

ESSEX PARK AND RECREATION COMMISSION
MINUTES
January 2, 2013

(Please note these minutes have yet to be approved)

Acting Chairman Tony Mosa called the meeting to order at 6:30pm.

Members Present: Cathy Bishop, Virginia Willetts, Thomas Clerkin, Tony Mosa, Bob Russo,
Jim Rawn arrived at 6:53pm

Park and Recreation Director Rick Audet and Program Manager Mary Ellen Barnes were also present.

Approval of Minutes

Motion was made by Tom Clerkin to accept the minutes from the December 5, 2012 regular meeting. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried

Public Comments:

None

Financial Updates

General Fund Financial Reports were reviewed by Rick Audet. He also updated the Commission of the information he obtained from Connecticut Water Co.

Program Revenue Fund Financial Reports were reviewed by Mary Ellen Barnes.

Motion was made by Bob Russo to accept the financial statements as presented. Tom Clerkin seconded the motion and it was unanimously approved. Motion carried.

Directors Report:

None

Program Managers Report:

Mary Ellen Barnes handed out new Park and Recreation Department Winter 2013 brochure.

Parks Report:

None

New Business:

A. FY 13/14 Park and Recreation Commission Budget Request:

The Commission reviewed the budget as presented making minor adjustments to General Park and Recreation Budget. They also reviewed the Program Revenue Fund Budget. No adjustments were made. Commission requested that Rick Audet contact the Finance Director that the monies for the part time maintenance staff person will once again be included in the next fiscal year's budget.

Motion was made by Cathy Bishop to accept the budget as presented with adjustments. Excluding line item totals for Full Time Payroll and Part Time Payroll. Bob Russo seconded the motion and it was unanimously approved. Motion carried.

B. Main Street Park Embankment Project

Rick Audet updated the Commission on the procedures/plans to complete the Main St. Park Embankment Project. He stated that we need to first acquire a survey to determine the coastal jurisdiction line for the CT DEEP permitting process. Secondly, secure an engineer designed plan for the project as we decide on what it is to include for the proposed improvement, and lastly get a Certificate of Permission for approval from the CT DEEP for the project. Mr. Audet stated that CIRMA, the town's insurer can approve reimbursement to fix what was damaged and also FEMA can approve reimbursements to fix what was damaged, however FEMA also has a separate program where we can apply for improvements above and beyond the damage to keep the damage from happening again. Rick Audet is also pursuing with the Selectman's Office the possibility of the Open Space Sinking Fund monies to be used for the Main Street Park Embankment Project as well.

Ms. Bishop asked what the expenses would be to improve the garden that was installed by the garden club located at the embankment. Ms. Barnes informed the Commission that the last STEAP grant paid for the back garden and that it was installed by the town not the Garden Club.

Rick Audet stated that at the DPW meeting with the DEEP suggested a seawall to be installed at the embankment, that option is still being investigated.

Old Business:

A. Clark's Pond Rehabilitation Initiative:

Rick Audet reviewed the options that are available to rehabilitate the pond and we are still waiting for a second and third quote to come in, he asked the Commission to approve a 5,000.00 sinking fund request at this time in order to secure the funding to start the project in the spring. Use of Sinking Fund funds requires approval from the Board of Selectmen, the Board of Finance, and then Town Meeting.

Motion was made by Jim Rawn to approve a request of no more than \$5,000.00 from the Park and Recreation Capital Expense Sinking Fund. Bob Russo seconded the motion and it was unanimously approved. Motion carried.

B. Special Revenue Fund Cap Amount/Purchasing Guidelines Policy:

Tabled

C. 2013 Lions Club Project at Viney Hill Brook Park:

Rick Audet reviewed the project as it was presented at the last meeting, including the installation of a concrete pad. Cathy Bishop would like to schedule a site walk with the Lions Club Representative.

Commission Overview:

None

Public Comment

None

General Discussion

Tony Mosa asked what the process is for establishing salaries for the Park and Recreation Department Employees. The Commission discussed three options. The first is to go into executive session to discuss. Discuss during the regular meeting or have a member of the Commission present the proposal to the Board of Selectmen.

Motion was made by Jim Rawn to move into Executive Session at 8:55 pm to discuss a Personnel Issue. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried

Motion was made by Tom Clerkin to adjourn at 9:40 pm. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,
Mary Ellen Barnes Essex Park and Recreation