

ESSEX PARK AND RECREATION COMMISSION

**Town of Essex
29 West Avenue
Essex, CT 06426**

**Meeting Minutes*
Wednesday, February 4, 2015
Meeting Room B**

**Please note these minutes have yet to be approved.*

1. Call to Order

Chairman Bob Russo called the meeting of the Essex Park and Recreation Commission to order at 7:04 p.m.

2. Attendance

Members Present

- Tom Clerkin
- James Rawn
- Bob Russo, Chairman
- Douglas Senn
- Ginny Willetts

Others Present

- Mary Ellen Barnes, Interim Park and Recreation Director
- Betsy McLaughlin, Recording Secretary
- First Selectman Norm Needleman, Ex Officio

3. Approval of January 7, 2015 Regular Meeting Minutes

The January 7, 2015 regular meeting minutes were reviewed.

A motion was made by Doug Senn to approve the January 7, 2015 regular meeting minutes. Tom Clerkin seconded the motion. Jim Rawn suggested that the minutes in Section 5 be amended to state that the First Selectman indicated that he had informal discussions with the other selectmen about this concept in response to Tony Mosa's question. The motion as amended was unanimously approved. Motion carried.

4. Public Comment

It was noted that no one from the public was present to offer comments.

5. Financial Reports and 2015-2016 Budget Review

Bob noted for the record that a workshop was held before this meeting to review the general government budget. At this point, First Selectman Norm Needleman was invited to jump in with things he would like to discuss.

Norm stated for the record that since Rick Audet's departure Mary Ellen has done a spectacular job, and he has a lot of confidence that his proposal for a replacement is the right proposal for the Town. He would like to move internally to post the position of Park and Recreation Director and if we have a candidate, which he believes we do, he would move that we go ahead and hire Mary Ellen as the Park and Recreation Director and follow thru on the plan.

With regard to the budget we are working on for functioning of the department, he is happy to see if there is any substantial adjustment relative to what was in last year's budget, but we can pretty much count on the budget that is presented officially to the Selectmen for their final review, pending discussion about allocation of hours and what piece goes in what bucket, being very close to what he suggested.

He further stated with regard to the issue that was raised about his authority to eliminate a position that it is well within the purview of his job to do that and to recommend it to the Board of Selectmen and the Board of Finance, and that it does not need to go to town meeting except for final budget approval.

Bob noted that the one item we did not cover yet is the full-time payroll aspect of the budget and suggested that we take that up at this point. Norm reiterated that he felt that the concept he presented at last month's meeting was a good path to do down, that whether there is a position description that does not exist anymore is not relative, and there is no reason why we can't consolidate two jobs into one.

Questions relative to this were raised and discussed at length, mainly related to the number of hours for the position, the allocation of the hours, and what is considered to be a full-time position in the Town.

Norm stated that there is no intent to cut hours but rather an attempt to reduce the cost of pension and benefits for two full-time positions by having one full-time position with the assistance of two to three part-time help as needed. He is confident in Mary Ellen's ability to manage the part-time help and number of hours depending on seasonal needs. The full-time position will be allocated to multiple functions, including the infrastructure management piece, the functional piece of the programs, and the social services piece.

Jim Rawn made the suggestion to create a search committee. The suggestion was not accepted. He also suggested that an updated job description be done to define the new structure. Norm stated that it is the Board of Selectmen's decision to approve job descriptions and it is not a Park and Recreation function. He suggested that the Commission just look at the allocation of funding to manage the parks and not to vote on the staff, since he manages the staff for the Town and it is not the Commission's role to do that. Norm will create an amended job description that combines the two job descriptions into one and develop with Mary Ellen the part-time job descriptions which he is happy to bounce off the Commission for input, but the budget is going to be this budget.

Doug Senn made a motion that on page 1 of the current proposed budget structure we increase the hours for the Park and Recreation Director from 22 to 30 (27 under General and 3 under Rec), and balance the remaining 30 hours with the part-time positions. Tom Clerkin seconded the motion.

The motion was discussed, and it was stressed that we need to maintain clearly that there is an understanding that the Park and Recreation Director is a full-time position regardless of hourly allocation.

After discussion, the motion was unanimously approved. Motion carried.

Jim Baum made a motion that we recognize and ask Mary Ellen to assume Rick's job on an interim basis until such time as it is officially worked out that there is a new Park and Recreation Director. Tom Clerkin seconded the motion and it was unanimously approved. Motion carried.

Bob suggested that we now review the changes that were made on the spreadsheet for the general government budget from the workshop that was held before this meeting.

Mary Ellen reviewed the minimal changes and the logic behind them with the Commission as noted below.

Viney Hill Park

Reduce this line item request from \$9,000 to \$7,000. This would be achieved by eliminating the \$3,000 gatekeeper allowance but keeping \$1,000 for improvements. Suggestions for the park include putting in a fishing dock, continuing improvements in the dog park, and putting in a horseshoe pit. The need for water testing at the park was discussed. Park neighbors will be informed if the gate is going to remain open and that the police will monitor it.

Hubbard Field

Increase this line item request from \$5,000 to \$7,000 for the maintenance that needs to be done.

Mowing

Increase this line item by \$450 based on the proposal received from Professional Field Care.

The Commission budget was reviewed next, which includes the Clerk and General office expenses.

The recreational programs budget was reviewed, which is a guesstimate based on what was done last year and program attendance trends. The Essex Elementary population is decreasing, and offering programs in other towns such as Chester and Deep River was discussed.

The Capital and Sinking Fund budget is basically set at \$32,500. This is thought to be a healthy number and there is a list that reflects that.

There was discussion about the live fence planned for the Ivoryton Green and safety concerns related to that.

Norm stated that there is an RFP going out for a variety of items such as art work, roads, sidewalks, reconfiguring parking area and crosswalk. Depending on how the bidding comes back, he would be happy to spend \$15,000 to \$20,000 on landscaping if there is money to spare.

Tom Clerkin moved to approve the Capital and Sinking Funds budget of \$32,500 for Park and Recreation and \$4,000 for usage fees. Doug Senn seconded the motion and it was unanimously approved. Motion carried.

6. Director's Report, Parks & Program Updates

Paper copies of the Director's Report were given to Commission members and are appended to these minutes. Mary Ellen suggested that Augie Pompel be asked to be the Grand Marshal for the Essex Go Bragh, and she needs assistance from Commission members with the festival aspect of this event.

7. New Business

Bob Russo asked for Norm's assistance in determining who is responsible for the repair of the seawall in Main Street Park. The seawall is deteriorating, and a capital appropriation for the repairs has already been approved by the Board of Selectmen. Bob had previously asked Jeff Going, Chair of the Harbor Management Commission, about this, and Norm sent Jeff an email about it during the meeting.

8. Commission Overview

Jim Rawn suggested that a compensation recommendation for the Park and Recreation Director position should be addressed. Norm stated that the position will be posted internally for a week or two, whatever is the standard amount of time, and that he is happy to have a member of the Park and Recreation Commission participate in the interview with him or his designee, Maria Lucarelli, and/or Kelly Sterner. He would then suggest that we appoint Mary Ellen to the position and adjust her pay based on some step in the same category as Rick was.

A motion was made by Doug Senn to adjourn the meeting at 8:40 p.m. Tom Clerkin seconded the motion and it was unanimously approved. Motion carried.

Respectfully Submitted,

Betsy McLaughlin, Clerk



Park & Recreation
TOWN OF ESSEX

Essex Park and Recreation
29 West Avenue
Essex, CT 06426

Director's Report – Feb. 4, 2015

Essex Go Bragh – March 14 – Grand Marshal
Egg Hunt – March 28
Spring/Summer Programming Schedule
Spring/Summer Brochure – March 2015
Summer Concert Series Schedule (7 Concerts)

Correspondence

None

December Park Permitted Events

None

Parks Update –

Main Street Park

Christmas tree was left in the Gazebo and I have requested maintenance for remove it as his earliest convenience. It is an artificial tree and I will keep it in the shed. I have contacted the Garden Club to see who actually owns the tree.

