

**TOWN OF HEBRON
PARKS AND RECREATION COMMISSION
REGULAR MEETING
JUNE 22, 2010**

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Members Present: R. Poudrier, A. Fitzpatrick, C. Natorski, E. Ott, M. Gauthier, P. Hartan (in at 7:35pm) and A. Heneghan (in at 7:50pm)

Members Absent: None

BOS Liaison Present: D. Larsen (in at 7:36pm)

Guests Present: B. Therrien, Town Manager
Don Kenney, citizen
Ken Jardin, citizen

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 7:31p.m.

3. Citizen Comments/Correspondence

Hebron resident, D. Kenney, stated that he has filed an application to allow him to operate a hot dog cart at Burnt Hill. He stated that he operates a State approved cart which is self-contained and pulled behind his truck. He noted that his hours can be flexible and that he is willing to make a donation of his profits back to the park.

R. Calarco noted that the football league runs a concession stand in the fall for a fundraiser and any conflict with the leagues would have to be considered.

D. Kenney exited the meeting at 7:38pm.

C. Natorski noted that town demographics should be considered and A. Fitzpatrick discussed the for-profit versus not-for-profit consideration.

B. Therrien noted that some towns put out a request for bid and D. Larsen stated that this could be looked at as a potential revenue source. R. Calarco stated that he would obtain additional information for the Commission and put the matter on the agenda for August.

4. Discussion with Town Manager, Bonnie Therrien

B. Therrien thanked the Commission for their volunteer service to the Town.

R. Poudrier asked B. Therrien what to expect from the upcoming BOS meeting. B. Therrien stated that the purpose is to educate the BOS about Fund 4 and come up with a plan regarding the future contributions to the Town from it. R. Calarco noted that it is difficult to come up with a surplus projection and reviewed all of the ways he has worked to bring expenditures down.

R. Poudrier noted that funds from the cell tower lease (Fund 15) are necessary for park operations and that \$20,000 per year is used for purchasing park equipment. A. Fitzpatrick noted how this saves CIP dollars. B. Therrien reported that she has received an offer to buy out the cell tower lease for \$800,000. Commission members and B. Therrien agreed that the offer for the cell tower buy out needs extensive research before a decision can be made.

B. Therrien stated that one outstanding issue with regard to the move of the Parks and Recreation offices to Burnt Hill remains the permits. She also noted that R. Calarco will need to provide specific costs associated with the move to the BOS before they vote. R. Calarco discussed specific costs including heating, electrical and phones. The continued ability to access the Town's server was also noted. B. Therrien questioned the proposed timing of the move to Burnt Hill and R. Calarco responded that December would be ideal.

R. Calarco reported that the *Norwich Bulletin* abruptly ceased its business regarding the brochures. Members discussed alternative ways in which to get the brochure published and distributed and the need to find someone quickly for the fall brochure.

R. Calarco discussed with Commission members the need to change from RecWear to RecTrack software and the associated costs. He noted that it may not be possible to transfer the data over and that it may have to be manually inserted. A. Heneghan suggested that R. Calarco looked into "Tech Soup" as a way to purchase software at a discount. R. Calarco also discussed that there is an additional fee to purchase the software which would allow Internet registrations.

5. Park Project Review

R. Calarco reported that he hit a pocket of loam at Hebron El. and that he hopes to bring this project in under budget. He noted that his goal is to finish the project by mid-August but that watering is going to be a problem since he will be using a new grass seed product which will come in quickly but requires heavy watering.

R. Calarco discussed the new law, effective July 1st, which does not allow use of any product with an EPA number on school grounds and the three (3) exceptions which include bees, poison ivy and, invasive plants.

B. Therrien exited the meeting at 8:49pm.

R. Calarco requested that a small committee be formed to finalize the exact costs for the proposed move and determine how it will be paid for. Members appointed E. Ott and M. Gauthier for this committee.

