

**PARKS & RECREATION COMMISSION
REGULAR MEETING
DECEMBER 9, 2008
SENIOR CENTER**

PARKS & RECREATION MEMBERS PRESENT: A. Fitzpatrick (7:35), P. Hartan, R. Poudrier, A. Smith, E. Ott

MEMBERS ABSENT: A. Heneghan, C. Natorski

STAFF PRESENT: R. Calarco, Parks & Recreation Director

GUESTS: Claudio Vecchiarino, Hebron Soccer; Chris DiPasquale, Lacrosse; Chris Cowles, Hebron Baseball; Dan Grabowski, Hebron Football (7:50)

R. Poudrier called the meeting to order at 7:34 p.m.

Acceptance of Minutes:

Regular Meeting- October 28, 2008:

The following changes were noted: small editing changes like changing they to them. P. Harten moved to approve these minutes as amended. A. Fitzpatrick seconded the motion. The motion passed unanimously.

Citizen Comments:

R. Calarco started off the discussion by noting that representatives from the sports organizations were invited here tonight to comment on the Park and Recreation Commission's Park Policies, Field Maintenance Procedures, New Organization Field Allocation, and the two proposed field allocation procedures- Tier or Equity.

He noted that the town attorney is still reviewing the Park Policies. This policy is generic for all Hebron parks. Once it is made into an ordinance, the police will be able to enforce this policy.

R. Calarco then noted that the Planning & Zoning Commission put a restriction on how the fields are scheduled at East Street. The game schedules need to be staggered due to traffic flow issues.

A. Fitzpatrick joined the meeting at 7:35 p.m.

Then R. Calarco commented on how he envisions scheduling each sports organization on fields located throughout town. He noted that either proposed field allocation procedure gives priority to Hebron residents.

R. Calarco then updated everyone on the status of the new East Street park. He noted that all site work is 100% complete. They still do not have power at the site. All the grass has been planted. There is only minor site work left. They are just \$15,000 over budget.

The existing building is now undergoing renovations. The new foundation and footings have been poured. They will start the stick and block work next week. They are right on budget for the building. The RFP's for the bathroom will be sent out next week.

The East Street park will not open until July 2009. The Commission is looking into naming options.

R. Calarco asked all of the sports organizations to provide him with their enrollment numbers: their total enrollment, their number of Hebron residents and their number of RHAM residents. He needs this number to determine how the Hebron and RHAM fields will be allocated.

Chris DiPasquale, Lacrosse commented that he noted that the Commission is considering two different field allocation formulas- tier and equity. He would recommend not including younger kids in field allocation, noting that they could use any "green field."

R. Calarco responded that the Commission plans on taking this approach. He noted that this was the intent of the age requirement for the equity formula.

C. DiPasquale commented that he had not real preference with either policy because either way no one is going to be happy. Chris Cowles, Hebron Baseball, agreed.

Dan Grabowski, Hebron Football joined the meeting at 7:50 p.m.

R. Calarco will do calculations to illustrate how each field allocation formula would work. He will have these figures available for the next meeting.

C. DiPasquale commented that Colchester's field allocation policy also give priority to teams that have to make up a game. He asked that this Commission consider adding this to their policy.

The discussion turned to the East Street park concession stand. R. Calarco noted that he knew football was interested in having one. He suggested building it between two fields so maybe two different sports organizations could use it and split the costs. He asked that the sports organizations to consider all possibilities. He noted that amenities like benches, bleachers, etc. still need to be purchased. He then added that all the sports organizations have already committed to buying fertilizer.

The discussion then turned to the scoreboards. D. Grabowski commented that their football league requires them to have a scoreboard. They could move the one they currently have in Andover to East Street.

R. Calarco commented that everyone would need to get a permit for a scoreboard from Planning & Zoning. He is already planning on being before Planning & Zoning in March regarding the pavilion. R. Calarco offered to go before Planning & Zoning on behalf of the sports organizations regarding the concessions building, scoreboards, bleachers, etc. He asked that the sports organizations figure out what they would need to have or build at East Street and get him all the details including costs and materials. He also asked that they be consistent with the visual presentation throughout the park (e.g., colors, siding, roofs).

The sports organizations talked about some of their creative ideas for a concession stand. These were ways to cut down on costs and make it easier to meet the local Board of Health requirements.