Bob Russo has suggested contacted the Harbor Commission to determine which Commission has the authority to provide repairs to seawall.

Dickinson Park

No New Updates

Hubbard Park

Fence Repair planned for spring. I Contacted Atlas Fence and met with them on Wed. Jan. 14th. I got a quote for repairs a quote and it is attached.

Gate Installation recommendation from Atlas Fence for Top of Park near driveway – see attached quote and schematic.

Goal is to complete fence repairs by March 28th.

I also am working with the Essex Little League to develop a detailed report of any items that they would like to address.

I also believe that Hubbard Park is in need of some major improvements to the area outside of the ball field. (See Photos Attached)

I have also spoken to DPW Director David Caroline and instructed him be sure that the plow drivers refrain, from stacking/pushing snow against the fencing.

Hubbard Flag has been removed, the latch is broken. Maintenance will replace in the spring.

Creating the Essex Community through People, Parks & Programs!
Essex Park and Recreation 29 West Avenue (860) 767-4340 x110 recreation@essexct.gov

Grove Street Park
No new updates

Sunset Pond
No New Updates

Ivoryton Green
No New Updates

Comstock Park
No New Updates

Clark's Pond
No new updates

Viney Hill Brook Park

Received invoice for roofing materials from Bogaert Construction, see attached. I have also updated the Budget Summary for the project, see attached. The VHBP Special Fundraising Account has been depleted and the remainder of the invoice has been expensed from the General Fund. (The update does not appear on this month's financial as it has not been processed by the Dept. of Finance)

The anticipated VHBP General Fund Budget remaining balance after the invoice dated 1/14/15 is 459.37

I spoke to John Bogaert, staining the pavilion is the next step to complete the project. This is planned to be done prior to roof installation. Volunteers would be appreciated but he can only give a small window of notice for the date and time of the labor as it is contingent on the weather. He anticipates that the remaining expenses will not exceed 500.00 this will cover all the staining materials.



ATLAS COMPANIES

ATLAS COMPANIES LLC 30 NORTHEAST INDUSTRIAL
 DBA RD.
 ATLAS RESIDENTIAL AND COMMERCIAL SERVICES LLC BRANFORD, CT 06405
 1-800-46-ATLAS FAX: (203)-483-9985

Contractor's Licence #583892

PROPOSAL / CONTRACT

Customer Information:

TOWN OF ESSEX
 HUBBARD PARK
 ESSEX, CT 06426

Date: 1/28/2015

Job Information:

TOWN OF ESSEX
 HUBBARD PARK
 ESSEX, CT 06426
 Job Phone: 8607674340
 Customer Phone: 8607674340

Estimator: Peter Terzakis
 Phone: 203-738-9387

Scope of Work Being Quoted:

TOWN OF ESSEX
 PARK & RECREATION DEPARTMENT
 ATTN: MARY ELLEN BARNES
 29 WEST AVE
 ESSEX, CT 06426

SITE: HUBBARD PARK

REPLACE EXISTING CHAIN LINK FENCE FABRIC.
 WE PROPOSE TO REMOVE APPROXIMATELY 110' OF EXISTING 10' HIGH CHAIN LINK FENCE
 FABRIC AND REPLACE WITH NEW FABRIC.

INCLUDED IS THE STRETCHING OF NEW FABRIC AND RE-TIE TO EXISTING FRAMEWORK.
 SPECIFICATIONS:

2" X 9 GA. ALUMINIZED CHAIN LINK FENCE FABRIC K/K SELVAGE
 TOTAL MATERIAL AND LABOR:\$ 2,125.00

ALTERNATE:

REMOVE EXISTING FENCE AS STATED ABOVE BUT INSTALL 5' HIGH 2X6GA ALUMINIZED
 CHAIN LINK FABRIC ON THE BOTTOM TIER OF FENCING AND 5' HIGH 2X9GA ALUMINIZED ON
 THE TOP TIER OF FENCING FOR A TOTAL HEIGHT OF 10'.

