

MINUTES OF THE CHESHIRE PARKS AND RECREATION COMMISSION MEETING HELD ON WEDNESDAY, JANUARY 2, 2019 AT 7:00 P.M. IN THE YOUTH CENTER, 559 SOUTH MAIN STREET, CHESHIRE, CT 06410

Present: Chairman Patrick Duffy, Karen Bertoni, Paul Fracasse, Michael O'Donnell, Dan Nowak, and Steve Trifone

Staff: Josh Medeiros, Director

Absent: Robert Parr; Council Liaison, Peter Talbot

CALL TO ORDER AND ROLL CALL

Chairman Duffy called the meeting to order at 7:00 p.m.

1. PLEDGE OF ALLEGIANCE

The group pledged Allegiance to the Flag.

2. PUBLIC COMMENTS

There were no public comments.

3. ACCEPTANCE OF MINUTES, DECEMBER 5, 2018

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

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

VOTE The motion passed unanimously.

4. PARKS UPDATE

There were no personnel from Public Works in attendance. Dr. Medeiros advised the Commission that the Parks Supervisor suggested that the Dog Park be closed temporarily during the month of April for maintenance of the grass. He stated that he is not in favor of doing so and that nothing has been decided yet.

Commissioners discussed the best time to re-seed, the possibility of re-seeding a section at a time, and the potential issues that would be caused by having the Dog Park closed for a month.

5. COUNCIL LIAISON REPORT

There was no Council Liaison report due to Mr. Talbot's absence at this meeting.

6. COMMUNICATIONS

None

7. CHAIRMAN'S REPORT

Nothing to report

8. OLD BUSINESS

a. Ice Rink

Dr. Medeiros informed the members that the ice rink is ready to go and is located at the back of Bartlem Park. The weather has not been cold enough; the weather needs to be below freezing for five (5) days. The rink has not yet been filled due to concerns of geese getting inside and contaminating it. In addition, Dr. Medeiros stated that the Family Skate Night, scheduled for January 9, would have to be postponed to a later date, possibly January 16.

b. Department Apparel/Merchandise

New merchandise is available and in the main office at Parks & Recreation. The Parks & Recreation Department has fleece jackets available for sale and the Pool is selling towels.

c. Spring/Summer 2019 Field Usage Requests

Dr. Medeiros sent a memo in December asking all sports groups to get their field requests in. He has received several and will be putting the field schedule together soon.

9. NEW BUSINESS

a. Pool Revenue Proposals

Dr. Medeiros stated that the Town is always looking at new ways to generate revenue at the Pool. He told the Commission that there can only be so many programs held at the Pool and that Sheila Adams, Aquatics Director, is looking into getting bigger sponsors.

Mr. Trifone stated that years ago, there was some talk about putting together a non-competitive swim team through Parks & Recreation, with the idea that some kids may not want to swim all year or swim competitively.

Commissioners discussed how to get bigger meets to be held at the Pool.

Dr. Duffy asked who gets the proceeds from concessions when meets are held at the Pool? Dr. Medeiros explained that the groups rent the pool and put the concessions together and the funds go back to them.

Dr. Duffy asked who gets billed for the State meets? Mr. Trifone replied that the State gets billed for State meets and the Board of Education gets billed for Board of Education meets.

Mr. O'Donnell asked when was the last time the rates for renting the pool were raised. Dr. Medeiros replied that he would look into that.

b. Overview of Chapman Property Master Planning Process

Dr. Medeiros stated he received six (6) submissions. A review team was put together, the proposals were scored, and the top three (3) companies will be brought back to be interviewed.

The firms to be brought in for interviews are: Weston & Sampson, Milone & MacBroom and To Design. It is expected these companies will be interviewed during the month of January and the top firm will be presented to Commissioners at the February meeting.

Mr. Fracasse inquired what is the main focus? Dr. Medeiros replied that there were several variables such as experience, references, cost, overall time frame and concept. In addition, the firm should be able to inventory what the Town currently has, analyze it, see what the upcoming trends are, and determine the best use of the property.

Commissioners discussed parking issues and Dr. Medeiros stated that it was identified in the RFP to take parking into consideration. He continued that the firm hired will be present at a future commission meeting so that commissioners can offer ideas.

c. Review and Acceptance of Top Three RFP's for Chapman Master Plan

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

MOVED to accept the top three (3) recommendations of the Review Team, based on scoring

VOTE The motion passed unanimously

MOTION by Mrs. Bertoni, seconded by Mr. Fracasse

MOVED to add Election of Officers to the agenda as New Business

VOTE the motion passed unanimously

Chairman

MOTION by Mrs. Bertoni, seconded by Mr. Trifone

MOVED that Patrick Duffy be elected Chairman of the Parks & Recreation Commission

VOTE the motion passed unanimously

Vice Chairman

MOTION by Mr. Fracasse, seconded by Mr. Trifone

MOVED that Michael O'Donnell be elected Vice-Chairman of the Parks & Recreation Commission

VOTE the motion passed unanimously

Secretary

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

MOVED that Paul Fracasse be elected Secretary of the Parks & Recreation Commission

VOTE the motion passed unanimously

d. Review Submission for Summer Concert Services

Dr. Medeiros informed the commission that while he had a few email responses, there were no official submissions. He is going to reach out to the companies that responded to determine if they intended to submit a proposal.

10. DIRECTOR'S DEPARTMENT REPORT

Dr. Medeiros advised the Commission that the walking trail on the Chapman property is now open. Mr. Trifone asked how long the trail is and Dr. Medeiros replied that it is approximately .5 mile.

He continued that amenities for the Pool have been purchased (inflatables) and that it is going well.

He also stated that staff is now working on planning for spring and summer programs and asked if anyone had any questions.

Dr. Duffy asked if the new part of the Linear Trail would be cleared of snow? Dr. Medeiros replied that the new part will not be cleared. Mr. O'Donnell offered that the trail from Higgins to Cornwall has historically been cleared with other parts of the trail left covered with snow for cross-country skiing or snowshoeing.

Dr. Medeiros gave a short budget update and informed the Commission that both Recreation and Pool numbers are up substantially - the highest they've been in 4 years. Dr. Duffy asked Dr. Medeiros why he thinks the numbers are up? Dr. Medeiros replied that there are new programs and the adult workshops, in particular, have been very popular and the basketball numbers are very good.

Mr. Trifone asked when the summer concerts would be looked at and Dr. Medeiros replied he will be looking at bands in February.

Mr. O'Donnell asked if there were any discussions about maintenance of the fields this year. Dr. Medeiros replied that there are on-going discussions, but no action has been taken as yet. A discussion regarding maintenance of the parks and fields followed.

Mr. Nowak asked about parking at the West Main part of the trail. Mr. O'Donnell stated there will be parking added and that there is a grant to expand the parking area to 20 spaces.

11. ADJOURNMENT

MOTION by Mr. Trifone; seconded by Mr. Fracasse

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

VOTE The motion passed unanimously by those present

Respectfully Submitted

Stephanie Dunn