

**TOWN OF HEBRON
PARKS AND RECREATION COMMISSION RECEIVED
REGULAR MEETING
SEPTEMBER 21, 2010**

2010 SEP 28 P 1:02

Ann E. Duquesne
HEBRON TOWN CLERK

Members Present: R. Poudrier, C. Naturski, E. Ott, M. Gauthier

Members Absent: A. Fitzpatrick and A. Heneghan

Alternates Present: K. Jardin

BOS Liaison Present: D. Larson (in at 7:42pm)

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. K. Jardin is seated as a voting member.

3. Citizen Comments/Correspondence

R. Calarco reported that the office has received several inquiries into the Church Street/Johnson property. It was agreed that R. Poudrier should prepare a letter to the Town Manager regarding action by the Town to get the appropriate easement rights.

4. New Business

Permit Approval & Future Proposals

R. Calarco stated that this sub-committee will decide policies including which vendors will be allowed to use the park and if there will be an associated charge to these vendors.

Fund 4

R. Calarco reviewed for the Commission an August 19th email from Elaine Griffin, with regard to the credit card fees charged for last fiscal year. The Commission asked for specific dollar amounts. R. Calarco reported that the charge appears to be \$.17 per credit card transaction and that the department took in \$500,000.00 in total revenue last year. The Commission agreed that the numbers do not add up to the \$5,900.00 being charged. The Commission requested that R. Calarco provide the following information:

1. How many credit card transactions were made last fiscal year?
2. Exact dates and times for all credit card transactions last fiscal year?

3. Current cost of credit card fees as of September 21, 2010?
4. How the Town distinguishes between departments for the credit card fees?
5. Any Town policies regarding credit card use fees payments.
6. Who signed the contract with Webster Bank related to these fees?

K. Jardin noted that the Town has set a precedent by paying these credit card fees for the past several years and the Commission agreed that the request for payment of \$5,900.00 should continue to be denied until further documentation can be obtained and reviewed.

R. Calarco noted that in order to cover these charges, program fees will need to be increased by 8% - 10%.

R. Calarco discussed some difficulties he has encountered over the last several months while adhering to the new Town policy regarding obtaining bids.

Move to Burnt Hill Park

R. Calarco stated that he met with the BOS and that the Town Manager doesn't see any issues with the move. He reported that work for the boiler and the air conditioning has gone out to bid and that this Thursday he is going to the IT Committee.

RHAM

C. Natorski reported that she, P. Hartan, R. Calarco, Superintendent Siminski, Scott Leslie, Principal, Mark Logan, Kevin Kainitis, Don Wilson, Assistant Principal and Josselyn Salafia met on September 7, 2010. All agreed that the meeting was positive. R. Calarco reported that RHAM has agreed to give Hebron Parks and Rec. preference for the summers for the gyms at the high and middle schools and the tennis courts and in return RHAM gets the use of Veterans. With regard to any future cooperation, R. Calarco reported that Dr. Siminski was hesitant to commit because he has been told that any sweeping and painting of lines may not occur in the future.

With regard to gym time, R. Calarco stated RHAM will evaluate it again at the end of the year but that they have agreed to split it equally three ways between Andover, Marlborough and Hebron.

P. Hartan stated that the feeling in Town is that RHAM students should not be allowed to play on the competition field at RHAM because it is thought to be unsafe. R. Calarco stated that in RHAM's defense, they have been unable to use any products with an EPA number because of the new law.

Open Space

R. Calarco stated that this sub-committee will develop policies regarding use of Town land. As an example, R. Calarco discussed the farmers who currently hay Town land.

