

TOWN OF ESSEX
Park and Recreation Commission

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Regular Members

Robert Russo, Chairman
John Bauman
Thomas Clerkin
Anthony Mosa
James Rawn
Douglas Senn
Virginia Willetts
Edward Burleson, Alternate
Peter Sarner, Alternate

Unapproved

MINUTES Wednesday, February 3, 2016 - Regular Meeting

Call to Order and Attendance

The regularly scheduled meeting of the Essex Park & Recreation Commission was conducted on February 3, 2016 in Conference Room B, of the Essex Town Hall at 7:00 p.m.

Attending Members:

Douglas Senn
Virginia Willetts
Anthony Mosa
Thomas Clerkin

Absent Members:

Robert Russo
James Rawn
Edward Burleson
Peter Sarner

Staff:

Mary Ellen Barnes, Park & Recreation Director
Stella Beaudoin, Recording Clerk

D. Senn, Acting Chair called the meeting to order at 7:00 p.m.

Approval of November 4, 2015 Regular Meeting Minutes

MOTION made by V. Willetts to approve the November 4, 2015 Regular Meeting Minutes as presented; **SECONDED:** A. Mosa; **Voting In Favor:** D. Senn, V. Willetts, A. Mosa, T. Clerkin; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Public Comment

There was no public comment.

Financial Reports

M. Barnes reported on the General Fund and noted that the largest expense incurred in the past few months was related to the completion of the work performed at Comstock to upgrade the field, to a skin field with new clay. M. Barnes stated that under the General Government budget, Comstock was allocated for \$2,000, Hubbard was allocated for \$7,000, and monies were expended for the completion of the Comstock project utilizing the joint funding.

M. Barnes stated that if the budget allows she will utilize funds to upgrade all of the existing picnic tables with new tables fabricated from a composite material. The old wooden tables in several of the parks are starting to deteriorate.

M. Barnes reported on the Program Revenue Fund noting that revenues are up as compared to prior years.

M. Barnes reported that the Recreation Program Fund provides recreational programs and event and enrichment activities for the entire community of Essex. A special revenue fund may be used for those services provided by a government which are intended to be fully or almost fully, self-supporting, by charging a fee to the users of the services. This fund accounts for programs such as the Summer Day Camp, after school programs, summer concert series, youth basketball.

T. Clerkin commented on a previous discussion related to increasing activities geared toward seniors.

M. Barnes stated that it is difficult to create programs geared toward seniors as there is no senior facility in-town. However, she has increased the number of summer concerts from 6 to 8, noting that the summer concerts draw a large senior crowd. M. Barnes stated that in her capacity as Social Service liaison, she spends a good deal of time at Essex Court and the residents have stated that they really enjoy the summer concert series.

M. Barnes reported that she submitted the 2016/2017 fiscal year budget request to Kelly Sterner, Director of Finance. The mowing contract reflects a 3% increase. The Viney Hill Brook Park budget was increased in order to recoup on the costs for the gate services, which were previously rescinded from the budget. M. Barnes noted that there was very little change or increase to the 2015/16 FY budget request.

M. Barnes stated that the Commission Budget pays for the recording clerk and for office supplies.

M. Barnes reported that the Capitol Sinking Fund will remain status quo.

MOTION made by V. Willetts to accept the 2016/2017 FY Budget as presented; **SECONDED:** A. Mosa; **Voting In Favor:** D. Senn, V. Willetts, A. Mosa, T. Clerkin; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Director's Report / Parks & Program Update

M. Barnes reported that the Essex Youth Basketball League program is at the half way point. V. Willetts is teaching two teams comprised of boys and girls. The games occur on Friday nights at Essex Elementary School.

Buddy Basketball is a program offered to intellectually and physically handicapped kids who work one-on-one with a buddy. D. Senn stated that he is coaching this program and he noted that it has been well received. There are a few physical therapists and gym teachers who are involved with the program.

Floor Hockey is a new program conducted at Essex Elementary School and it is currently in-session with a full roster. Tim LaChance is the coach and another session will be offered again in the spring.

Cooking with Kids is a program conducted at the Essex Town Hall. This program is geared for students in grades 3-6, and it is currently full.

Adult Basketball is offered on Wednesday evenings at Essex Elementary School and M. Barnes reported that the program has been well-received.

Essex go Bragh is set for March 12, 2016. Assignments will be emailed to the Park and Rec Commissioners in next few weeks. Severe weather date will be March 13, 2016.

The Easter Program is set for Saturday March 22, 2016 and it will be coordinated by Tim LaChance.

M. Barnes commented on a new Summer Camp program, Field Day Friday for which participating students will be dropped off and picked up at Grove Street Park. A field trip will be offered every Thursday and specialty camps will be made available to include, track and field, basketball and lacrosse. Summer camps run June 20th through August 12, 2016.

Grove Street Park

- Final Fall Cleanup is complete
- M. Barnes will purchase a bench which was donated by the Hanes family on behalf of their mother.

Sunset Pond

- Final Fall Cleanup is complete
- M. Barnes has started the annual DEEP Application process for treatment of phragmites.

Ivoryton Green

- Final Fall Cleanup is complete
- Ivoryton Alliance is in the process of removing their Holiday Decorations

Comstock Park

- Final Fall Cleanup is complete
- M. Barnes reported that graffiti was found in the dug-outs.

Clark's Pond

- Final Fall Cleanup is complete

Viney Hill Brook Park

- R Russo has been in contact with John Bogaert who stated that he will be moving forward in the spring to complete the awning project.

Hubbard Park

- Fall Cleanup is complete

Dickinson Park

- Garden Club completed their fall park cleanup
- M. Barnes has started the annual DEEP Application process for treatment of phragmites.

Main Street Park

- Fall Cleanup is complete
- M. Barnes will purchase a bench which was donated on behalf of Neil Nichols.

New Business

There was no new business.

Old Business

a. Comstock Field Improvements

M. Barnes suggested the formation of a subcommittee to work on updating the 100-year old ball field in the small field at Comstock. M. Barnes reported that there is underground electrical on-site.

M. Barnes commented on the needed updates for the Comstock ball field in conjunction with the Capitol Improvement Project, and she noted that the procedure to obtain money from the Capitol Fund is an arduous process and it will take several months to go through all of the proper channels and necessary protocol in order to obtain approval of funding.

MOTION made by D. Senn to form a subcommittee to pursue the upgrades to Comstock Field;
SECONDED: T. Clerkin; **Voting In Favor:** D. Senn, V. Willetts, A. Mosa, T. Clerkin **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

M. Barnes will email the Commission members who were not present at this evening's meeting to inquire who might be interested in serving on the subcommittee.

Commission Overview

M. Barnes reported that the ordinance revision for the Park and Recreation Commission has been adopted and at this time, is in full effect. The Commission's new size would consist of five members, which would require three members to constitute a quorum.

Public Comment

There was no Public comment

General Discussion

There was no further discussion.

Adjournment

MOTION made by A. Mosa to adjourn at 7:45 p.m. to the next regularly scheduled Park and Recreation Regular Meeting to be held on Wednesday, March 2, 2016 at the Essex Town Hall, 2nd Floor Conference Room B, 29 West Avenue at 6:00 p.m.; **SECONDED:** T. Clerkin; **Voting In Favor:** D. Senn, V. Willetts, A. Mosa, T. Clerkin; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary