

ESSEX PARK AND RECREATION COMMISSION
MINUTES
May 7, 2014

(Please note these minutes have yet to be approved)

Bob Russo called the meeting to order at 7:05pm.

Members Present: Bob Russo, Ginny Willets, Peter Sauner, Jim Rawn, Tom Clerkin

Recreation Program Manager Mary Ellen Barnes were also present

Approval of Minutes

Motion was made by Tom Clerkin to accept the April 2, 2014 regular meeting minutes as presented. Ginny Willets seconded the motion and it was unanimously approved. Motion carried

Motion was made by Jim Rawn to accept the March 17, 2014 special Meeting minutes as presented. Ginny Willets seconded the motion and the motion and it was unanimously approved.

Public Comment-None

Financial Updates

Mary Ellen reviewed the financial statements from the Finance Departments Munix reports for the General, Program and Capitol Funds

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

Director's Report

Director's Report

- Comstock field flooding damage repaired
- Essex Outdoors program May 18 Geo Caching Clinic May 18
- Coordinating a VRHS Student Work Day for May 19, Ivoryton mulch bed
- Planted a new red sunset maple at Ivoryton Green

Correspondence

Essex resident Jim Godsman regarding picnic tables at Sunset Pond -

May Park Permitted Events

5/1/2014 National Day of Prayer ceremony

May Market

5/2/14 wedding

5/17/14 wedding

Parks Update

All irrigations systems turned on week of May 5

***Prioritized List of Significant Projects to be completed w/ Remaining Budgetary Funds

Asphalt Path from new parking lot to playground

Viney Hill Brook Awning

Viney Hill Brook Dog Park Surfacing

Grove Tennis Court Lights/Timer Switch

Main Street Park

Met with rep from Sav a Tree on site regarding our 2014 contract to spray hemlocks

Work order sent to PW cleanup of sweet gum tree “balls” needed for the front of park

Spring turf care scheduled

Dickinson Park

Spring turf care scheduled / not part of Greenscape contract will bill separate

Hubbard Park

Will examine high water bill from fall and possible leak in irrigation system

Met with Hinding Tennis on basketball court, we will get crack repair performed under warranty

Installed new foul poles at baseball field.

Project to install 4 foot extension fence around court has not been completed, no suitable vendor has been secured, will need to be delayed until next fiscal year due to tree work.

Spring turf care scheduled

Grove Street Park

Wear and tear to grounds due to construction, repairs scheduled for spring.

Install new walkway to playground in spring.

Xenelis and Bogaert Construction removed swing bench and relocated

Planning to install 5-bike bike rack in park

Tennis court ballasts and bulbs to be checked after court completion unless new lighting installed

Will need to hook up wiring and new control switch to new entrance gate upon court completion

Spring turf care scheduled

Sunset Pond

Ordered a second Facility Unsupervised sign for north side of pond, as discussed w/ CIRMA rep.

Will install prior tennis court benches along edge of north side in spring for additional park seating.

Will perform water treatment

Ivoryton Green

Turf care performed, mowing has started

With new Ivoryton Main Street Grant, will secure new parking lot curbing for the park.

Will install a new sunset maple tree for Arbor Day ceremony

Comstock Park

Flood damage, repairs completed

Spring turf care completed

Baseball fields prepared for season

Clark's Pond

Water treatment permit submitted and paid for, vendor will perform treatment in May or June

Searching for a vendor to perform the dock refinishing

Viney Hill Brook Park

Gate is open daily as of April 1

Spring clean up of leaves and debris in the dog park has been scheduled

Work order to PW to paint and install the dog park tunnel

Work order to PW to install one bench in both large and small dog area

Will install a new order of wood chips or mulch to refurbish surfacing

Organic fertilization program scheduled

General park clean up scheduled

Program Managers Report:

Mary Ellen Barnes discussed the status of Programs and Plans for Spring & Summer Programming

She reviewed our most successful programs of the spring are still our Running Rams and Tennis programs, however we did introduce a Field Hockey Clinic that was well received and our Archery program is full as well.

New Business:

Viney Hill Brook Park Initiative – The Commissions goal is to make better use of the park. Jim Rawn believes we need a full campaign to reintroduce the park to the community.

Bob Russo suggested that we get counters to use to monitor current use

Peter Sauner asked if we sprayed for ticks and can we? Mary Ellen Barnes stated she would relay that question to Park and Recreation Director Rick Audet.

The Commission discussed a “Dog Friendly” Event for the end of summer, Peter Sauner will chair a the event and meet with Mary Ellen Barnes

Old Business

Lions Club & Park and Rec Commission Project: Viney Hill Brook Park Awning- Tom Clerkin reported that framing will be complete in about a month.

Essex Little League – Comstock Batting Cage Proposal

Installation of Batting Cage quote was not submitted by ELL however permits are approved. The commission discussed costs, responsibility and involvement in the project. The commission determined that the cost of installation is the responsibility of ELL.

Main Street Park Embankment Project - Bob Russo stated that he had no updates other than that he is waiting for the DEEP to provide updates on the project.

Old Business

Civic Campus STEAP Grant: Grove Street Park Playground & Tennis Court

Bob Russo updated the commission of the lighting and that the improvements to the lighting will be dramatically improves the lighting in the courts. He also stated that the costs of the conduit & bases will be paid out the town funds not the park and recreation funds. The overhead lights will be paid for with funding from the Bauman Foundation. Bob Russo will contact John Bauman about written verification for usage of funds.

Commission Overview:

The Commission discussed the schedule for the opening of Clarks Pond.

Public Comment:

None

General Discussion:

None

Motion was made by Tom Clerkin to adjourn at 9:05pm. Peter Sauner seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Mary Ellen Barnes
Essex Park and Recreation