R. Calarco then commented that right now they are just planning on building one bathroom building. A concession stand could be built off this building. He thought it would be nice if someone could build another bathroom. R. Calarco noted that Port-O-Potty's would be allowed and would not require a Planning & Zoning permit because they are not permanent.

It was noted that Gayle Mulligan, Hebron Soccer, suggested having storage facilities for equipment at the East Street park. Another idea was to have an automatic defibrillator available (AED).

Then D. Grabowski referred to his December 8, 2008 email to E. Ott and noted that their A-team cheerleaders won the local state championship and need to go to the UCA National competition in Florida. Football has enough funds to pay for approximately half of their travel expenses. He wondered if Parks & Recreation had any funds available or if there were any other ways to "get the word out there." They need the funds by the beginning of January 2009.

R. Calarco responded that he will put it up on the Parks & Recreation website. He will also send home a notice through PREP. Another suggestion was to broadcast their performance on the Community Voice Channel (CVC).

R. Calarco then commented that he is still working with RHAM to get more field and gym use time and to get them to agree to allow his crew to maintain the fields. Hebron is not getting the 52% they are entitled to.

The representatives from the sports organizations left the meeting at 8:35 p.m.

Park Project:

R. Calarco reported that the still has the 5% contingency (\$197,000). Simscroft has agreed to all items on the punch list. There were a total of 13 change orders. They still have a few erosion control issues. They are \$14-15,000 over budget, primarily due to the unanticipated ledge they encountered.

In regards to the building renovation, R. Calarco reported that they have had issues with the weather not cooperating. They have also had a few scheduling issues with the inspector.

In regards to the bathroom building, R. Calarco reported that he is a little concerned because they still have to pour the floor and the temperatures are getting colder. Worst case scenario they will pour the floor after the walls are constructed.

R. Calarco then reported that they are now being required to install a holding tank because there is iron in the water. There is a new DEP/Health code that no longer allows iron containing water to be directly discharged into the septic system.

R. Calarco then reported that he would like to do a RFP for the pavilion because he wants to avoid putting it out to bid and having to take the lowest bid. With an RFP the dollar amount and the spec would be defined.

R. Calarco reported that they are working on the planning for Hebron Elementary School fields. They will not be doing the parking lot for Church Street until next winter.

A. Fitzpatrick commented that she would like to discuss having permit fees for using the new pavilion. R. Calarco noted that the new Park Policy Ordinance will put Parks & Recreation in charge of fees and permits for the pavilion.

Park Naming:

R. Calarco brought the December 8, 2008 email to R. Poudrier from J. Clark RE: Hebron's current legal policy for park naming opportunities to the Commission's attention. He noted that the town does not like naming places after people, but it is not prohibited.

He then noted that he needs to know what to call the park so that he can order signs and have them ready for the July 2009 opening. It takes approximately two months to get the signs. Some suggested names include East Street Park and Tricentennial Park. Another suggestion is to have a naming contest. R. Calarco noted that the Friends of the Park would like to use the naming of the park and the fields as a fundraising opportunity.

It was noted that the park and the fields could theoretically be renamed at any time, i.e., a name could be good for so many years.

The Commission opted not to have a naming contest for naming the park because of time constraints.

The Commission decided to ask the BOS for their naming recommendations. They asked R. Calarco to ask the BOS for their input. R. Calarco will also share the Commission's two suggestions. Only one Commission member preferred one proposal over the other- A. Fitzpatrick preferred Tricentennial Park.

The Commission asked R. Calarco to get a legal opinion on whether the fields could be named. They were concerned that there may be some legal impediments to naming the fields or anything else someone may want to name. They would like to know what the Commission is allowed to do and plan on sharing this information with the Friends of the Park.

R. Calarco reported that he shared his wish list of items for the park with the Friends of the Park.

Approval of the 2009 Regular Meeting Calendar and Nomination of 2009 Chair and Vice Chair:

R. Poudrier made the following motion:

- To approve the following 2009 Regular Meeting Calendar for the Parks & Recreation Commission: January 27, February 24, March 24, April 28, May 26, June 23, August 25, September 22, October 27, December 8, 2009 and January 26, 2010.