INCLUDED IS THE STRETCHING OF NEW FABRIC AND RE-TIE TO EXISTING FRAMEWORK.
 TOTAL MATERIAL AND LABOR: \$ 3,375.00

NOTE: USING THE ALTERNATE WILL BE COST EFFECTIVE IN THE LONG RUN. THE HEAVIER
 WIRE WILL LAST LONGER IN TERMS OF ABUSE. ALSO, IF YOU HAVE TO REPLACE IT IN THE
 FUTURE, YOU WILL ONLY HAVE TO REPLACE THE BOTTOM 5' WHILE THE UPPER 5' SHOULD
 BE DAMAGE FREE BASED UPON CURRENT INSPECTION OF THE EXISTING FENCE AS IT
 STANDS NOW.

NOTE, WE WILL SUPPLY AND INSTALL APPROXIMATELY 40 GALVANIZED "U" NAILS TO
 SECURE BLACK COATED CHAIN LINK FENCE TO EXISTING DUGOUTS IN TWO AREAS.
 IF CHAIN LINK FENCE IS NEEDED AT THAT TIME THERE WILL BE ADDITIONAL CHARGES.

FURNISH AND INSTALL NEW 3' WIDE GATE IN EXISTING FENCE ALONG N. MAIN ST TO THE
 RIGHT OF THE ENTRANCE TO HUBBARD PARK. WE WILL INSTALL TWO (2) NEW GATE POSTS.
 WE WILL CART AWAY ANY MATERIALS.
 TOTAL MATERIAL AND LABOR: \$ 985.00

PERMITS BY OTHERS
SALES TAX NOT INCLUDED
MUST BE ABLE TO USE EQUIPMENT ON FIELD FOR FENCE REMOVAL AND INSTALLATION.

Approved and Accepted for Customer:

_____/_____/_____
Terms and Conditions Must be Read Before Signing

Accepted for Atlas Companies:

_____/_____/_____

**** Please ask your sale consultant about
finance offerings ****



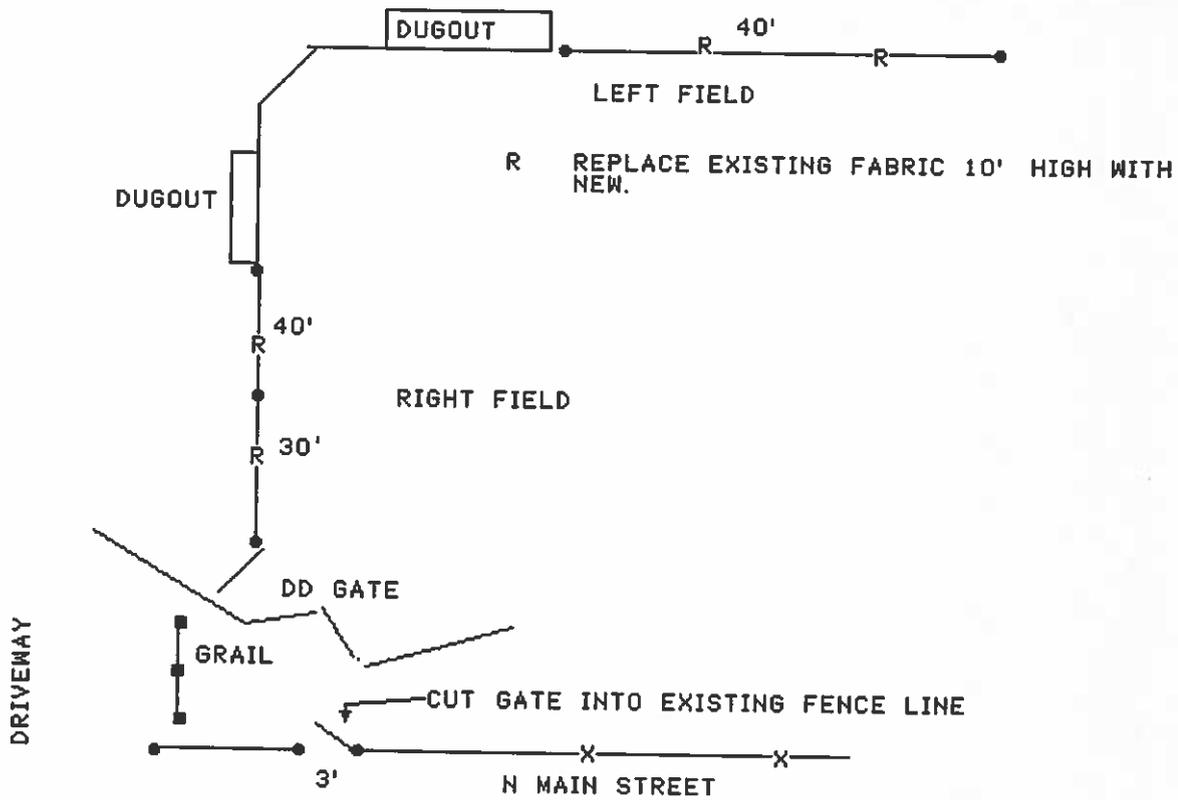
Atlas Companies, LLC

ATLAS FENCE, INC.
30 NORTHEAST INDUSTRIAL ROAD
BRANFORD, CT 06405
(203) 483-9013

JOB SKETCH

DIAGRAM NOT TO SCALE

1/27/2015



01/28/2015











Viney Hill Brook Park Awning Project - Budget Summary

Updated 2/3/2015

Account	Vendor	Date	Justification	Final Cost
VHBP line - general fund FY 12/13	Robida Excavating and Landscaping LLC	5/13/2013	Viney Hill Brook Park Awning - concrete pad labor	2,440.00
VHBP line - general fund FY 12/13	Robida Excavating and Landscaping LLC	5/13/2013	Viney Hill Brook Park Awning - concrete pad materials	2,750.73
VHBP special fundraising acct.	Bogaert Construction Co. Inc	1/24/2014	Awning Support Beam Brackets	3,275.26
VHBP special fundraising acct.	Bogaert Construction Co. Inc	8/4/2014	Various lumber and materials	1,624.44
VHBP special fundraising acct.	Bogaert Construction Co. Inc	9/22/2014	Various lumber and materials	1,977.17
***VHBP Special Fundraising Account				
VHBP & General Fund FY 14/15	Bogaert Construction Co. Inc	1/15/2014	Rental All. Roofing Materials	4,180.61
***Note - This invoice doesn't appear on fiscal Reports as it has yet to be paid by fiance department				
Note:				
12/4/2014 - we have \$940.19 left in the VHBP special fundraising account once invoice dated 1/15/15 is paid no other funds are available in this acct.			Total	16,248.21
Robida Excavating expenses were paid by general fund monies			VHBP General Fund	8,431.15
Bogaert Construction invoices 1/24/2014 through 9/22/2014 were paid from VHBP Special Fundraising Account			VHPB Special Revenue Fund	7,817.06
			Total	16,248.21



CONSTRUCTION CO., INC.
 60 PLAINS ROAD
 ESSEX, CT 06426
 860-767-8072

INVOICE

DATE	INVOICE NO.
1/15/2015	2014 0365

BILL TO:

ESSEX TOWN HALL
 PARK & REC - RIGK-AUDET ?
 29 WEST AVE
 ESSEX CT 06426

VINEY BROOK



TERMS	AMOUNT ENC.
NET 10	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	PLEASE REIMBURSE FOR THE FOLLOWING:			
010M-General Require...	DEEP RIVER RENT ALL	1	143.57	143.57
010M-General Require...	DEEP RIVER RENT ALL	1	128.68	128.68
073M-Roofing	RINGS END	1	3,908.36	3,908.36

THANK YOU!	TOTAL: \$4,180.61
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INVOICES NOT PAID WITHIN ABOVE TERMS ARE
 SUBJECT TO A FINANCE CHARGE OF 1.50% PER
 MONTH 18.00% PER ANNUM

