

**TOWN OF HEBRON
PARKS AND RECREATION COMMISSION
REGULAR MEETING
PARKS AND RECREATION BUILDING
BURNT HILL PARK
JANUARY 25, 2011
7:30pm**

RECEIVED

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Anne E. Duchesne
HEBRON TOWN CLERK
astb

Members Present: R. Poudrier, A. Fitzpatrick, A. Heneghan, E. Ott, M. Gauthier and P. Hartan

Members Absent: C. Natorski

Alternates Present: K. Jardin

BOS Liaison Present: D. Larson

Guests Present: J. Podell (in at 7:43pm), L. McDonnell (in at 7:43pm), Mr. Daniels, H. Bilek, V. Dalton (in at 8:05pm) and T. Hara (in at 8:05pm).

Staff Present: R. Calarco, Director of Parks & Recreation

1. Ascertain a Quorum

A quorum is present.

2. Call to Order

R. Poudrier called the meeting to order at 7:30p.m.

3. Citizen Comments/Correspondence

None

4. Old Business

- 2011-2012 Budgets
- Fund 15

R. Calarco stated that the cell tower fund is doing well and took in a record amount in December.

- Fund 4

R. Calarco stated that Fund 4 is doing well. He attributed this partly to having assigned Jocelyn and Jared to work heavily in PREP and sending home staff if the number of kids warrants it.

- Fund 1

R. Calarco reported that negotiations continue with regard to re-organizing the parks department.

- CIP

A. Fitzpatrick reported briefly on some of the difficulties CIP is facing this year.

5. New Business

- Explorer project

H. Bilek, 313 Martin Road, Hebron, is present to discuss the Eagle Scout project he is proposing. He provided the Commission with a drawing of a training facility he plans to build at Burnt Hill Park for the fire department. He described the 12ft. by 14ft. deep and 24ft. high facility, how it would be built, and the training purposes it would serve for the fire department.

R. Calarco discussed that the best location in the Park to place this structure is east of the ponds and up the hill where it will not interfere with neighboring properties or park operations. He also noted that it will eventually require a fence be placed around it. H. Bilek stated that he has reviewed his plan with the training officer, chief and other members of the department. He also notes that he plans to complete the project in the spring and that future maintenance of the structure would become the responsibility of the Hebron Fire Department. D. Larsen added that any fire department drills would likely occur on the weekends or at night and the department would supply their own lighting. Members discussed that the project will need to go before the BOS and the P&ZC. R. Calarco added that he endorses this project.

Motion:

A. Heneghan moves to approve the Eagle Scout Project of Henry Bilek. A. Fitzpatrick seconds and the motion passes unanimously (6-0-0).

H. Bilek exited the meeting at 7:41pm.

- Ice Skate Rink

J. Podell and L. McDonnell are present from the newly formed Beautification Committee. J. Podell gave some background as to how this Committee was formed and the funds that they have available. She noted that she would like to endorse having a skating rink placed behind Fire Company 1 for use by the Town. She noted that while

the funds from the Beatification Committee cannot be used to purchase the rink, they can be used for plantings in the spring, normally paid for out of the Parks and Rec. budget. She also stated her willingness to fundraise for this ice rink.

Members discussed that the idea will need to go before P&ZC and the BOS and that it seems a safer alternative for skating than the available ponds which are up to 13ft deep and the benefit that it would freeze quickly. Members discussed insurance and lighting issues.

Motion:

A. Fitzpatrick moves to approve the project of the ice rink and send the matter to the Program Committee. A. Heneghan seconds and the motion passes unanimously (6-0-0).

J. Podell and L. McDonnell exited the meeting at 8:04pm.

Valerie Dalton and Tim Hara from HYBSA entered the meeting at 8:05pm.

- HYBSA

V. Dalton and T. Hara are present to discuss field usage and a structure/storage facility. R. Calarco reported on his recent meeting with RHAM and that the 316 field will not be open. T. Hara discussed the conditions on the fields at RHAM with the Commission. R. Calarco reported that RHAM staff will meet at Burnt Hill Park in the spring.

