

ESSEX PARK AND RECREATION COMMISSION

September 11th 2013

MINUTES

(Please note these minutes have yet to be approved)

Chairman Mike Holmes called the meeting to order at 7:07pm.

Members Present: Mike Holmes, Cathy Bishop, Tom Clerkin, Bob Russo, Jim Rawn, Doug Senn
Park and Recreation Director Rick Audet & Program Manager Mary Ellen Barnes was also present.

Approval of Minutes

Motion was made by Bob Russo to accept the June 5, 2013 minutes as presented. Tom Clerkin seconded the motion and it was unanimously approved. Motion carried.

Public Comments:

None

New Business:

B. Possible donation to enhance Clarks Pond

Jim Clark & Bruce Glowac were in attendance representing the Essex Foundation; they presented a proposal for improvements to the Clark's Pond Park. The cost of the proposed improvements would be funded in full by the Essex Foundation. The Commission supports the project and is very grateful for the support from the Essex Foundation. Bob Russo and Mike Holmes have agreed to serve as Commission point persons on this project.

Motion was made by Jim Rawn to endorse the proposed project and move forward with the plan as presented by the Essex Foundation. Bob Russo seconded the motion and it was unanimously approved. Motion carried.

A. Ivoryton Village – Ivoryton Village Gardeners memorial tree

Rick Audet discussed the Memorial Tree at "Aggies Island" in Ivoryton. The tree will be removed when the Main Street Grant Project construction begins. Although the area is not in a park, it was brought to Mr. Audet's attention by the Ivoryton Village Gardeners.

Financial Updates

Fiscal Year End 2012/2013 General Fund Financial Reports & the Program Revenue Fund were presented by Rick Audet and reviewed by the commission, with a general discussion of year to date revenues and expenses for each program as well as the Special Revenue Fund & General Fund for F/Y 13/14 totals to date.

Motion was made by Cathy Bishop to accept the financial statements as presented, with the Program Revenue fund to receive an ongoing review and tracking of expenditures. Bob Russo seconded the motion and it was unanimously approved. Motion carried.

Directors Report:

None.

Parks Report:**Main Street Park**

Solar Sync unit installed onto irrigation system

Dickinson Park

Hortus Landscape cleaned up beds.

Hubbard Park

Adding fence extension to basketball court perimeter (still on hold)

Basketball court acrylic cracks repair completed.

Two trees adjacent to court scheduled for removal (obtained 2 quotes, awarded to Bartlett)

2 “Don’t Be a Litterbug” signs installed.

Brick walkway area completed and adjacent mulch installed.

Second security camera being installed after extensive vandalism incident.

Grove Street Park

Repaired the SW light pole that had been out for a month, replaced ballasts and bulbs, Silva & Sons installed

2 light pole repair ongoing, ballast on order from Electrical Wholesalers.

Sunset Pond

Water treatment performed for 2013.

Ivoryton Green

General ongoing maintenance.

Comstock Park

Field prep work completed by Professional Field Care.

Clark’s Pond

Second water treatment completed

Viney Hill Brook Park

Beach sand spread on beach

Beach shed lock found broken, repaired by Public Works

Repaired the damaged side of the port o let enclosure

Work order in to spread wood chips over entire dog park

Weed wacking and general maintenance ongoing

Program Managers Report:

Mary Ellen Barnes presented a summary report of all the summer programs. She also reviewed the surveys for the programs. The responses were very positive and the programs were very successful with a lot of participation.

Old Business:

- A. Main Street Park Embankment Project
- B. 2013 Lions Club & Park and Rec Commission Project: Viney Hill Brook Park Awning
- C. Signs in Town Parks
- D. Civic Campus STEAP Grant: Grove Street Park Playground & Tennis Court

Main Street Park Embankment Project:

Bob Russo met with the Engineer and DEEP issued an order to move the concrete and stabilize the embankment. Mike Holmes asked about the timetable for the project. Mr. Russo believes that the project if it can be moved through DEEP could occur this fall, if not will commence in the spring.

2013 Lions Club Awning Project at Viney Hill Brook Park:

Mr. Clerkin had no additional updates other than the target date to commence the project was October or November 2013.

Signs in Town Parks-

Cathy Bishop reviewed ordinances that are presently in place for the Town, and wanted to clarify that any policies that are put in place by Park and Recreation in regards to signage in the Town Parks, is in compliance with what the town already has in place through its Zoning Regulations and would only be applied to the parks.

Mike Holmes stated that the Commission should consider either 1. The Commission allows some signs, 2. The Commission allows no signs or 3. Create no formal policy. Mike Holmes also stated that he would like to meet with the 1st Selectman to get his opinion on the proposed policy.

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

Rick Audet updated the Commission on the status of this project. Landscaping work has commenced and construction is set for October and November.

Commission Overview:

None

Public Comment:

None

General Discussion:

Cathy Bishop asked the Commission if they would be willing to support the Essex Read Local Run Local Race, they are looking for donations for Oranges. The Commission supports the idea and will cover the expenses for oranges up to \$100.00. The Park and Recreation Department will also have an informational table at the event as well.

Doug Senn updated the Commission on the Vintage Baseball Game that was held on Sept. 7th. Doug Senn coached the Ivoryton Team. It was a great success with over 200 people in attendance. The Essex Historical Society hopes to make it a yearly event.

Motion was made by Doug Senn to adjourn at 9:20pm. Jim Rawn seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,
Mary Ellen Barnes
Essex Park and Recreation