Payments/Credits	\$0.00
Balance Due	\$4,180.61

DEEP RIVER RENT ALL

PO BOX 936 447 S. MAIN STRE
DEEP RIVER, CT 06417
Rentals-Sales-Service

860-526-1234 phone
860-526-1101 fax

Invoice Date: 9/11/2014
Status: **Closed**
Invoice #: 111877
Date Out: Tue 9/9/2014 8:07AM
Operator: BOB

Customer # 15931
BOGAERT CONSTRUCTION CO. 767-8072 FAX 767-9186
60 PLAINS ROAD
Essex, CT 06426
Job Descr: VINEY BROOK
Terms: On Account

Qty	Key	Items Rented	Status	Returned Date	Rental Fee
1	1GEN2000E (2895)	GENERATOR,EU2000i,HONDA 1Day \$65.00 1Week \$135.00 4Wks \$410.00	Returned	9/11/14 4:14pm	\$135.00

PLEASE PAY BY THIS INVOICE

RENTAL CONTRACT

- Charges are from portal to portal time out, NOT time used, including any period Deep River Rent All is closed.
 - Store credit only or replacement adjustments will be made for items found defective only if we are notified within one half hour of occurrence.
 - Overdue rates for equipment rentals are computed at 1/6 daily rate for each hour over the time allowed.
- Conditions under which items are rented: Rentals are cash in advance- We sell time- We charge for ALL time out including Sundays and Holidays
- Customer is responsible for theft of equipment. KEEP IT LOCKED!
 - Customer is responsible for all damage to equipment major and minor, including but not limited to tires & tubes, hoses, belts, cords, engine or motor, body, frame, etc. caused by inherent use of equipment or through misuse.
 - For an additional fee of 10% of the rental or a fixed amount DRRA agrees to waive claims for damage to equipment specified in this contract. Accidental damage waiver is required unless customer has supplied DRRA with a certificate of insurance showing that protection is provided DRRA for any damage to the rented item. Customer understands that the accidental Damage Waiver is not insurance. -On some items Accidental Damage Waiver is not available.
 - If equipment does not work properly notify office at once. We charge for ALL time out not time used. I have had the opportunity to read the Terms and Conditions on both sides of this agreement and agree thereto.
 - If other than Customer, signer represents he or she is an agent of and authorized to sign for Customer.

Rental:	\$135.00
Damage Waiver:	\$0.00
Sales:	\$0.00
Delivery Charge:	\$0.00
Misc. Charges:	\$0.00
Subtotal:	\$135.00
CT 6.35%:	\$8.57
TOTAL:	\$143.57
PAID:	\$0.00
AMOUNT DUE:	\$143.57

SIGNATURE: *Whaley*

BOGAERT CONSTRUCTION CO.



P. O. Box 714
 Niantic, CT 06357
 T: 860-739-5441
 F: 860-739-5822

Bethel, CT
 (203) 797-1212
 (800) 797-6511

Branford, CT
 (203) 488-3551
 (866) 758-3551

Darien, CT
 (203) 655-2525
 (800) 390-1000

Lewisboro, NY
 (914) 533-2517
 (888) 533-2517

New London, CT
 (860) 439-0155
 (866) 439-0155

New Milford, CT
 (860) 355-5566
 (888) 350-8966

Niantic, CT
 (860) 739-5441
 (800) 303-6526

Wilton, CT
 (203) 761-1000
 (866) 842-7883

TRANSACTION TYPE: Charge Invoice STORE: Niantic, CT

BILL TO: BOGAERT CONSTRUCTION COMPANY, INC. 60 PLAINS ROAD Essex CT 06426 Phone 860-767-8072
 SHIP TO: ESSEX PAVILLION 073 Essex CT 06426

CUSTOMER CODE	TRANSACTION DATE	TRANSACTION NUMBER	TIME	CUSTOMER PURCHASE ORDER NUMBER	SALESPERSON
EBOGAJO	123114	535807	10:35	ESSEX PAVILLION	136 Keith Harlow

APPLY TO	ORDER DATE	ORD/QTY NO.	TERMS	TAX JURISDICTION
0 E			2 1/2 15th, Net 25 Days	6.35% - CT SALES TAX

ITEM	ORDER QTY	SHIP QTY	LOC	DESCRIPTION	PRICING UNIT	PRICING PER UOM	NET AMOUNT
LORS	1	1		VERTICAL SEAM ROOF PACKAGE BRANDYWINE 18" VERTICAL SEAM FLAT INCLUDES MISC. SCREWS, TRIMS, ETC.	1.000	3675.000 EACH	3675.00
L	1	1		LOC: SHED 4/SHIPPING OFFICE DATE RECEIVED: 12/31/14 RECEIVED BY: AARON METAL SALES #2912427 SPECIAL ORDER ROOFING AND SIDING PRODUCTS ARE NOT RETURNABLE! PLEASE HAVE THE CUSTOMER INITIAL HERE	1.000	0.001 EACH	0.00

RECEIVED IN GOOD CONDITION BY: JOHN BOGAERT

RECEIPT OF THIS INFORMATION.

	NET AMT	MISC CHARGE	FREIGHT	SALES TAX	REMAINING DEPOSIT	INVOICE TOTAL
X	3675.00		0.00	233.36		3908.36

DEEP RIVER RENT ALL

PO BOX 936 447 S. MAIN STRE
DEEP RIVER, CT 06417
Rentals-Sales-Service

860-526-1234 phone
860-526-1101 fax

Invoice Date: 9/16/2014
Status: **Closed**
Invoice #: 111934
Date Out: Mon 9/15/2014 7:53AM
Operator: KEN S.

Customer # 15931
BOGAERT CONSTRUCTION CO. 767-8072 FAX 767-9186
60 PLAINS ROAD
Essex, CT 06426

Terms: On Account

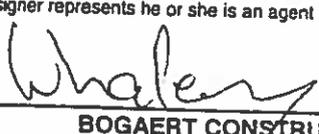
Job Descr: VINEY BROOK

Qty	Key	Items Rented	Status	Returned Date	Rental Fee
1	1GEN2000a (2715)	GENERATOR,EU2000i,HONDA 4Hrs \$45.00 1Day \$55.00 1Week \$165.00 4Wks \$495.00	Returned	9/16/14 3:41pm	\$110.00

PLEASE PAY BY THIS INVOICE

RENTAL CONTRACT

- Charges are from portal to portal time out, NOT time used, including any period Deep River Rent All is closed.
- Store credit only or replacement adjustments will be made for items found defective only if we are notified within one half hour of occurrence.
- Overdue rates for equipment rentals are computed at 1/6 daily rate for each hour over the time allowed.
- Conditions under which items are rented- Rentals are cash in advance- We sell time- We charge for ALL time out including Sundays and Holidays
- Customer is responsible for theft of equipment. **KEEP IT LOCKED!**
- Customer is responsible for all damage to equipment major and minor, including but not limited to tires & tubes, hoses, belts, cords, engine or motor, body, frame, etc. caused by inherent use of equipment or through misuse.
- For an additional fee of 10% of the rental or a fixed amount DRRA agrees to waive claims for damage to equipment specified in this contract. Accidental damage waiver is required unless customer has supplied DRRA with a certificate of insurance showing that protection is provided DRRA for any damage to the rented item. Customer understands that the accidental Damage Waiver is not insurance. -On some items Accidental Damage Waiver is not available
- If equipment does not work properly notify office at once. We charge for ALL time out not time used. I have had the opportunity to read the Terms and Conditions on both sides of this agreement and agree thereto.
- If other than Customer, signer represents he or she is an agent of and authorized to sign for Customer.

SIGNATURE: 

BOGAERT CONSTRUCTION CO.

Rental:	\$110.00
Damage Waiver:	\$11.00
Sales:	\$0.00
Delivery Charge:	\$0.00
Misc. Charges:	\$0.00
Subtotal:	\$121.00
CT 6.35%:	\$7.68
TOTAL:	\$128.68
PAID:	\$0.00
AMOUNT DUE:	\$128.68