All of these meetings will be held at the Russell Mercier Senior Center and start at 7:30 p.m.

P. Harten seconded the motion. The motion passed unanimously.

P. Harten made the following motion:

- To nominate Robert Poudrier as Chair of the Parks & Recreation Commission and Alexandra Smith as Vice Chair of the Parks & Recreation Commission for calendar year 2009.

A. Fitzpatrick seconded the motion. The motion passed unanimously.

Mohegan Land Trust Oversight Committee:

R. Poudrier reported that he, Brian O'Connell and R. Calarco have been discussing the establishment of an oversight committee for the Mohegan Land Trust land. This oversight committee will be administered through the Parks & Recreation Commission.

R. Calarco explained that the Mohegan Land Trust land has now been handed over to the town.

R. Poudrier made the following motion:

- To form and solicit membership for a group of volunteers to assist in the maintenance of lands conveyed to the Town of Hebron by the Mohegan Land Trust. Members must proceed with current volunteer process, which will be administered through Parks & Recreation. One member of the Parks & Recreation Commission will serve as a liaison to the committee.

E. Ott seconded the motion. The motion passed unanimously.

Director's Report:

R. Calarco reported that basketball has started and is going very well. The only issue he is aware of is with the 7th/8th Grade Basketball. The recreation coaches do not like the league they are in. They do not like having to travel to a lot of the games. They are also concerned with having to play Windham.

P. Harten reported that he has been approached by parents who believe that some of the 5th grade boys should not be on the recreation team because they do not meet the age requirement. He will share this information with R. Calarco and R. Calarco will look into it.

In regards to 3rd/4th grade recreation basketball, the scheduling is completed. Registration for 1st/2nd grade basketball ends this Friday. R. Calarco reported that they anticipate having four girls teams and eight boys teams.

R. Calarco is encouraging teams to overlap their practice schedules so that they can have more gym time.

R. Calarco then reported that the Park & Recreation trips are going well. They did have a problem with the Air Line Trial race (Ghost Run).

Colchester was responsible for the registration. The race started 25 minutes late due to registration issues.

The Halloween Howl was great this year. Approximately 275 people attended. He would like to thank the Hebron Lions for all their help again. It was a great success. He would like to hold this event again at the fair grounds.

R. Calarco asked the Park & Recreation sport organizations liaison to please call their organizations and remind them to get him their enrollment numbers. He needs these figures by January 1, 2009.

R. Calarco's written report is attached.

Correspondence:

The following items were provided to the Commission:

- Agenda for tonight's meeting
- Minutes for the October 28, 2008 meeting for approval
- Copy of Parks & Recreation's "Approved Field Maintenance Procedures"
- Update on the draft Parks Recreation Park Policies (dated 9/18/08)
- Copy of proposed field use policies- "Prioritization of Field Use" & "Resident Equity Formula"
- Copy of Parks & Recreation's "New Organizations Request for Field Allocation"
- Update on Parks & Recreation PREP & program enrollment numbers
- Director's report on current and future programs and the basketball program
- Chart of Park & Recreation Commission member's 2008 attendance record
- Park & Recreation Commission member's term dates
- Hebron Parks & Recreation 2009 Meeting Schedule
- Chart illustration construction timeline and plan for East Street building
- Copy of December 8, 2008 email to R. Poudrier from J. Clark RE: Hebron's current legal policy for park naming opportunities
- Copy of December 8, 2008 email to E. Ott RE: funds needed for A-team cheerleader trip to UCA National Competition
- Copy of December 2, 2008 letter to R. Poudrier from J. Watt RE: his reappointment to the Park & Recreation Commission

- Copy of December 8, 2008 email to R. Calarco from R. Poudrier and B. O'Connell RE: proposed Mohegan Land Trust Oversight Committee
- Copy of the Parks & Recreation Winter Flyer 2009

Liaison Reports:

A. Fitzpatrick reported that the CIP Committee will meet again next week. The Peter's House Use Study Committee presented their final report to the BOS and the BOS authorized them to make some repairs to the house to weatherize it. J. Clark is working on getting this done.

Adjournment:

The meeting adjourned at 10:20 p.m. The next regular meeting is scheduled for January 27, 2009.

Respectfully submitted,

Linda Bulkovitch
Board Clerk