

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, September 6, 2016
Regular Meeting

Call to Order and Attendance

The regularly scheduled meeting of the Essex Park & Recreation Commission was conducted on Tuesday, September 6, 2016 in Conference Room B, of the Essex Town Hall.

Attending Members:

Robert Russo
Douglas Senn
Peter Sarner seated for G. Willetts

Absent Members:

Edward Burleson
Anthony Mosa
Thomas Clerkin
Virginia Willetts
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 June 6, 2016 Regular Meeting Minutes

MOTION made by D. Senn; to approve the June 6, 2016 meeting Minutes as presented.

SECONDED: P. Sarner; **Voting In Favor:** R. Russo, D. Senn, P. Sarner; **Opposed:** None;

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

Public Comment

There were no members of the public present.

Financial Reports

M. Barnes reported on the year end numbers, and the Department finished the FY over-budget by \$1,285. M. Barnes stated that she is not sure if the vendor who did the masonry work on Grove Street Park has been paid. If this invoice was not included, the deficit will be higher.

M. Barnes reported that the part time payroll for Tim LaChance was miscalculated in that he was budgeted for 10 hours per week and he should have been budgeted for 20 hours weekly.

M. Barnes reported that the program revenue fund reflects \$104,000 in revenue, \$85,000 in expenses with net revenue of \$19,195.69, and the net fund balance is \$44, 973.22. The Department is in the black by \$20,000. M. Barnes stated that this money will allow for the creation of new programs, and provide the Department the opportunity to give back to the community. M. Barnes stated that there were many great field trips over the summer and that is one of the many offerings for which this surplus will be used. The Department is also in a position to purchase equipment and through this funding, to allow members in the community to participate through scholarship.

MOTION made by P. Sarner to accept the financial reports as prepared by M. Barnes; **SECONDED:** D. Senn; **No Discussion; Voting In Favor:** R. Russo, D. Senn, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Director's Report / Parks & Program

M. Barnes reported that the goal for summer programs was to have a roster of 40 participants each week of Summer Day Camp, and that goal was met, and over 30 scholarships were given out. Despite the construction at the Essex Elementary School and many days where the playground was not available, and despite the parking lot paving, the summer programs were a success. Field day was instituted at Grove Street Park, which was well received. The Essex Library hosted campers every Friday for one hour and campers were also the guests of the Essex Historical Society, who provided a walking tour. M. Barnes stated that the participants of the summer programs were well received by the community partners who went above and beyond to insure a great experience for the campers.

M. Barnes reported that every effort will continue to be made to accommodate children with special needs who wish to participate in programs offered by Park and Rec, whether the needs are physical, emotional or medical.

Park Events

- Sat. September 10 – Main Street Park – Wedding 1pm-6pm
- Sat. September 17 – Viney Hill Brook Park – Essex Democratic Town Committee, Meet & Greet; 12-3:30pm
- Saturdays, until 10/15 – Ivoryton Farmers Market – Ivoryton Village Green-10am-1pm
- Saturday, October 22 – Ivoryton Library Road Race & Pumpkin Festival – Ivoryton Village Green 7am-9pm

- M Barnes reported that the Pumpkin Festival will be conducted on October 22nd. R. Russo asked that the whole Commission be available for the Pumpkin Festival and he stated that he will send out an email reminder to the members.

M. Barnes stated that she is looking for 50 volunteers to carve pumpkins. M. Barnes suggested the creation of displays with a few pumpkins and some props.

MOTION made by D. Senn to approve an expenditure toward the repair of the sea wall in the amount of \$4,650; **SECONDED:** P. Sarnier; **No Discussion; Voting In Favor:** R. Russo, D. Senn, P. Sarnier; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

M. Barnes reported that there was a food cart situated at the Ivoryton Green this evening. M. Barnes spoke with the vendor and advised that he must apply through the Park and Rec Department for this type of use.

