

**TOWN OF HEBRON  
PARKS AND RECREATION COMMISSION  
SPECIAL MEETING  
MAY 25, 2010**

**RECEIVED**

2010 JUN - 1 P 1:28  
*Carole A. Johnson*  
HEBRON TOWN CLERK

Members Present: R. Poudrier, A. Fitzpatrick, A. Heneghan, and  
M. Gauthier

Members Absent: E. Ott, P. Hartan, and C. Natorski (all with notice)

BOS Liaison Present: D. Larsen

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 7:47p.m.

3. Citizen Comments/Correspondence

None

4. Budget Review

- Fund 4

Members discussed the current balance of Fund 4 and the history of the contributions to the Town. R. Poudrier reported on his discussion with Town Manager, Bonnie Therrien, and the inability of Fund 4 to continue to sustain the current level of contribution. R. Calarco reported that Fund 4 is on the BOS Agenda for June 4<sup>th</sup> but that the reason is currently unclear. D. Larson noted that the Commission needs to be able to discuss at the June 4<sup>th</sup> meeting where Fund 4 came from., and must be able to clearly establish it uses.

Members discussed that Fund 4 was created by ordinance and that FICA and health benefit payments are recent charges to Fund 4.

Members discussed the need to have a contingency in Fund 4 and noted that 7 ½ % may be sufficient. R. Calarco stated that the Commission needs to obtain assurance from the BOS and BOF that a contingency will remain in the fund. R. Poudrier discussed his concern that Fund 4 will be viewed as a revenue stream.

R. Calarco noted that he does not wish to institute a surcharge for users and a way to generate revenue.

R. Calarco discussed upcoming expenses to be paid out of the Fund 4 including the switch of the recreation software and the move of the offices to Burnt Hill Park.

Members briefly discussed the process in which an ordinance gets revised.

- Fund 1

R. Calarco reported that the BOF did not ask for anything from Parks and Rec. for the latest cuts to the budget.

R. Calarco reported on the grants for the photo cells and that four (4) companies bid the project. He noted that the bid for 58,000 was for high end photo cells from the lower bidder and that his projection is that the photo cells will cut 65% - 75% from the current electric bill, although he acknowledged that the electric bill will increase slightly when the offices move to Burnt Hill.

5. Park Project Review

6. Burnt Hill

R. Calarco reported that he has been getting bids for the cost of telephones and internet. He also reported on the projected costs for air conditioning, heating, flooring and bathroom facilities. Members discussed that the move to Burnt Hill gives the Town additional meeting space and frees up needed space at Town Hall.

7. Director's Report

The following documents were provided to the Commission:

1. May 3, 2010, Memo from R. Calarco to B. Therrien regarding Fund 4 Goals;
2. Document entitled "Fund Balance";
3. Summary of Fund 4 for years 04-05 through 09-10;
4. Update document regarding Burnt Hill Operations;
5. Recreation Tracking Software, VSI Quote Number 16277;
6. Active Community Solutions, Current Application version
7. Document entitled "Parks and Recreation Office Move to Burnt Hill"
8. Parks and Recreation Commission Update;
9. Document which gives costs for Programs in Hebron versus Glastonbury and East Hampton;
10. Price list for 2010 Youth Sport Programs;
11. Schedule for Camp Discovery 2010; and,
12. April 19, 2010, Parks and Recreation Programs Update.

Parks

R. Calarco reported that they will not be doing as much at Old Colchester as they had originally planned and that Hebron El. Has \$92,000 left and he expects the bids to come in just at that and that \$12,000 will remain for the Church Street parking.

R. Calarco reported on that there have been complaints about locked bathrooms at Burnt Hill but that many of the youth groups have not picked up their available keys.

R. Calarco reported on graffiti at Veterans and that he has already discussed the issue with the resident trooper who will be increasing his patrols in that area.

R. Calarco reported that his staff is mowing 200 acres per week and he discussed the new law which does not allow the use of pesticides at elementary schools and the alternative ways he has been dealing with the weeds.

R. Calarco provided members with a sketch of the proposed shed baseball wants to put at Burnt Hill. Members agreed that if a storage shed is to be placed at Burnt Hill it should be the same design and color as the current irrigation building. Members discussed the alternative of having a concession building with half designated for storage. Members agreed that they will need additional information from baseball if they are to allow a storage building.

### Programs

R. Calarco reported that registrations are beginning to come in for the summer camp programs. He also noted that registration has increased and so that there will be two (2) adult softball teams and three (3) adult tennis teams. He stated that the skate park program is almost filled for the summer and that there have been many positive comments regarding the changes made in the camp programs for Preschool, Kindergarten and first grade.

R. Calarco reported that PREP is full at seventy seven (77) for next year and that a.m. care is at thirty three (33).

R. Calarco reported that the summer brochure is out and that it was done at no cost to Parks and Rec. because of the sell out of the advertising space.

### 8. Acceptance of April 28, 2010 meeting minutes

It was noted that throughout the document "prep" should be corrected to "PREP" and that "airline trail" should be corrected to "Airline Trail."

On Page 2, it was noted that in the third paragraph, the word "Regulations" should be added at the end of the first sentence. On Page 3, in the fifth paragraph "schedule" should be corrected to "scheduled."

### *Motion:*

*A. Fitzpatrick moved to accept the April 28, 2010, minutes as amended.*

*A. Heneghan seconded and the motion passed (4-0-0).*

9. Next Meeting's Topics

R. Calarco reported that June's meeting topic will be basketball and that the Town Manager, Bonnie Therrien, will be invited to attend the meeting.

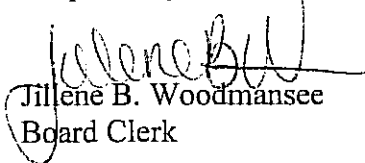
A. Fitzpatrick reported that she had attended the All Boards meeting and the topic covered in the meeting was FOI.

10. Adjournment

*Motion:*

*R. Poudrier moved to adjourn the meeting at 9:28p.m. A. Heneghan seconded and the motion passed unanimously (4-0-0).*

Respectfully submitted,

  
Jilene B. Woodmansee  
Board Clerk