

TOWN OF HEBRON
PARKS AND RECREATION COMMISSION RECEIVED
REGULAR MEETING
August 24, 2010

2010 SEP -1 P 1:16
[Handwritten Signature]

Members Present: R. Poudrier (in at 7:30pm), A. Fitzpatrick, M. Gauthier, P. Hartan (in at 7:32pm) and A. Heneghan (in at 7:33pm)

Members Absent: None

Alternates Present: K. Jardin

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

Guests Present: Stephanie Haines, 92 Niles Rd., Amston
Patty Pekarski, Hebron Elementary School
Richard Griswold, 520 W. Main Street, Representing Hebron Lions

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

1. Ascertain a Quorum

A quorum is present.

2. Call to Order

A. Fitzpatrick called the meeting to order at 7:30p.m.

3. Citizen Comments/Correspondence

None

4. New Business

Permit Approval & Future Proposals

Stephanie Haines, Patty Pekarski, and Rich Griswold are present to discuss their proposal to hold a fundraiser at Burnt Hill Park. S. Haines stated that the "Friends of John" would like to hold a concert at Burnt Hill Park to benefit the family of a young man from Hebron who is battling cancer. The proposed date for the concert is Saturday, September 25th with a rain date of Sunday 26th from 4:00pm to 7:00pm. She noted that the fundraiser will also include the sale of concessions and games for children as revenue resources and that the charge will be per family. Members discussed with the guests the need to have event insurance, required health department approvals, that the park can sustain 400 to 500 cars and, that no alcohol is permitted on the premises.

R. Calarco stated that no formal policy has been formulated by the Commission to deal with use of the park in this manner. He stated that he highly endorses the use of the park for this event and that a financial report will be required from the organizers at the conclusion of the event to ensure that the funds raised were donated to the cause.

R. Calarco also stated that the Parks and Recreation Department will donate the fees for the use of the Park back to the cause and will also donate use of some equipment for the children's games. Members discussed any potential conflict with youth leagues utilizing the park on the day of the event and it was determined not to be an issue.

Motion:

A. Heneghan moved to approve the request of the "Friends of John" to hold a fundraising event on September 25th with a rain date of September 26th with the following conditions:

- *There can only be a charge only to enter the Picnic Pavilion area;*
- *Liability event insurance must be obtained;*
- *Organizers must provide documentation of all funding and a formal written statement when funds are used; and,*
- *Approval for this use only; which is for a benefit to the Town's resident assistance with their health bills.*

In addition, the fees associated with this use of the Town Park will be donated by the Parks and Recreation Department to the cause. C. Natorski seconded and the motion passed unanimously (6-0-0).

Members discussed that the flyer can be posted on the Parks and Recreation website and that an email can be sent out. In addition, A. Heneghan questioned if the Parks and Recreation Department could donate a gift certificate for the raffle. S. Haines also stated that volunteers will be needed on the day of the event to help with parking and to sell tickets.

The guests exited the meeting at 7:25pm

RHAM

R. Calarco reported that he has not received a response to his request for use of the RHAM buildings in the summer in lieu of reimbursement for marking fields, fertilizer, etc. It was agreed that C. Natorski, P. Hartan and R. Calarco should meet with a RHAM Board of Education member representing Hebron and Superintendent Siminski.

Vendor Proposal

Members agreed to combine the sub-committees for vendor proposals and open space into one with a charge to develop policies as to town owned property such as parks and/or

open space and that E. Ott, C. Natorski and A. Heneghan will serve on this sub-committee.

Basketball

R. Calarco reported that a sub-committee is needed to review coaches and it was agreed that P. Hartan and K. Jardin will serve on this sub-committee.

Fund 4

It was agreed that the Fund 4 sub-committee made up of A. Fitzpatrick, P. Hartan and R. Poudrier should also handle revenue incentives.

R. Poudrier reported on the discussion of Fund 4 which occurred at a recent BOS meeting. He stated that he presented the BOS with a step down over the next five (5) years to a 7 ½% contingency and that he believed his proposal was well received by the BOS. R. Calarco reported that in accordance with the Town Charter, the Commission must recommend expenditures and revenues of Fund 4 and that Town Manager, B. Therrien, would like to have shown the \$28,000 contribution from the budget. In addition, funds expended and which are reimbursed from the youth groups are now to show in both expenditures and revenues.

Motion:

A. Fitzpatrick moves that relative to book keeping entries for FY 2010 – 2011, the Commission approves revenue into Fund 4 of \$679,733.00 which includes the donations of youth groups in the amount of \$25,000 and also shows the transfer from contingency fund of 11,000.00 for expenditure total of \$679,678.60 which includes spending of youth groups donations for fertilizer and paint and also the contribution to the general fund in the amount of \$28,000. P. Hartan seconded and the motion passed unanimously (7-0-0).

R. Calarco reported that the finance department recently made him aware of a credit card fee bill in the amount of \$6,000.00 which is owed. He explained that the waiver of these fees which was negotiated by former finance director, Michael Hillsberg, but that the details of that negotiation are not currently known. Members discussed the impact these charges would have on Fund 4 and the community since the fees for this year have already been established. D. Larson noted that these fees need to be considered moving forward and that further negotiation with the credit card company needs to occur and K. Jardin added that the validity of these charges needs to be confirmed.

