

ESSEX PARK AND RECREATION COMMISSION
MINUTES
Special Meeting 11/14/2012

(Please note these minutes have yet to be approved)

Chairman Michael Holmes called the meeting to order at 7:04 pm.

Members Present: Michael Holmes, Ginny Willetts, Anthony Mosa, James Rawn, Robert Russo, Cathy Bishop, Ed Burleson arrived at 8pm.

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

Approval of Minutes

Motion was made by Bob Russo to accept the minutes of October 3, 2012 regular meeting. Cathy Bishop seconded the motion and it was unanimously approved. Motion carried.

Public Comment: None

Financial Updates

Financial Reports were reviewed by Rick Audet. Special attention was given to the water usage increases and 75% of water line item having already been expended. Also the commission discussed the expenses incurred to open and the close the lower parking area Viney Hill Brook Park. Jim Rawn suggested we contact with the Essex Police Department to see if they could include that as part of their daily duties. He also suggested that during the months of November and March we open and close the parking area on weekends only. Rick Audet stated he would review those options.

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

Director's Report

Director's Report – 11/7/12

- Connecticut Recreation and Parks Association 2012 Public Service Award was awarded to Jim Rawn, having been nominated by Rick Audet. The nomination was based on the cumulative efforts over many years of Mr Rawn including the Main Street Park Renovation, Park and Recreation Director position, Viney Hill Brook Park, and Essex Basketball Center. Mr. Rawn stated that he preferred not to be singled out for this, rather that the award reflect the exemplary contributions and efforts of all Park and Recreation Commission members, including past members, for the many initiatives we have successfully implemented.
- Rick Audet and Bob Russo attended an Organic Turf Care seminar hosted by Project Green Lawn in Middletown
- Rick Audet has been nominated and elected to the Connecticut Recreation and Parks Association Board of Directors
- FY 13/14 budget is due to the finance office on January 11, we will have to workshop this at our December commission meeting
- Thanked Mike Holmes for attending Rockfall Grants Awards Night event

- Review of the STEAP grant awarded to town of Essex for Town Hall campus – including tennis courts and playscape. Cathy Bishop stated that Phil Miller was very helpful in our Town having received this grant.
- Planning 2013 Essex Great Outdoors Pursuit program underway with Land Trust

November Park Reservations

- November 17 – Viney Hill Brook Park / Tromp & Plunge
- Two 2013 weddings booked for Essex Main Street Park

Correspondence

(Email from Babe Ruth Baseball boardmember)

"There was an incident at Comstock field last Saturday when the head coach of the visiting team acted in a disturbing and very threatening manner. This individual lives in Chester but coaches a private for-profit team out of Hartford. The reason his Hartford based team was at Comstock was because, for whatever reason, his team was permitted to join the Shoreline Babe Ruth league this season and the game was scheduled at Comstock.

Would it be acceptable to you if I informed the director of the Shoreline Babe Ruth league that private for-profit teams are not permitted to play at Comstock unless they contact you directly in order to receive permission? I have no problem playing private teams away, but private teams utilizing Comstock seem to be contrary to the Town's policy which I don't want to put at risk.

The Babe Ruth season ended on Oct 27th. It worked out very well with both the Babe Ruth and LL Juniors teams using Comstock this fall." A short discussion ensued.

Program Managers Report:

Mary Ellen Barnes gave a summation to date of the Winter Youth League Basketball program.

Parks Update:

- Storm damage parks inspection report turned in to Finance Director
- All 2012 contracted turf care services completed
- Liming ordered for 5 parks, budgeted in Mowing Line item
- All irrig. turned off mid/late October, water shut off and irrigation lines winterized by November 6
- Contracted fall parks clean up work ongoing now through early December

Main Street

Ivoryton Green

Safety pruned tree branches along roadside of park (trees) - completed

Grove Street

Hubbard Field

Basketball ball court entrance path ordered, met with contractor
Received 2 quotes to fix right field fence gate

Tennis Court

Windscreen taken down prior to storm
Nets will come down in early December
All leaves will be removed

Dickinson Park

Garden Club is collecting holiday greens
Bush at entry gate has been trimmed

Viney Hill

Leaf blowing ongoing

Sunset

Sunset Pond rehab project – north side of pond significant brush and vegetation removed / bank to be graded and seeded in 2013

Comstock

Received two quotes to fix Babe Ruth field gate

Clark's Pond

Facility Unsupervised sign has been replaced

New Business

A: Park and Recreation CIP Budget:

Rick Audet attended a meeting of the Town's Capitol Improvement Budget Group who are working to help finalize a prioritized list for a Town-wide Capital Budget. The Park and Recreation Commission submitted a CIP plan which thanks to the STEAP Grant, many of those projects will be completed. With that being said Mr. Audet requested that the Commission review that original plan and make amendments to the plan so that he can present it to the CIP Budget Group. The Commission reviewed our Inventory of Assets and Facilities and discussed the priorities for the P&R CIP and identified projects that should fall under a 5-10 year plan.

B: 2013 Commission Calendar

Motion was made by Jim Rawn to accept the 2013 Park and Recreation Commission's Meeting Calendar as presented. Bob Russo seconded the motion and it was unanimously approved. Motion carried

Old Business:

A: Clark's Pond:

Bob Russo updated the Commission as to the planning for improvements to the park. He suggested that it is important to invest in the restoration of the pond to full recreational use. He stated that there will be an initial period of investment and then in the park's budget line item would need to include yearly maintenance. Tony Mosa stated that he believes this project would fall under capitol improvements.

B: Memorial Bench Request – Ivoryton Gardeners

Rick Audet reviewed the Parks Naming Rights Policy and the suggestion at the October meeting to waive the policy. Jim Rawn gave an historical review of the previous requests for "Memorial Benches" He stated that there are a lot of people who do a lot of wonderful things for our community. He believes that a small plaque on a teak benches is a viable option, along with other suggestions

such as a decorative rock with a plaque. Bob Russo questioned at what point to you refuse a bench for someone. He feels there is an expectation that future residents will also be just as deserving. The Commission supports recognizing members of the Ivoryton Gardeners but feels that the memorial should be more inclusive. Mike Holmes believes that there should be an alternative that could include future gardeners. Several members of the Commission stated a concern that this will approving this request as presented set a precedent.

Rick Audet stated that under our current policy we publicize the request and also advise the Board of Selectman of the request. Rick continued, stating that Norm Needleman's preference is that anything that is to be a permanent fixture in the park, a capital item in a park, permanent change to a park, up to and including renaming a park or portion of the park, or similar,, that the Board of Selectmen should share equally in the review and decision making process with the P&R Commission rather than just a courtesy advisement of the request. The Commission feels it is important to inform the BOS of such requests and be respectful of their opinions when the P&R Commission makes any decisions regarding the park naming rights policy.

Commission Overview:

Rick Audet updated the Commission of the expiration of terms for a few members who all have agreed to renew their commissions: Ginny Willets, Cathy Bishop, Tom Clerkin. He also stated that with the passing of Jack Spangler the commission had a full membership vacancy. Long serving alternate member Ed Burleson, due to his travel schedule has requested that he remain an alternative. Tom Clerkin has agreed to serve as full member, due to seniority, leaving one alternate member opening available.

General Discussion:

Jim Rawn wanted to notify the Commission that he spoke to Jack Spangler's daughter Liz and discussed a potential springtime memorial service in town in honor of Mr. Spangler. The Commission recognized Mr. Spangler for his great contributions to our Commission and the Town of Essex. Mr. Rawn wanted the members present to also know of Mr. Spangler's service as a Navy Officer, who severed in WWII. He was a MBA Harvard graduate, a businessman and a true American Patriot.

General Discussion (Continued):

Mr. Burleson notified the Commission that he is working on developing an interest group to investigate potential increases to our tri town playing field availabilities.

Motion was made by Tony Mosa to adjourn at 9:45 pm. Bob Russo seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Mary Ellen Barnes

MaryEllen Barnes
Program Coordinator
Essex Park and Recreation

Town of Essex									
Park and Recreation Commission									
General Fund Expenditures - Monthly Budget Report									
FY 12/13	Report Date: 11/7/2012								
Account		Original Budget	Actuals This Period	Actuals Year to Date	Available Budget	% Used	Notes		
501100	Full Time Payroll	53344		16,295.58	37,048.42	30.5			
501150	Part Time Payroll								
501250	Contracted/ Seasonal Payroll								
501250-102	Viney Hill Brook Lifeguards Payroll	8200		5972.81	2227.19	72.8			
5012500-103	Maintenance Payroll								
502150	Office Supplies	1600		469.56	1130.44	29.3			
502200	Telephone	1368		344.52	1023.48	25.2			
502350	Water	4800		3631.97	1168.03	75.7			
502550	Professional Dues & Subscriptions	540		245	295	45.4			
502650	Meetings and Entertainment	525		306.58	218.42	58.4			
502450	Advertising	2000		775	1225	38.8			
502700	Automobile Expense	1700		299.91	1400.09	17.6			
503300	Other / Consultants	1000		0	1000	0			
504480	Mowing	58,254		30470.72	27,783.28	52.3			
505500	Park Operation, Maintenance & Repairs								
505500-501	Clark's Pond	300		0	300	0			
505500-502	Comstock Fields	2250		225	2025	10			
505500-503	Dickinson's Park	100		0	100	0			
505500-504	Grove Street Park	6300		326.91	5973.09	5.2			
505500-505	Hubbard Park	3000		1,875.84	1124.16	62.5			
505500-506	Main Street Park	3800		575.41	3224.59	15.1			
505500-507	Sunset Pond	1100		600	500	54.5			
505500-508	Tennis Courts	3000		66.18	2933.82	2.2			
505500-509	Viney Hill Brook Park	9000		3840.48	5159.52	42.7			
505500-510	Ivoryton Park	2500		724.64	1775.36	29			
506300-604	Community Events	10,000		4809.64	5190.36	48.1			
	Total Expenditures	\$ 174,681.00	\$ -	\$ 71,855.75	\$ 102,825.25	41.1			

[illegible]