

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

Present: Chairman Patrick Duffy, Karen Bertoni, Michael O'Donnell,
Robert Parr, Steve Trifone
Council Liaison, Peter Talbot

Staff: Josh Medeiros, Director; Elizabeth Maine, Program Supervisor; Sheila Adams,
Aquatics Director; Nathan Foley, Pool Coordinator

Absent: Paul Fracasse and Dan Nowak

1. CALL TO ORDER AND ROLL CALL

Chairman Duffy called the meeting to order at 7:00 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, OCTOBER 3, 2018

MOTION by Mr. Trifone, seconded by Ms. Bertoni

MOVED to approve and accept the minutes of October 3, 2018

VOTE The motion passed unanimously.

5. PARKS UPDATE

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

Mr. Medeiros informed the Commission that the Town of Cheshire has applied for a CT Recreational Trails Program Grant. This grant would fund acquisition, demolition and construction of a parking area for the recently completed Farmington Canal Heritage Trail near West Main Street. This parking area would provide 15 parking spaces for the users of the trail. He presented the official grant letter to the members.

6. COUNCIL LIAISON REPORT

Mr. Talbot reiterated that the grant letter will be on the Town Council agenda of Tuesday, November 13, 2018.

7. COMMUNICATIONS

None

8. CHAIRMAN'S REPORT

Chairman Duffy spoke about ways to generate income. He asked Ms. Adams about the possibility of using the Town Pool for therapeutic swimming or aquatics. Ms. Adams noted that there is a temperature requirement for therapeutic use of the pool. It takes a few days to bring up the temperature and a few days to bring it back down. Also there are insurance guidelines to follow. Mr. Medeiros stated that using the pool for this purpose is worth exploring. Chairman Duffy asked Ms. Adams what would be the ideal time of day to conduct water therapy. She stated early in the morning and during school time would be ideal. Mr. Duffy stated that he will get more information and let the Commission know his findings.

9. OLD BUSINESS

a. Ice Rink

Mr. Medeiros discussed possible locations of the ice rink. Many of the areas considered are not appropriate because they have no hot water. The Church Green was considered, but the engineers that looked at the land determined that it was not as flat as it looks and would require a lot of work. Mr. Medeiros stated that the staff was considering using the back Bartlem lot by the fields, but there has been concern expressed about damage to the turf and how it will impact the the lacrosse field. There is a visibility aspect depending on the location of the ice rink and also concern about damage to the area. The ice rink is also weather dependent. There are costs associated with keeping it going.

b. Department Apparel/Merchandise

Mr. Medeiros asked Ms. Mayne to give her input on orders that have been placed. Ms. Mayne has ordered towels and is taking orders for sweatshirts. The profit margin would be small but it would give the Department positive exposure. Mr. Parr suggested having the towels monogrammed for an extra cost to increase the profit margin.

c. Chapman Property Planning

Mr. Medeiros informed the group that he has completed the draft of a potential RFP and has provided a copy to the members. He asked the group for their input and feedback. He would like to post it the following week with a deadline of December. He directed the members to the specification section that outlines the scope of what we are looking for. The approved amount is \$50,000.

Chairman Duffy asked about the possibility of using the property as raw land. Are there funds to extend the trail around it? Mr. Medeiros will look into this.

Discussion continued on ways to use the property and possibly tying it in with the pool.

Mr. Medeiros stated that the RFP will be posted on the town website and emailed to potential firms. December 14 will be the opening date for the bids. Mr. Medeiros stated that after the bid is awarded, a subcommittee would be formed to work on this project.

There was a discussion about a private entity being able to build a skating rink on the town property but it was determined that there is a liability issue and the property would have to be leased to the company.

10. NEW BUSINESS

a. Introduction of New Pool Coordinator

Mr. Medeiros introduced Nate Foley, the new Pool Coordinator and asked Mr. Foley to share some of his background. Mr. Foley stated that he has worked in four other recreation departments. He was a Program Coordinator for kindergarten thru fifth grade in an after school care program, overseeing 4 different elementary schools. He has been an Aquatic Director, overseeing staff in lifeguarding, training and water safety. Mr. Foley will be graduating in December from SCSU with a Bachelor's Degree in Recreation and Leisure and is looking forward to working for the town of Cheshire.

All the members welcomed Mr. Foley.

Chairman Duffy asked now that Public Works is separated from Parks and Recreation, who is responsible for snow removal at the pool? Discussion continued about this issue and the personnel and equipment required for this task. The members expressed concern about the safety of the public during winter storms. Also, the absence of a Public Works representative at this commission's meetings is detrimental. Mr. Talbot will look into these concerns and report back to the commission.

b. Summer Concert Request for Services

Mr. Medeiros discussed summer concert request for service. The show mobile, which includes stage, audio and lights, is not approved as part of the capital improvement budget and, therefore, it is necessary to go out and bid for these items. He plans on contacting various vendors to be able to get a fair price or best deal, in January. The cost of purchasing new, used or leased was discussed.

c. Fiscal year 19-20 Budget Proposals/Ideas

Mr. Medeiros asked the members to provide some ideas on the upcoming fiscal year budget such as new equipment and proposals for increased revenue for the pool. Mr. Parr suggested a revenue fee being charged for using the pool besides the rental charge. Discussion ensued on ways to increase revenue for the pool. Mr. Medeiros will submit a plan at the December meeting on possible ways to grow revenue.

11. DIRECTOR'S DEPARTMENT REPORT

Mr. Medeiros reviewed the monthly department report for October with the Commission. He encouraged the members to attend upcoming events in December.

Mr. Medeiros reviewed the budget to date as of the end of October. Mr. Talbot commented on the increase in revenue. Mr. Medeiros credited the increase on marketing and department staff efforts. Ms. Bertoni shared ideas on increasing the department awareness, such as month-free pass.

12. ADJOURNMENT

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

MOVED to adjourn the meeting at 8:15 p.m.

VOTE The motion passed unanimously by those present

Respectfully submitted, _____



Angela Izzo