rink and the parking for the event. The Church Green was suggested.

Mr. Duffy asked about who would service the ground after the ice rink is removed. Mr. Medeiros said that would be the Public Works Department.

11. DIRECTOR'S DEPARTMENT REPORT

The Park & Rec Department held a "Movie in the Park" on September 21 that was very well attended.

Recruitment process for a pool coordinator was just completed.

Summer's Last Stand was held Friday, September 21 at Bartlem Park to officially close out the summer and welcome the fall season.

Upcoming events for October:

- Friday, October 19, Halloween Bash, Mixville Park
- Wednesday, October 31, Preschool Halloween walk at Lock 12

Mr. Medeiros presented the budget to date report as of the end of September (attached). Various items on the report were discussed such as the revenue of the pool and the sports camp.

Mr. O'Donnell inquired about the linear path bike pump station and who is responsible for maintaining it. Mr. Talbot and Mr. Medeiros will inquire about this.

Mr. Carr suggested a way to raise revenue would be to have a Winter Fest with mostly outdoor sports and activities. Member discussed the pros and cons of a Winter Fest.

Chairman Duffy recommended that we add to next month's agenda: Ideas to Raise Revenue.

12. ADJOURNMENT

MOTION by Mr. Fracasse; seconded by Mr. Nowak.

MOVED to adjourn the meeting at 8:00 p.m.

VOTE The motion passed unanimously by those present.

Respectfully submitted,



Angela Izzo