

ESSEX PARK AND RECREATION COMMISSION

MINUTES

September 5, 2012

(Please note these minutes have yet to be approved)

Mike Holmes called the meeting to order at 7:04pm

Members Present: Anthony Mosa, James Rawn (arrived at 7:12pm), Mike Holmes, Doug Senn (arrived at 7:05pm), Ginny Willetts, and Cathy Bishop.

Park and Recreation Director Rick Audet and Program Coordinator Mary Ellen Barnes (arrived at 7:31pm) were also present.

Approval of Minutes

Motion was made by Anthony Mosa to accept the minutes from the June 6, 2012 regular meeting. Doug Senn seconded the motion and it was unanimously approved. Motion carried.

Public Comment: - None

Financial Updates

Financial Reports were reviewed by Rick Audet. There were four reports presented at the meeting: 2011/2012 Fiscal Year End General Fund Budget, 2011/2012 Fiscal Year End Special Revenue Budget, Current General Fund Budget as of 8/31/12, Current Special Revenue Budget as of 8/31/2012.

In the 2011/2012 Fiscal Year End General Fund Budget, it was noted that the overage was caused by expenses incurred after Tropical Storm Irene the past year as well as a \$920.83 water bill received on June 18. There was discussion as to how the Department can better track its water use and keep its usage and costs down. It was noted that we water the parks more in July and August and we had new trees planted at Hubbard Park that required more watering as well. It was suggested that the Department can contact CT Water and sit through a water accounts audit with them. On the 2011/2012 Fiscal Year End Special Revenue Budget, net revenue for each program was shown as well as the final fund balance in special revenue for the year.

Motion was made by Doug Senn to accept the financial statements as presented. Jim Rawn seconded the motion and it was unanimously approved. Motion carried.

Directors Report:

Director's Report – September 5, 2012

- Thank you to Commissioners who attended summer concerts (and Mike who covered for me)
- Thank you to Tony Mosa who covered the craft fair at Main Street Park
- STEAP grant for Town Hall campus – including tennis courts and playscape
- Security camera in parks – respond to Capital initiative in Selectman's Office email to me – *The Commission was receptive to the idea of adding security cameras to parks and asked the Director to develop a priority list of parks in which they could be installed.*
- Working on a new Town website
- October 1, 2012, 2pm – presentation on trees hosted by Essex Land Trust – Essex Town Hall four speakers Augie Pampel, Adam Wheeler, Bob Nussbaum, and Rick Audet.

September Park Reservations

- September 22 – Main Street Park - Wedding
- September 30 – Main Street Park - First Baptist Church Blessing of the Animals event

Correspondence

- Correspondence from CIRMA on Lifeguards at Viney Hill inquiry

Program Manager's Report:

Mary Ellen Barnes gave a summary of our Summer Camp Programs, Including Survey Results. Attendance increased in comparison to the 2011 season. Scholarships were once again sponsored by the Essex Garden Club, Essex Elementary School Student Assistance Fund, Local Residents and the Park and Recreation Commission. Feedback to all our camps/programs was very positive.

Parks Update:

Main Street

Fall aeration, over seeding, fertilization planned for contractor to perform
Sculpture / Artwork on stump at rear of park started and ongoing
Lots of crabgrass and present in turf

Ivoryton Green

Fall aeration, over seeding, fertilization planned for contractor to perform
Spraying crabgrass completed
Met with Tree Contractor to perform work – safety prune tree branches along roadside of park (4trees)
Irrigation system inspection, rain sensor wire repair and tune up – 8/28/12
Flower bed weeded 8/30/12
Evidence of moles noted

Grove Street

Fall aeration, over seeding, fertilization planned for contractor to perform
Identified a failing spruce tree for removal
Playground swings safety mats installed
Donor board columns painted

Hubbard Field

Fall aeration, over seeding, fertilization planned for contractor to perform
Met with Tree Contractor to perform work – safety prune tree branches along park fence snack shack to corner
Infield's weeds removed by turf mgmt. contractor
Turf area outside baseball field will be spot seeded in fall
Parking lot crack repair completed
Batting cage surfacing project completed

Tennis Court

Court crack repair completed
Bushes and vines along fence trimming completed

Dickinson Park

Picnic table painted
Gate to be cleaned and painted
Tree branch pruning needed

Viney Hill

Lots of weed whacking and maintenance throughout park completed and still ongoing
Installed new mulch onto lower parking lot islands
PW work order to bring in lines and buoys
Swept out shed and organized supplies

Sunset

Sunset Pond rehab project – north side of pond significant brush and vegetation removed

Comstock

Fall aeration, over seeding, fertilization planned for contractor to perform
Infields' weeds removed by turf mgmt. contractor
Babe Ruth field backstop fence work completed
New stone around little league dugouts installed

Clark's Pond

Picnic table painted
Turf area in good condition
Low spot in driveway was filled by PW
Concern with vegetation in the water

New Business:

A. Clarks Pond Capital Project – Doug Senn stated that he plans to spend a day to review measurements, depths and other vital information regarding the status of the pond. It is in his opinion that the life expectancy of the pond is seven years. Mike Holmes asked him what he hopes to accomplish by a review of the pond. Mr. Senn hopes to develop a plan to save the pond. Mr. Senn believes immediate action should be taken to cut back the vegetation around the pond that is encroaching on the dock and shore area.

B. 2013 Viney Hill Brook Park Lifeguards – Rick Audet shared an email from CIRMA regarding the potential elimination of the life guards. Mr. Audet summarized the email by stating that there are no current legal requirements to require a town to provide lifeguards as long as there is sufficient signage. However if swimming is permitted water testing must be done. The Commission took this information and will discuss possible changes to the life guard schedule at the next commission meeting.

C. Special Revenue Fund Cap Amount /Purchasing Guidelines Policy-Mike Holmes asked for Rick Audet to develop a rough draft to be developed to be review and discussed at the next meeting

Old Business:

A: Essex Basketball Center – Jim Rawn reminded the Commission to attend the Friday Sept. 7th Opening Ceremonies. He also reported that \$1,000.00 has been contributed to a newly established Capitol Sinking Fund for the Basketball Courts.

Commission Overview: NONE

Public Comment: NONE

General Discussion: NONE

Motion was made by Doug Senn to adjourn at 8:45pm. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,
Mary Ellen Barnes Essex Park and Recreation