

**TOWN OF HEBRON  
PARKS & RECREATION COMMISSION  
REGULAR MEETING  
OCTOBER 26, 2010**

Members Present: R. Poudrier, A. Heneghan, C. Natorski, A. Fitzpatrick,  
M. Gauthier, E. Ott  
Members Absent: P. Hartan  
Alternates Present: K. Jardin  
BOS Liaison Present: D. Larson  
Staff Present: R. Calarco, Director of Parks & Recreation

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HEBRON TOWN CLERK

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**1. Ascertain a Quorum**

A quorum is present.

**2. Call to Order**

R. Poudrier called the meeting to order at 7:32 p.m. K. Jardin is seated as a voting member.

**3. Citizen Comments/Correspondence**

R. Calarco reported that the office had received a letter from Hebron resident Dave Morrison regarding the conditions of Burnt Hill Park. Rich confirmed that a shortage of manpower due to several employee illnesses and the dry summer conditions left the Park with several outstanding projects to be completed. A. Fitzpatrick commented that the original estimated manpower needs would have been appropriate to maintain the parks.

R. Poudrier reported on an e-mail conversation with Hebron Town Manager Bonnie Therrien regarding the Town's newly adopted Ethics Policy. Bonnie offered to attend the next Commission meeting, but Rob replied it was not necessary at this time.

**4. Acceptance of September 21, 2010 meeting minutes**

The following changes were noted: RICH TO PROVIDE CHANGES.

M. Gauthier moved to approve these minutes as amended. C. Natorski seconded the motion. The motion passed 5-0-2, with A. Fitzpatrick and A. Heneghan abstaining.

**5. Old Business**

**Grants**

R. Calarco stated the Board of Selectmen has provided approval to apply for a CIP Grant for Burnt Hill Park improvements. Rich is also evaluating Energy Grants from the State of

Connecticut, which are provided when old equipment is traded-in for more energy efficient equipment.

### Signs

C. Natorski initiated discussion on proposed signs and penalties to keep horses off all Park athletic fields. R. Calarco agreed to review park policies for existing ordinances.

## **6. New Business**

### CIP

R. Calarco reviewed the new budget with the Commission. The plan calls for replacing three mowers over the next three years, as these mowers have many service hours and need replacement. R. Calarco is evaluating the use of propane or diesel mowers for fuel economy.

### Recreation Special Revenue Fund - Contingency Policy

Motion:

R. Poudrier moved to approve the Recreation Special Revenue Fund - Contingency Policy, which is written as follows:

*The Parks and Recreation Commission will review Recreation Special Revenue Fund (Fund 4) and the five year plan bi-annually, in accordance to Article III, Section 42-9 through 42-12 of the Town Code of Ordinances.*

*In an effort to accommodate budgetary operations, the Fund will maintain a contingency of not less than 7.5% of current year projected revenues.*

A. Fitzpatrick seconded the motion. The motion passed unanimously (7-0-0).

### Credit Card Fees

R. Poudrier and R. Calarco reported they and P. Hartan had met with Finance Director Lisa Hancock regarding credit card fees. Lisa told them no credit card fees for the last fiscal year would be charged to Fund 4. They also reported they don't anticipate any credit card fees for the current year to be charged to Fund 4. More work needs to be done researching records to understand future credit card fees.

## **7. Director's Report**

The following documents were provided to the Commission:

- September 21, 2010 Minutes;
- Parks and Recreation Capital Improvement Program;

- Parks and Recreation Program Fund 4 Budget;
- Parks and Recreation Program Fund 1 Budget;
- Core Services for the Parks and Recreation Department;
- Program Updates for October 2010;
- Hebron Parks and Recreation Fall 2010 brochure;

### Parks

R. Calarco reported that the various sports programs in town are going well, and A. Heneghan stated she has received compliments regarding field conditions. The Baseball program needs to provide game and practice schedules.

R. Calarco stated that the Purchasing policy makes it difficult for vendors to submit bids. The solar panels are on back order, and the State Energy Audit is scheduled for November 18<sup>th</sup>.

The easement on Church Street is not finalized yet. R. Calarco has discussed this issue with Bob Munson, who will work to correct the deed issues pertaining to this Strickland property.

R. Calarco reported that repairs have been done to the restroom facilities at Veteran's Park, following vandalism that occurred in August 2010. The insurance claim has been settled at approximately \$9000.

### Programs

R. Calarco reported that the cross country race at Burnt Hill Park was a success with 32 participants, and they hope to grow it next year.

The Parks & Recreation staff are ready for the October 29<sup>th</sup> Halloween program, and had received much volunteer support from various groups.

The Basketball Travel teams are established and registrations are coming in for the Basketball recreational program.

A. Heneghan reported that children with the Church of the Holy Family need community service projects and would be available to support Parks & Recreation programs.

## **8. Committee Reports**

### Open Space and Vendor Proposals

As a liaison member, C. Natorski reported that the Open Space Commission discussed Forestry options at their meeting this month. This is a complex issue that initially would require resources to establish a forestry inventory. The Commission supports woodland management (thinning) to allow future growth.

R. Calarco stated a need for a policy regarding Vendor Proposals and Fund Raisers. The policy should address proposal guidelines and standards for acceptance. Proposals should be presented to the Commission with sufficient advance notice.

### **Burnt Hill Office Consolidation**

R. Calarco, E. Ott and M. Gauthier presented the Burnt Hill Office Consolidation plan to the Hebron Planning and Zoning Committee on October 26, 2010 and it passed. Progress continues on the facility and a January 2011 move is anticipated.

During the presentation, the use of storage buildings at Burnt Hill Park was discussed with the Planning and Zoning Committee. They would prefer one larger building; they are not in favor of multiple smaller buildings.

### **RHAM**

R. Calarco reported that Parks and Recreation would purchase one set of basketball scoreboard controls and RHAM would purchase a second set.

### **Beautification Committee**

D. Larson reported that the Board of Selectmen were considering establishing a Beautification Committee as a continuation of the 300 Year Anniversary Committee's efforts. Dan recommended that while this Committee is being established they should coordinate with the Parks and Recreation Commission to address areas that may overlap.

## **9. Next Meeting's Topics**

Motion:


*R. Poudrier moved to cancel the regular meeting scheduled for December 7, 2010 and schedule a special meeting for December 14, 2010.*

C. Natorski seconded and the motion passed unanimously (7-0-0).

## **10. Adjournment**

The meeting adjourned at 10:02 PM. The next special meeting is scheduled for December 14, 2010.

Respectfully submitted,

  
Kenneth J. Jordan

P&R Commission Alternate Member