

TOWN OF ESSEX
Park and Recreation Commission

29 West Avenue • Essex, Connecticut 06426
Telephone (860) 767-4340 x110 • FAX (860) 767-8509

Regular Members

Robert Russo, Chairman
John Bauman
Thomas Clerkin
Anthony Mosa
James Rawn
Douglas Senn
Virginia Willetts
Edward Burleson, Alternate
Peter Sarner, Alternate

Unapproved

MINUTES Wednesday, June 7, 2016
Regular Meeting

Call to Order and Attendance

The regularly scheduled meeting of the Essex Park & Recreation Commission was conducted on Tuesday, June 7, 2016 in Conference Room B, of the Essex Town Hall.

Attending Members:

Robert Russo
Virginia Willetts
Peter Sarner seated for A. Mosa

Absent Members:

Edward Burleson
Anthony Mosa
Thomas Clerkin
Douglas Senn
Jim Rawn

Staff:

Mary Ellen Barnes, Park & Recreation Director
Stella Beaudoin, Recording Clerk

R. Russo called the meeting to order at 7:10 p.m.

Approval of May 4, 2016 Regular Meeting Minutes

MOTION made by P. Sarner; to approve the May 4, 2016 meeting Minutes as presented.

SECONDED: V. Willetts; **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None;

Abstaining: None; **Approved:** 3/0/0.

Public Comment

There were no members of the public, present.

Financial Reports

M. Barnes provided the commissioners with expenditures on behalf of Park and Rec, and discussed the general fund budget. M. Barnes reported that the spring programs which were extremely successful, are now completed and most of the money designated to Park and Rec in this fiscal year budget has been spent. There are a few outstanding expenses, i.e., payroll, however this fiscal budget is ahead of the game from last year by \$15,000.

M. Barnes stated that the part time payroll is over 100% and she noted that as the budget relates to the parks, there are projects that need to be accomplished and she does not anticipate going over budget upon their completion.

V. Willetts commented on the need for the installation of a scoreboard and requested that money for the purchase of a scoreboard be factored into the budget.

MOTION made by V. Willets to add under New Business: Scoreboard for Comstock; **SECONDED:** P. Sarner; **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

MOTION made by V. Willetts to accept the financial reports as prepared by M. Barnes; **SECONDED:** P. Sarner; **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Director's Report / Parks & Program

M. Barnes reported that Clara & Alan Miller would like to donate a bench for one of the parks in memory of Mrs. Miller's mother. M. Barnes stated that a bench that was situated in the Main Street Park has broken and was removed, and M. Barnes suggested this location for the donated bench. The bench which is a Barco product, would be fabricated from the same material as the new tables and bench at Grove & Sunset.

M. Barnes reported that she has also purchased three new Barco tables for Grove Park which will replace the two broken, wood tables. There are now new tables at Grove, Ivoryton, Clark, Main Street parks. The Barco tables and benches at Viney Hill Brook park are already in place. M. Barnes reported that there is one new Barco bench at Grove which matches the one installed a year or two ago at Sunset.

M. Barnes stated that she would like to create a master plan for proposed future bench and table locations. With a plan in place, future bequests of bench donations, etc., would be readily accommodated. M. Barnes stated that she will investigate and inquire in other towns, and report back to the Commission in September.

MOTION made by V. Willetts to accept the bench donation from Clara and Alan Miller; **SECONDED:** P. Sarner; **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

M. Barnes reported that CT Pond services will treat Clark's Pond and Sunset Pond by the end of the week.

Park Events

Summer Concerts

Park and Recreation will host eight summer concerts on Wednesday evening beginning on June 29th.

Essex Village and on Tuesday evening in Ivoryton Village.

Essex Land Trust will sponsor a concert on June 12th – Main Street Park.

Spectrum Gallery Art Show – June 18/19th – Main Street Park.

Run for Chris – June 25, 2016 – Grove Street Park.

Ivoryton Farmers Market will begin Saturday June 18th from 10am-1:30pm.

The Ivoryton Library will host Story Hour in Ivoryton Park, Thursdays from 9:30am-10:30am beginning June 16th.

Ivoryton Alliance has scheduled the Independence Day Parade & Patriotic Celebration on Saturday July 2nd, kicking off at 10am.

Child & Family will sponsor their annual Car Show at Hubbard Park on Monday July 4th.

Our Lady of Sorrows – Craft Fair – July 16th – Main Street Park.

First Congregational Church – Big Band Concert - July 30 – Main Street Park (Rain Date July 31).

Essex Lions Club – Lobster Fest – Aug. 6 – Main Street Park.

First Baptist Church – 24th Annual Craft Fair – Aug. 20 – Main Street Park.

Summer Programs

Registration is open for all summer programs with a goal of forty participants each week of Summer Day Camp. Thus far, goal has been attained most of the weeks and M. Barnes is confident that attendance will be at forty campers each week.

Park Updates

- Main Street Park

No Update.

- Grove Street Park

Playground Inspection has been completed. M. Barnes will look into obtaining in-house training for Playground Inspection Certification. M. Barnes reported that there were a few minor suggestions related to the walkway, however the report was very positive.

