

**TOWN OF HEBRON
PARKS AND RECREATION COMMISSION
REGULAR MEETING
DECEMBER 8, 2009**

RECEIVED

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HEBRON TOWN CLERK
Asst

Members Present: R. Poudrier, C. Natorski, E. Ott, A. Fitzpatrick, A. Heneghan,
P. Hartan (in at 7:52pm) and A. Smith (in at 8:23pm)

Alternate Present: Machal Gauthier

Staff Present: R. Calarco, Director of Parks & Recreation
Jillene Woodmansee, Board Clerk

1. Ascertain a Quorum

A quorum is present. M. Gauthier is seated for A. Smith.

2. Call to Order

R. Poudrier called the meeting to order at 7:32p.m.

3. Citizen Comments/Correspondence

Machal Gauthier asked if motorized vehicles are allowed on State or Town land and C. Natorski responded that they are not.

4. Election of Officers

Motion:

A. Fitzpatrick moved to nominate R. Poudrier as Chairman of the Parks and Recreation Commission. A. Heneghan seconded and the motion passed (6-0-0).

Motion:

A. Heneghan moved to nominated P. Hartan as Vice Chairman of the Parks and Recreation Commission. R. Poudrier seconded and the motion passed (6-0-0).

Committee Appointments

Motion:

R. Poudrier moved that C. Natorski be the Parks and Recreation Commission representative on Open Space. A. Heneghan seconded and the motion passed (6-0-0).

A. Heneghan suggested that the Commission hold a workshop in order to clarify the role of the Commission, as well as, its three sub-committees (Program Committee, Facilities

and, Administrative). A. Fitzpatrick stated that she will check her files for a document which outlines the roles of each sub-committee. R. Calarco suggested that these topics be covered during the February regular meeting and noted that the Administrative and Facilities Committees can be combined. It was agreed that these topics will be included on the February regular meeting Agenda.

P. Hartan arrived at 7:51p.m.

2010 Meeting Calendar

Members agreed to keep the meetings at 7:30p.m.

Motion:

A. Fitzpatrick moved to approve the Amended Hebron Parks & Recreation Commission 2010 Calendar. C. Natorski seconded and the motion passed (6-0-0).

Commission members agreed to discuss an additional matter under Agenda item #3 Citizen Comments/Correspondence.

R. Calarco stated he received a thank you note for co-sponsoring a craft fair at the library.

R. Poudrier stated that he would like to discuss a matter relative to basketball. He stated that he believes that the matter should have been handled more directly, however, in the end, the action taken was done so following the spirit of the Commission. C. Natorski agreed that the matter should have been handled at the end of the season.

A. Fitzpatrick stated that she received a call from a citizen regarding this matter and she reviewed the conversation.

A. Heneghan stated that it should be remembered that each of the Commission members is volunteering their time for the community.

R. Calarco added that he agreed with the comments made by R. Poudrier. P. Hartan stated that he followed all Commission policy.

Commission members discussed how matters are documented by Parks and Recreation personnel and when it is appropriate to have matters brought before them.

A. Smith arrived at 8:23pm and M. Gauthier is unseated.

5. 2010-2011 P&R Budget

R. Calarco reviewed the different components of the Parks and Recreation budget including Fund 15 which is from the cell tower. He stated that \$40,000 is contributed back to the general fund. He noted that Fund 1 is dedicated to park operations with one exception being salary employees and that Jocelyn and Jared are paid by Fund 4. He noted that Fund 4 cannot withstand another hit.

R. Calarco reviewed his proposal for two year round crew members, two 32 week crew members and one 36 week crew member. He noted the overall impact of \$15,000 to the Town and that having another person would free him up to work in the office more.

C. Natorski questioned if overtime was a possibility for the crew members. R. Calarco noted that they could include a contingency for overtime rather than an additional part time person.

Members noted that Dan Larsen is now the BOS liaison to the Parks and Recreation Commission.

A. Smith noted that in the Programs Budget the skate park was down \$8,000. R. Calarco stated that it was due to the cost of labor.

A. Heneghan exited the meeting at 9:13pm. M. Gauthier is seated for A. Heneghan.

2010 – 2016 CIP

Members discussed the potential impact if additional property is purchased by the Town in 2010. Members discussed that CIP will meet for the first time in mid January and must be finished by the end of March and the time line of the Town budget.

R. Calarco stated that he met with Andy Tierney and that one proposal is to turn his pick-up over to the crew and get a half ton.

6. Hebron Elementary

R. Calarco stated that he has been to the BOE which has approved the plan for the field at Hebron Elementary. He stated that he will go before the Planning and Zoning Commission in January to obtain the necessary permits.

He noted that construction of the field will require 9,000 yards of fill of which he already has 2,500 and that there is no irrigation system planned for this field. He reviewed that the schedule is to begin construction the day after school dismisses for the summer.

Members discussed property on Church Street.

7. Office Relocation

R. Calarco discussed that the department is currently located in three locations, prep, the Town Office Building and Burnt Hill Park and that relocation to Burnt Hill will eliminate one of these locations.

R. Calarco reported that the Burnt Hill office allows for meeting space, 2 restrooms, will be ADA compliant and that \$2,000 is needed for flooring. He reviewed that the move will be paid for completely by Fund 4 and the Bond at no cost to the Town.

Members discussed the process to get the office relocation on the BOS Agenda.

Motion:

P. Hartan moved that the formal procedure be followed to get the potential move of the offices of the Parks and Recreation Commission to Burnt Hill Park on the BOS Agenda. C. Natorski seconded and the motion passed unanimously (7-0-0).

8. Director's Report – Programs, Parks and Parks Project

The following documents were provided by R. Calarco to the members of the Commission:

1. Parks & Recreation Commission 2010 Calendar dated 12/8/09
2. Document entitled "Update" dated 12/1/09
3. Parks and Recreation Program Budget for 2008-2009, 2009 – 2010 and 2010 - 2011
4. Parks and Recreation Capital Improvement Program FY 10/11 to FY 15-16
5. Parks and Recreation – Schools 2010 – 2011
6. Hebron Elementary School Athletic Fields Site, Grading and Storm Water Pollution Control Plan
7. Correspondence to Mike O'Leary, Andy Tierney and Donna Lanza from R. Calarco dated July 10, 2009, regarding Parks and Recreation Office
8. Fund 4 Balance Sheet
9. Parks and Recreation Updates
10. Parks and Recreation Programs Update dated 12/8/09
11. Minutes from the October 27, 2009 Regular Meeting

R. Calarco reported the following:

- The fields at Gilead will have to wait until Hebron Elementary is completed and that he is still debating about what to do about Old Colchester.
- A \$22,800 grant was received for stone dust for the trail and that the electricity in the pavilion is completed.
- Someone drove on the field at Old Colchester and the bathrooms at Veterans were vandalized.
- Work has started on the Veteran's baseball field.
- Basketball numbers are close to last year.
- Prep is going well with 69 enrolled for after school and 27 in the morning.
- They are working on getting more adult programs.
- The advertisement space in the *Norwich Bulletin* brochure is sold out and is coming out on December 18th.
- Applications for the youth groups are due on Friday.
- They are exploring the possibility of bringing back summer concerts.
- Veterans' has a water problem and he is looking into under drains.
- He needs to make a decision regarding the rec software that is 4 years behind.

- He continues to work on converting the baseball field to a 70' field.
- The soccer field grass is coming in.

In addition, R. Calarco recognized A. Smith for her service on the Commission and noted that this is her last meeting.

9. Acceptance of October 27th meeting minutes

There were no amendments to the October 27, 2009, meeting minutes.

Motion:

P. Hartan moved to accept the minutes from the October 27, 2009, Regular Meeting as written. E. Ott seconded and the motion passed unanimously (7-0-0).

10. Liaison Reports

C. Natorski reported that he 4H group has agreed to do signs for the trails but that they need direction from R. Calarco.

11. Next Meeting Topics

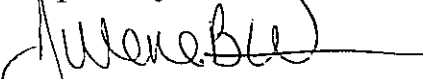
R. Calarco stated that the Youth Groups will be invited to the January, 2010 Regular Meeting and that the February, 2010, Regular Meeting can include an Agenda topic for review of the roles of the sub-committees.

12. Adjournment

Motion:

C. Natorski moved to adjourn the meeting at 10.15p.m. A. Fitzpatrick seconded and the motion passed unanimously (7-0-0).

Respectfully submitted,


Jillene B. Woodmansee
Board Clerk