7. Director's Report

The following documents were provided to the Commission:

- June 16, 2010, Memo from R. Calarco to the P&RC;
- Recreation 3103 Object of Expenditure 10-11 (2 pages);
- Recreation 3103 Object of Expenditure 09-10;
- June 8- Town Actual;
- 2009-10 Parks and Recreation Program Budget (2 pages);
- Cell Tower, Parks and Recreation 2010- 2016;
- Document entitled "Fund Balance";
- Parks and Recreation Office Move to Burnt Hill;
- Budge locations;
- Summary of Burnt Hill Park Options (5 pages);
- RecTrac VSI Quote number 1627;
- Town of Hebron Parks and Recreation Design (2 pages);
- Parks and Recreation Programs Update, April 19, 2010 Updated (4 pages);
- Park and Recreation Commission Update (2 pages);
- Hebron Parks & Recreation Rec Basketball 2010-2011 Evaluations;
- Hebron Parks & Recreation Travel Team Evaluations 2010-2011; and,
- May 25, 2010 Special Meeting Minutes.

R. Calarco asked the Commission for guidance regarding Shirley Hoffman who has a balance due to \$919.00. He reviewed that one of Ms. Hoffman's children was removed from the program a year and a half ago for violating policy and after attending a special school, she is now asking that he be reinstated into the program. The Commission agreed that she must pay her outstanding balance before reinstatement can be considered.

Parks

R. Calarco reported that he is still receiving complaints about the bathrooms keys but that baseball was given keys at the beginning of their season. He also reported that he will be moving some of the leagues around for fall because of the construction at Hebron El.

R. Calarco reported that he received a request from the Democratic Party to hold a meet and greet at the Burnt Hill pavilion and that he granted the request but made it very clear that it cannot be a fundraiser.

R. Calarco reported that it is hard to keep up with the mowing and gardening but they are doing the best they can with the guys that they have. He also noted that AHM is giving them help for July and August.

R. Calarco reported that RHAM wants to use Burnt Hill for fall soccer and that he wants RHAM in return to commit for the camps, something they have not been willing to do thus far. The Commission agreed that there needs to be an informal meeting with RHAM personnel and/or the RHAM Board to discuss outstanding issues and that a representative from the RHAM Board should be invited to the August 24th meeting.

Programs

R. Calarco reported that the summer camps are at record numbers.

The Commission appointed P. Hartan and A. Heneghan to the program committee. A. Heneghan stated that the policy needs to be written prior to the selection of coaches. P. Hartan added that any information about coaches needs to come from Josselyn and Jared since they are present at the games.

R. Calarco reported that Marlborough is not in favor of pulling out of the 7th and 8th grade girls' basketball league.

Permits

The Commission agreed to create a policy regarding vendors selling food at the park.

7. Acceptance of May 25, 2010 meeting minutes

It was noted that on page 1, the last sentence in the first paragraph under "Fund 4" should read, "D. Larson noted that the Commission needs to be able to discuss at the June 4th meeting where fund 4 came **from**, and must be able to clearly establish **its** uses." The fourth paragraph under the same heading should read, "R. Calarco noted that he does not wish to institute a surcharge for users as a way to generate revenue.

On Page 2, under the heading of "Park Project Review" it should read, "This Agenda item is covered under Agenda item #7, Director's Report, Parks."

On Page 3, in the first paragraph "Has" should be corrected to "has" and the second paragraph should read, "R. Calarco reported that there have been..." In the fifth paragraph, the last sentence should read, "Members agreed that they will need additional information from baseball before they allow a storage building." Under the heading of "Programs", in the second sentence the words "so that" should be removed.

Motion:

A. Fitzpatrick moved to approve the May 25, 2010, minutes as amended. A. Heneghan seconded and the motion passed (4-0-2, P. Hartan and C. Natorski abstained).

9. Next Meeting's Topics

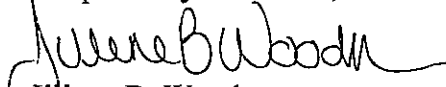
R. Calarco reported that the next meeting is scheduled for August 24, 2010, and the proposed agenda topics include vendor permits and a meeting with RHAM.

10. Adjournment

Motion:

A. Fitzpatrick moved to adjourn the meeting at 9:55p.m. C. Natorksi seconded and the motion passed unanimously (6-0-0).

Respectfully submitted,



Jillene B. Woodmansee

Board Clerk