- Tennis Courts

A private tennis lesson permit to Gary Ribchinsky, as dictated by the Commission guidelines.

- Dickinson Park

No Updates.

- Sunset Pond

Permits have been submitted to the DEEP via Connecticut Pond Services, and treatment should be complete by end of week.

- Ivoryton Green

No Updates.

- Comstock Park

Upgrades to park as noted under Old Business.

- Clark's Pond

Permits have been submitted to DEEP via Connecticut Pond Services and treatment should be completed by end of week

- Viney Hill Brook Park

Bogaert Construction has moved forward this spring to complete the awning project which is 95% complete, however there remains a piece on the roof missing. R Russo will contact Bogaert to discuss timeline for final repairs.

M. Barnes reported that she is in the process of obtaining quotes for staining the gazebo.

- Hubbard Park

The Town of Essex has applied for a Main Street Investment Fund Opportunity to upgrade some park amenities at Hubbard. Also included in the grant will be street scape, landscaping, sidewalks, fencing, and signage along North Main & Grove Street which will connect this facility to Hubbard Park.

M. Barnes reported that the Tennis Courts are highly used.

New Business

MOTION made by V. Willetts to purchase a scoreboard for Comstock park out of the Capitol funds and User Fee. **SECONDED:** P. Sarner; **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

R. Russo stated that he anticipated the sum of \$6,000 for the procurement and installation of the scoreboard. M. Barnes will draft a proposal for the Board of Selectmen and the Board of Finance.

Old Business

a. Viney Hill Brook Park Pavillion

As previously mentioned Bogaert Construction has almost completed the awning project.

Commission Overview

a. Approval of Amended Meeting Calendar

M Barnes stated that the July 6 and August 3, 2016 Park and Rec Commission meetings will be cancelled. The five remaining meetings through 2016 will be conducted on the first Tuesday of the month at 7:00 pm.

MOTION made by P. Sarner to approve the amended meeting calendar to reflect the change of the monthly Park and Recreation Commission meetings to the first Tuesday of the month at 7:00 p.m., effective June 1, 2016; **SECONDED:** V. Willetts; **Voting In Favor:** R. Russo, P. Sarner, V. Willetts; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Public Comment

There was no Public comment.

General Discussion/Commission Overview

At the May meeting, R. Russo commented on the previous Capitol improvement plan and asked that the four members present at that meeting volunteer to visit Main, Hubbard, Viney, Clark's and Comstock Parks, take photos and look around to determine if there have been any changes within the park.

D. Senn volunteered to review Hubbard Park. A. Mosa volunteered to visit Sunset Park, T. Clerkin was to visit Clark's and R. Russo was to visit Main Street Park. R. Russo suggested that members look at docks, parking, etc., take pictures and make notes on the condition of the parks and come back at the June meeting with thoughts on what the potential Capitol needs will be for future expenditures.

R. Russo reported that he visited Main Street Park and took photos. He noted that the grass is coming in and the park gets a good deal of use. The blueberry bushes have died and repair and repointing work needs to be done on the wall where blocks have fallen out. M. Barnes stated that the Garden Club does a good deal of upkeep work on that park as reflected in the overall appearance of the park.

V. Willetts commented on Hubbard Park noting that there are the number of softballs that the players go through at each game.

R. Russo suggested that the installation of netting that could be removed in the winter months.

V. Willetts stated that several balls per game also go under the chain link fence, which cannot be retrieved. V. Willetts suggested the installation of a wooden board along the bottom perimeter of the fence.

R. Russo reported that the Essex Land Trust has constructed a small trail in the Pond Meadow Park off of Comstock Avenue, on which a series of bog bridges and benches have been erected.

P. Sarner reported on Viney Hill Brook Park and noted that it is in good shape, and occasional hikers are seen utilizing the trails in Viney Hill Brook, however it is feeling that that Preserve is underutilized.

M. Barnes stated that she has received one request for the use of the Pavilion Viney Hill Brook Park for a public event which will be opened to the public.

R. Russo stated that he and D. Senn will visit Viney Hill Brook to consider the installation of a fishing dock.

M. Barnes reported that a film crew will be filming late morning at the Gazebo on Wednesday, June 8th.

M. Barnes reported on the offering of movies at the Main Street Park and she stated there is a copyright issue involved in order to do so.

P. Sarner will contact the Deep River Park and Rec Department and inquire how to proceed.

R. Russo will speak with E. Alvord at the Essex library for further detail. M. Barnes stated that she occasionally receives emails from companies who offer to come in and set up and run movies.

M. Barnes stated that another option would be to look into one of the local agencies who might wish to use the park for a community event.

Adjournment

MOTION made by V. Willetts to adjourn at 8:10 p.m. to the next regularly scheduled Park and Recreation Regular Meeting to be held on Tuesday, September 6, 2016 at the Essex Town Hall, 2nd Floor Conference Room B, 29 West Avenue at 7:00 p.m.; **SECONDED:** P. Sarner **Voting In Favor:** R. Russo, V. Willetts, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary