

**TOWN OF HEBRON**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**SENIOR CENTER**  
**DECEMBER 14, 2010**  
**7:30pm**

**RECEIVED**

2010 DEC 21 P 1:28  
*Ann E. Duchesneau*  
HEBRON TOWN CLERK

Members Present: R. Poudrier, C. Natorski, E. Ott, M. Gauthier and  
P. Hartan (in at 7:55pm)

Members Absent: A. Fitzpatrick and A. Heneghan

Alternates Present: K. Jardin

BOS Liaison Present: D. Larson

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.

*Motion:*

*C. Natorski moved to seat K. Jardin as a voting member. E. Ott seconds and the motion passes unanimously (5-0-0).*

3. Citizen Comments/Correspondence

None

4. Committee Assignments

a. Election of Officers

R. Calarco reported that Officers must be elected for 2011. Members agreed that the officers from 2010 should remain.

*Motion:*

*C. Natorski moved to continue with the Commission leadership of R. Poudrier as Chairman and P. Hartan and Vice-Chairman for 2011. E. Ott seconds and the motion passes unanimously (5-0-0).*

b. Committee Assignments

Members agreed that the Committee assignments from 2010 will carry over to 2011.

c. 2011 Meeting Calendar

R. Calarco stated that regular meetings for 2011 will remain on the 4<sup>th</sup> Tuesday of each month with November as a month off, but the location of the meetings will change to the offices at Burnt Hill Park.

*Motion:*

*K. Jardin moves to approve the meeting dates as presented. C. Natorski seconds and the motion passes unanimously (5-0-0).*

5. Old Business

a. Grants

R. Calarco stated that they were not awarded the CL&P grant and that he will reapply.

B. Airline Trail, energy, Equipment, Conservation

R. Calarco reported that he hopes to work on the stone dust on the Airline Trail this winter, weather dependant, and that he is ready to go with the energy cells and is just waiting for CL&P.

c. CIP 2011-2012

R. Calarco reported that he submitted to CIP for the pick up truck and mower and that CIP is contemplating changing the threshold from the current \$5,000 to \$25,000 next year.

d. Fund 4-5 year plan

R. Calarco stated that the BOS asked for a 5 year plan for Fund 4 when they met several months ago. He reported that Fund 4 is doing well this year and members discussed the contribution to the General Fund from Fund 4 in upcoming years.

6. New Business

a. 2011-2012 Budgets

R. Calarco stated that the Budget Committee will be analyzing the budget and discussing concepts to give guidance for the Commission. R. Calarco also discussed the changes to Fund 1 regarding the full time salary position and the difficulty it poses in explaining the upcoming budget.

P. Hartan entered the meeting at 7:55pm

R. Calarco reported on a meeting he had with Lisa Hancock, Finance Director, regarding the budget. Members discussed core services and that very little in the budget is optional. Members also noted that preparing the core services analysis was a time consuming project.

b. Fund 15

R. Calarco provided an outline of Fund 15 for the Committee to review.

c. Fund 4

R. Calarco discussed a request from the Town that two Christmas bonuses be paid out of Fund 4. Members discussed the appropriateness of paying these bonuses out of Fund 4. R. Calarco reported that Fund 4 will not be charged last years credit card fees. Members discussed that the additional credit card fees for next year may result in a 3%-5% increase on program fees. Members also discussed that a seasonal worker for 12 weeks is included in the budget to be paid directly from Fund 4. Members discussed the benefit of this seasonal worker and that it will not be charged to Fund 4 if other grants can be obtained.

7. Director's Report

The following documents were provided to the Commission:

- December 14, 2010 memo from R. Calarco to C. Pomproicz, Town Clerk regarding 2011 meeting schedule;
- 3/30/10 Parks and Recreation Commission Attendance
- Fund 004 – Recreation Program Fund, Revenue, Expenditure and Fund Balance Analysis;
- Parks-Recreation-Schools, 2011-2012 Object of Expenditure;
- Town Manager, Plan 1 and Plan 2, 2011-2012 Object of Expenditure;
- December 2, 2010 Budget Update;
- December 9, 2010 HVAC memo to B. Therrien from R. Calarco;
- Parks and Recreation Department document outlining mandated and priory services;
- Computer Program Software analysis of Initial and Annual costs for three companies;
- Parks and Recreation, Fund 15, Object of Expenditure;
- PREP 2010-2011 Tuition Schedule;
- Coordinator Updates;
- Draft Brochure for Winter Programs, 2011;
- Parks and Recreation Programs Update, April 19, 2010 Updated.

a. Parks

R. Calarco reported on the vandalism that has occurred at Burnt Hill and Veterans and his efforts to clean it up. Members and R. Calarco discussed purchasing cameras from Fund 4, options on how to get the gate closed at Veterans and if additional lightening should be installed around the buildings at Veterans. It was agreed that a letter should be sent to the BOS requesting that they inform the Police Department that each night at sunset the lot at Veterans should be verified empty and the gates locked. All members agreed to use Fund 4 to purchase cameras not to exceed \$500.00.

R. Calarco reported on the three (3) quotes he received for heating in the offices of Burnt Hill Park and that he will be going before the BOS this Thursday to obtain approval.

b. Programs

R. Calarco reported that basketball is going well and has 55 teams. He also discussed the difficulty with selecting teams after the RHAM tryouts and that better coordination and consistency is needed.

R. Calarco stated that registration for PREP is coming up and that the fee schedule will need to be reviewed.

R. Calarco reported that he hopes the winter brochure will go out by the last week of December or fist week of January.

c. Administration

R. Calarco reported that the electrical at the Burnt Hill offices has been completed, that Comcast will be out next week and, that he is waiting for the last section of flooring to come in. He noted that the connection with the Town server is still unknown at this time.

Members discussed the pros and cons for the three different options available for software.

*Motion:*

*C. Natorski moved to utilize funds from Fund 4 to purchase the RecTrac software. M. Gauthier seconds and the motion passed unanimously (6-0-0).*

R. Calarco reported on the meeting he had today with B. Therrien, Town Manager, and Dr. Robert Siminiski, Superintendent of RHAM, and that he was informed by Dr. Siminski that they would be closing the baseball field for one year. Members discussed inviting the Hebron members of the RHAM BOE to their January meeting and that the RHAM Committee and R. Calarco will be meeting again in January with RHAM representatives.

8. Acceptance of October 26th, 2010 meeting minutes

It was noted that on Page 2, under the heading of Parks, in the second paragraph, the second sentence should be a separate paragraph.

*Motion:*

*C. Natorski moved to accept the October 26, 2010 meeting minutes as amended. E. Ott seconds and the motion passes unanimously (6-0-0).*

9. Next Meeting's Topics

- a. Youth Leagues
- b. RHAM

Members discussed that since RHAM BOE members will be invited to attend the January, 2011 meeting the Youth Leagues will be asked to come in February.

10. 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