Motion:

R. Poudrier moves that WHEREAS, the Parks and Recreation Commission has already set fees for FY 10-11 and FY 09-10 is over, and, WHEREAS, the potential impact of credit card fees would have a detrimental affect on the current program, and WHEREAS, the missing credit card fees represents a mistake from another Town Department, THEREFORE, we decline to make this deduction from Fund 4 at this time. A. Heneghan seconded and the motion passed (7-0-0).

Move to Burnt Hill Park

E. Ott and M. Gauthier have already been assigned to the sub-committee dealing with the move.

E. Ott reviewed the associated cost of the move and that the high estimate is \$33,000. Members discussed the benefit to the Town regarding the added space in Town Hall and R. Calarco stated that the move is potentially scheduled for December.

R. Calarco discussed that the hours of operation for the office will be daily from 8:00am – 3:30pm and that safety concerns regarding having an employee alone in the office have been addressed, as well as, access to the meeting space and facilities.

Motion:

A. Fitzpatrick moves to approve the Parks and Recreation Consolidation Plan in the amount of \$33,000 from Fund 4. E. Ott seconded and the motion passed unanimously (7-0-0).

Baseball Request

R. Calarco referenced the hand-out received in members' packets with a drawing of the shed which baseball would like to install at Burnt Hill for equipment storage. Members agreed that additional information is needed from baseball before they discuss the matter further and A. Fitzpatrick stated her support for one large building to be erected at the park to be used by all youth groups for equipment storage and possible concession stand.

5. Director's Report

The following documents were provided to the Commission:

- 4 page document entitled "Fund Balance" showing outline, current and proposed;
- Document entitled "Impact of credit Card Fees;
- April 19, 2010, Updated Parks and Recreation Programs;
- 15 page document regarding use of RHAM facilities including emails and Request Forms for Use of School Facilities;
- July 9, 2010, email from B. Therrien to R. Calarco regarding use of open space;
- June 7, 2010 Facilities Request Form from Donald Reeney;
- Basketball 2010, Coaches Selection Process;
- Sketch regarding a typical 10' Wide Carefree A-Roof Model Shed;
- Document entitled "Cell Town 10-11"
- 3 page document entitled "Move to Burnt Hill Park;"
- Burnt Hill Park Storage Shed Buildings, Amended Site Plan;
- August 24, 2010, email from Tyle Renake to R. Calarco regarding movie filming at Burnt Hill Park;

- Fall 2010 (Updated 8/10/10) Programs;
- July 22, 2010 letter from Stephanie Haines to R. Calarco;
- August 17, 2010 Update to the Parks and Recreation Commission from R. Calarco;
- August 10, 2010 memo from R. Calarco to B. Therrien regarding the Brochure; and
- July 2, 2010 letter from J. Watt to K. Jardin regarding appointment as alternate.

Parks

R. Calarco stated he is working with the Town of Colchester regarding a property exchange regarding the spur and that he is working to clear up ownership of a parcel of land abutting Burnt Hill Park.

R. Calarco noted that due to some serious illnesses of staff, they are behind on maintenance of the parks.

R. Calarco reported that he continues to work with the insurance adjuster regarding the vandalism which occurred at Veterans and that he remains concerned about getting the soot cleaned. He noted that the building is closed and that one port-o-potty has been brought onsite.

Programs

R. Calarco reported that the summer programs did exceptionally well this year.

Brochure

R. Calarco reported that the BOS approved the 2 year commitment required by *Horizons* for the brochure and that the mailing will not have any associated postage costs. He also stated that Horizons will donate 20% back for any add sold over \$5,000.00.

R. Calarco reported on request received to film a movie at Burnt Hill Park. Members discussed past filming of movies on town property and requested that R. Calarco remind the individual that the park will be in use and that he does not have the authority to ask people to move.

R. Calarco reported that the proposed salt storage facility is on hold.

7. Acceptance of June 22, 2010 meeting minutes

It was noted that on page "D. Larsen" should be corrected to "D. Larson."

On Page 2, it was noted that in the third paragraph, fourth sentence, "note" should be corrected to "noted." In the fifth paragraph, first sentence, "RecWear" should be corrected to "RecWare" and "RecTrack" should be corrected to "RecTrac." In the same paragraph, in the third sentence "looked" should be corrected to "look."

In the 6th paragraph "loom" should be corrected to "loam: and in the 7th paragraph the sentence should read, "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 its three (3) exceptions which include bees, poison ivy and, invasive plants **providing approval from the Superintendent of Schools.**

On Page 3, the 9th bullet item "Budge" should be corrected to "Budget."

Motion:

P. Hartan moved to approve the June 22, 2010, minutes as amended. C. Natorski seconded and the motion passed unanimously (7-0-0).

9. Next Meeting's Topics

The next meeting is scheduled for September 21, 2010, and one proposed agenda item is the RHAM Board.

10. Adjournment

Motion:

A. Fitzpatrick moved to adjourn the meeting at 9:50p.m. A. Heneghan seconded and the motion passed unanimously (7-0-0).

Respectfully submitted,

Jillene B. Woodmansee
Board Clerk