

**ESSEX PARK AND RECREATION COMMISSION**  
**MINUTES**  
**March 6, 2013**

(Please note these minutes have yet to be approved)

Acting Chairman Tony Mosa called the meeting to order at 7:00pm.

Members Present: Cathy Bishop, Virginia Willetts, Thomas Clerkin, Tony Mosa, John Bauman, Jim Rawn.

Park and Recreation Director Rick Audet was also present.

**Approval of Minutes**

Bob Russo via email asked that we change the February, 2013 meeting minutes on page 2 paragraph 3 from "would disregard work performed by another firm" to "that it was more valuable for the firm doing the work to witness the soil conditions firsthand."

Jim Rawn added to the February, 2013 minutes that "when the Commission chair meets with Town officials regarding a Park and Recreation matter, that he or she then come back to the board and share what policy or direction was discussed and that at the February, 2013 regular meeting Mike Holmes stated he would do so."

Cathy Bishop agreed to this and stated that she would like to be kept better informed on meetings and policies that are held outside regular commission meetings.

*Motion was made by Tom Clerkin to accept the January and February, 2013 minutes as amended above by Jim Rawn. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried*

**Public Comments:**

Bob Laundry attended the meeting as a member of the Essex Citizens for Clean Energy. Mr. Laundry stated that his reason for attending was that his group is able to purchase through a grant from the State a Big Belly Solar waste and recycling container and that they need the Commission's help in finding a location to put the unit, perhaps in one of our parks. Mr. Laundry described for the Commission that his group is a non-profit and not part of the town administration officially and how the credits system works as well as how citizens in Essex sign up to be part of the clean energy program. John Bauman asked how many residents have signed up to date for the program and Mr. Laundry answered 300. Mr. Laundry stated that he was present this evening not looking for any decision to be made but to provide notice that the ECCE will come back to the Commission soon, as soon as they get more information from the State on the questions posed by the Park and Recreation Director, needing a location to place the unit.

**Financial Updates**

General Fund Financial Reports were reviewed by Rick Audet. He updated the Commission on a meeting to be held with Connecticut Water Co. and Jordanbrook Irrigation on site at Main Street Park in mid to late March to ascertain the reasons for the high water bills this past year and determine if there is a leak in our system. Tom Clerkin stated that Rick Audet should have turned off the water to the building for a day this winter and then checked to see if the meter continue to ran. Jim Rawn directed Rick to see what the water usage has been in January and February when it was only the

bathrooms building being online at the time and no usage from the irrigation system as he would be interested in those figures.

Secondly, on the general fund Jim Rawn noted that as of March 1, 2013 we have \$3752.52 remaining in the Viney Hill Brook Park line item. He asked the Director what the remaining expenses would be for that park for the remainder of the fiscal year. The Director stated approximately \$1650 for gates services, port o let rentals, and water testing, leaving approximately \$2100 for the park expenses outside the aforementioned expenses. Mr. Rawn and Mr. Clerkin stated that we may wish to use \$2000 of these line item funds for the viney hill brook park awning project.

Program Revenue Fund Financial Reports were reviewed by Rick Audet with a general discussion of year to date revenues and expenses for each program as well as the Special Revenue Fund totals year to date.

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

#### **Directors Report:**

- Submitted damage claims for parks to CIRMA through Selectman's Office from Blizzard
- Processing Park Use requests and permits for 2013
- Essex Great Outdoors Pursuit –  
Family Vernal Pool Walk March 10, 1pm  
Arbor Day event planning. The event will be held April 27, at 9am. Jim Rawn is in touch with Jack Spangler's family to communicate the details. The Director has contacted Harbor Commission who has jurisdiction over this park for their cooperation in planting a tree. We will consult with tree warden as to location and type of tree. We will honor this planting on the tree plaques in town hall.
- 2013 Turf Management contract signed
- Rockfall Grant Award of \$250 – used for EGOB Arbor Day event t-shirts
- Spring / Summer brochure is out

#### **Program Managers Report:**

Final Preparations are underway for the 3rd Annual Essex go Bragh. (EGB). Cathy Bishop offered use of the Ivoryton Library walkie-talkies, however the Director has already purchased what is necessary. Cathy recommended charging them for 48 hours prior to use, John Bauman advised to allow the batteries to run out completely and then charge for the full 48 hours for optimal use.

Handed out EGB Schedule of Events to commissioners and discussed their assignments

Volunteers should report for Parking Lot/Parade Duty at 9am

Bob Russo – Main Parking Lot Entrance \*\*\*Can you come at 8:30am?

Doug Senn – Tractor Staging –Along West Ave.

Tony Mosa – Antique Car Staging – Along Grove Street

Cathy Bishop – Marchers Staging Town Hall Lot

Mary Ellen Barnes – Marchers Staging Town Hall Lot

Any other commissioners who are available to volunteer should all report to town hall by 9am. Ginny Willetts offered her assistance, Mary Ellen will contact her asap to assign her to a location. John Bauman stated that he has a prior commitment and is unable to attend.

The Director also handed out Spring/Summer Brochures to commissioners.

### **Parks Report:**

- Mowing and Turf Care contracts to begin on our around April 1.
- All park projects are being planned and prioritized for the coming months.
- Blizzard caused damage to Hubbard Park batting cage.
- Viney Hill Brook Park dog park benches order – deciding to use current ones from Grove Street Park and transfer over to Viney Hill.
- Sunset Pond work for this spring planned.
- Ivoryton Green asphalt path removed, area to be seeded in spring / future project connect a path to gazebo
- Hubbard basketball court walkway ordered
- Upgrades to flag pole lights ordered for Hubbard and Ivoryton Green

### **New Business:**

- A. Essex Citizens for Clean Energy – BigBelly Solar Recycling System  
Moved to Public Comments above.

### **Old Business:**

A. Clark's Pond Rehabilitation Project:

The Director summarized the status of this project for the Commission. The vendor has been selected from 3 bids, the permit has been obtained from the state, the project will begin in May, there will be 2 applications during 2013. Bob Russo from the Park and Recreation Commission consulted on all aspects of the project. Cost for 2013 will be \$2013.65, to be paid from the Park and Recreation Sinking Fund.

B. Main Street Park Embankment Project:

The project as explained to the Commission in prior months, requires an engineered plan to proceed. The Director is in communications with the US Army Corps of Engineers who has jurisdiction over the sight. A survey has been completed and is on hand with the Director. The CT DEEP C.O.P. permit also requires an engineered plan. In meeting with the First Selectman, the Director has directed to use Park and Recreation Sinking Funds to pay for the cost of the plans. The discussion turned to the status of the EES tennis courts and their current state of closure. John Bauman stated we need to do something about the courts and offer to assist. It was reminded that that Commission is willing to work with the school in approaching the Town for funding, however we would not be able to pay for court repairs out of the Park and Recreation Sinking Fund. It was discussed that we should speak with the new principal on the matter and mutually agree to a plan to move forward. Jim Rawn questioned the use of using Park and Recreation Sinking Funds for the engineered plans and feels the Town has other sources of funding that could cover the cost of the plans.

*Motion was made by Tom Clerkin to allot up to \$5000 from the Park and Recreation Sinking Fund to pay for an engineered plans/design for the Main Street Park Embankment project. Jim Rawn seconded the motion and it was unanimously approved. Motion carried.*

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

Tom Clerkin summarized the status of the project on behalf of the project subcommittee. The plans for the awning have been altered so that it is 36 feet in length. The awning plans call for it to be situated on a concrete pad. The subcommittee is working closely with the Lions Club and Bogaert Construction on plans and costs for construction. They will include a contingency

amount into the budget of the project. It was further stated by Tom Clerkin that assistance will be sought from Essex Public Works in site preparation aspect of the project.

- D Special Revenue Fund Cap Amount / Purchasing Guidelines Policy  
Jim Rawn had a recommendation to change the wording in section II of the policy. Jim Rawn asked how a payment for services greater than \$2500 would be approved. The Director clarified that such an instance would be to pay an instructor the amount necessary per the contract, however all payments are covered in full by the revenues generated for that specific program. The director was asked to clarify that and reword the phrasing. Ginny Willets suggested to create a fourth bullet point in that section to break up the two different types of payments between goods and services. The Director was further asked to change the typo and Section VII should read Section III. The Director stated he would make all recommended changes and email out to the Commission next week so that everyone can give it a final review and we will intend to approve it at our April meeting.
- E. Signs in Town Parks  
Tabled.
- F. Civic Campus STEAP Grant: Grove Street Park Playground & Tennis Court  
The Director updated the Commission on the status of this project and informed them that the landscape architect/engineering firm has been selected for this project – Lenard Engineering. The Director will work with Lenard to properly plan and design the drainage for the new tennis court as well as decide how to best go out to bid for the playground portion of the project. Ginny Willets asked if the current bench swing was planned to remain in place or be removed and the Director answered that at this time, it is planned to remain in place and we will install a new 2-5 and 5-12 component.

**Commission Overview:**

John Bauman has been elected by Town meeting to be a Park and Recreation Commissioner (alternate) and John was sworn in by our Town Clerk.

**Public Comment:**

None

**General Discussio:**

Jim Rawn stated that in the prior discussion whereby we ask our Commission chair to report back to the Commission all communications and decisions with town officials that he moves the same be true of all commissioners. Cathy Bishop discussed the use of Ivoryton Green by the Farmers Market this year and stated her concern that the use of the green would conflict with the Run Local Read Local 5K Run held October 19. Cathy further stated that she feels that after a member of the public approaches the Commission with a request that we take more time in discussing and deciding upon the matter and not give an answer that same night. Cathy used the recent memorial bench request and farmers market permit request as two examples. John Bauman stated that he is happy and excited to be a part of the Park and Recreation Commission, and upon moving his family to Essex in 2007 has seen the Commission make great strides in its operations and offerings to the community.

*Motion was made by Tom Clerkin to adjourn at 8:35pm. Ginny Willets seconded the motion and it was unanimously approved. Motion carried.*

Respectfully submitted,  
Rick Audet  
Director  
Essex Park and Recreation