V. Dalton stated that HYBSA would like to purchase a storage building to have at Burnt Hill. Members discussed a storage building, a concession stand and cooperation between all the youth leagues. Also discussed was the possibility of the youth leagues purchasing a concession trailer. R. Calarco offered some storage space in the existing bathroom building.

- Bi-Annual review of Fund 4 for 2010-2011FY

Members reviewed the 5 year plan for Fund 4.

Motion:

A. Fitzpatrick moved to approve the Fund 4, 5 year plan for Revenue, Expenditures and Fund Balance Analysis. A. Heneghan seconds and the motion passes unanimously (6-0-0).

6. Director's Report

R. Calarco stated that the farming of open space needs to be discussed. He noted that Ned Ellis would like to continue farming the Kinne property. R. Calarco stated that he would like to see a forest management plan implemented for the 850 acres of open space owned by the town as a way to deal with invasive species. Members discussed the farms

in town and which farmers farm town open space and for what purpose (hay, corn, etc). Members also discussed the creation of a revolving fund.

Motion:

R. Pourdier moved to give permission for Richard Calarco to present a proposal regarding a Forest Management Plan with a revolving revenue stream in which the revenue received be utilized for open space management costs. A. Heneghan seconds and the motion passes unanimously (6-0-0).

Members then continued discussions regarding farming of open space by local farmers and that if the farmers do not farm the land, it is another expense for Parks and Rec. for maintenance. Members discussed that the farming of the land has been an informal agreement thus far.

Motion:

A. Heneghan moves that a formal policy regarding use of Town of Hebron owned open space by Hebron farmers be implemented which requires the farmers to provide a certificate of insurance and a suitable and maintainable cover crop and that any future land to be farmed must be approved by the director of Parks and Recreation. M. Gauthier seconds and the motion passes unanimously (6-0-0).

The following documents were provided to the Commission:

- January 25, 2010 Agenda;
- Parks and Recreation Commission 2011 meeting schedule;
- Recreation Programs, proposed budget 2011-2012;
- Fund 004, Revenue, Expenditure and Fund Balance Analysis;
- Recreation 3103 Object of Revenue 11-12;
- Recreation Programs, proposed budget 2011-2012 Line Item Detail;
- Parks-Recreation-Schools 2011-2012 Object of Expenditure, Plan 1;
- Parks-Recreation-Schools 2011-2012 Object of Expenditure, Plan 2;
- Eagle Scout, Leadership Service, Project Workbook (16 pages);
- Fund 15, Object of Expenditure;
- January 19, 2011, Memo from R. Calarco to the Commission;
- Parks and Rec Commission Coordinator Updates for January, 2011;
- Parks and Recreation Programs Update, April 19, 2010 Updated (4 pages); and,
- December 14, 2010 Minutes

- Parks

R. Calarco stated that one vandal has been apprehended and that he will be asking for full restitution.

- Programs

R. Calarco reported that basketball is having a good season.

- Administration

R. Calarco reported that they are waiting for IT to finish a few items and once that is complete the office can move to Burnt Hill.

R. Calarco reported that while the brochure came out good, the deadline was missed by 4 weeks.

7. Committee update

R. Calarco and P. Hartan reported on their recent positive meeting at RHAM. R. Calarco noted that RHAM cameras may be of assistance regarding the continued vandalism at Veterans.

8. Acceptance of December 14, 2010 special meeting minutes

Some members stated that they did not have an opportunity to review the minutes in advance of this matter.

Motion:

P. Hartan moves to table the approval of the December 14, 2010 special meeting minutes. A. Fitzpatrick seconds and the motion passes unanimously (6-0-0).

9. Next Meeting's Topics

- Youth Leagues


The youth groups will be invited to the February meeting, March will be reserved to discuss Programs and in April, the Commission can review for the upcoming May meeting with RHAM staff.

10. Adjournment

Motion:

K. Jardin moves to adjourn the meeting at 10:03p.m. R. Pourdier seconds and the motion passes unanimously (6-0-0).

Respectfully submitted,


Jillene B. Woodmansee
Board Clerk