Baseball Request

R. Calarco stated that baseball wants to place a storage shed at Burnt Hill. Commission members requested that next month's Agenda include a discussion regarding the youth group's requests for structures at Burnt Hill Park. It was also requested that R. Calarco have for next month's meeting a site plan with contours for Burnt Hill. D. Larson noted that the use and liability regarding these buildings should be included in the discussion,

Revenue Incentives

R. Calarco noted that revenue incentives are directly linked to Fund 4.

5. New Business

Cell Tower

R. Calarco reported that the Town refused the buy out option for the cell tower which is a benefit for park operations.

Grants

R. Calarco reported that he is looking into a few small grants which are available.

6. Director's Report

The following documents were provided to the Commission:

- August 24, 2010 Minutes;
- September 17, 2010, correspondence to R. Calarco from Carolyn McEvitt, Hebron 4-H Horse Club Leader;
- September 14, 2010, correspondence to P&R Dept. from Kathleen Visinski;
- September 16, 2010, Updates from R. Calarco;
- Article entitled "Sports Turf 101" from *Recreation Management*;
- Parks and Recreation Fund 1 Balance Sheet;
- Parks and Recreation 2010-2011 Budget;
- Cell Tower 10-11 Expenditures;
- Park Project Fund 025, Expenditures;
- Program Updates for September 2010;
- Parks & Recreation Programs Update, April 19, 2010 Updated;
- September 8, 2010 correspondence from Donald Wilson, Assistant Principal of RHAM to Ellen Clifford, R.H.A.M. Youth Football & Cheerleading; and,
- Regional School District No. 8, Request Form for Use of School Facilities by R.H.A.M. Cheerleading dated June 2, 2010.

Parks

R. Calarco stated that one park employee is extremely sick and another is also not well. The reduced staff has caused the Department to get behind on several planned projects including the roof at Veterans, the airline trail and Old Colchester.

R. Calarco stated his thanks to midget football for the help with the painting of the fields.

R. Calarco reported that there has been an electricity breakdown at Veteran's and as a result there is no irrigation. He continues to work on getting it fixed.

R. Calarco reported that they have cut a new path through the back of the circle at Burnt Hill and there is now a 3 mile course through the park.

Programs

R. Calarco stated that the brochure will be mailed out next week and that press releases have been sent regarding basketball try-outs. He also noted that they are still in need of non-scary volunteer for Halloween.

With regard to basketball, R. Calarco reported that Marlborough voted against leaving the Andover league so there is no choice for Hebron but to remain in that league.

R. Calarco reported that:

- Prep is at a record number of 77;
- There is 19 in kindergarten;
- Yoga, Pilates and Zumba are doing well; and,
- There has been a substantial increase in the adult tennis program.

R. Calarco stated that the Town has requested that all youth group funds be run through Fund 4.

R. Calarco reported that the B. Therrien, Town Manager, stated that he may need to come back before the BOS regarding Fund 4. The Commission agreed that the proposal for Fund 4 was made at the previous meeting with the BOS and asked that D. Larson find about exactly what else the BOS needs.

7. Acceptance of August 24, 2010 meeting minutes

It was noted that on Page 2, in the first bullet in the Motion should read, "There can only be a charge to enter the Picnic Pavilion area;" and the last bullet item should read, "Approval for this use only, which is for assisting a towns' resident with their health bills." On the same page, the time the guests exited the meeting should be corrected to 7:55pm.

On Page 3, in the second paragraph under the heading "Fund 4" the second sentence should read, "He stated that he presented the BOS with a step down plan over the next five (5) years..."

On Page 5, in the ninth bullet item, "Town" should be corrected to "Tower."

Motion:

C. Natorski moves to approve the August 24, 2010, minutes as amended. R. Poudrier seconded and the motion passed unanimously (7-0-0).

8. Next Meeting's Topics

The next meeting is scheduled for October 26, 2010, and C. Natorski requested that a discussion regarding the Church Street parking lot be included in the Agenda.

9. Adjournment

Motion:

E. Ott moves to adjourn the meeting at 9:15p.m. P. Hartan seconded and the motion passed unanimously (6-0-0).

Respectfully submitted,


Jillene B. Woodmansee
Board Clerk