M Barnes asked to table the discussion on the memorial bench and table program. M. Barnes is still researching the topic, and at this time it is her opinion that Park and Rec will decide on the locations and the fabrication of the benches and the Department will retain the right to remove it. M Barnes stated that she received a bi-lingual request from Clara and Alan Miller who donated a bench in memory of Mrs. Miller's mother who was of Spanish decent. An English translation will be referenced beneath the sentiment which will be written in Spanish.

Park Updates

- Main Street Park

River Rock was installed along the edge of the gazebo.

M. Barnes reported that she ordered the new bench donated by Clara & Alan Miller and it will be installed in the Main Street Park by end of September. The bench which is a Barco product, will be fabricated from the same material as the new tables and bench at Grove & Sunset.

- Grove Street Park and Tennis Courts

M. Barnes reported that the tennis courts and the park were very well used this summer and the areas under the equipment have been kept well mulched. .

Three lights are out at the tennis court and there is a center light that is difficult to reach. D. Senn offered the services of the fire department who would be available the 4th Thursday of the month to use the lift to switch out the bulb. M. Barnes will obtain an estimate on having a gate installed.

- Dickinson Park

No Updates.

- Sunset Pond

Connecticut Pond Services treatments were completed in June.

- Ivoryton Green

There were issues with an underground electrical outlet and Bella Electric updated the box.

A picnic table was ordered to replace an old wooden table.

Tree Warden, Augie Pampel recommended a tree which was installed at the Ivoryton Park in the rear planting bed.

- Comstock Park

The Essex Little league will not be sponsoring a fall league, however Park and Rec will sponsor a fall Babe Ruth Fall League-Duffy Grace is the coach. There are 12 players on the roster.

M. Barnes stated that she anticipated the estimate for the purchase of the scoreboard would be \$15,000 which includes electrical, excavation and installation. M. Barnes spoke with Dave Caroline who indicated that due to the specs it would be best to have NEVCO install. Once the estimate is received, M. Barnes will submit a request for funding from the Park and Rec Capital Funds to the Board of Selectmen at their next regularly scheduled meeting.

- Clark's Pond

Connecticut Pond Services completed treatment in June.

- Viney Hill Brook Park

Saturday, September 17 – Viney Hill Brook Park – Essex Democratic Town Committee, Meet & Greet, 12-3:30p.m.

The pond at Viney Hill Brook received a Phragmite treatment.

Bogaert Construction has completed the awning project. Also the staining of the gazebo is complete as well. I am looking for suggestions for the thank you plaque. See sample. Over the course of the summer we had to close the park to swimming for the last 2 weeks of August.

John Bogaert, Bogaert Construction has completed the awning project. The staining of the gazebo has been completed. M. Barnes is looking into a plaque to install on the pavilion, with special mention of John Bogaert.

The park was closed to swimming during the last two weeks of August.

- Hubbard Park

The Town of Essex applied for a Main Street Investment Fund Opportunity to upgrade some of the park amenities at Hubbard. Also included in the grant will be street scape, landscaping, sidewalks, fencing and signage along North Main and Grove Street, which will connect this facility to Hubbard Park. M. Barnes indicated that she hopes to have a decision on this grant which will provide funding in excess of \$400,000, within the next two weeks.

Old Business

a. Comstock Scoreboard

MOTION made by D. Senn to spend up to \$15,000 for the score board; **SECONDED:** P. Sarner; **Discussion:** M. Barnes stated that the Commission collected \$1,500 for field use fees. Funds for the scoreboard will come from the Capital Fund account and User Fees. M. Barnes stated that Riggio will handle the excavating and Bella Electric will handle the electrical, and M. Barnes is still in negotiations as to who will install the sign. Target date for installation is the first week of November. **Voting In Favor:** R. Russo, D. Senn, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Public Comment

There was no Public comment.

General Discussion/Commission Overview

R Russo asked M. Barnes to reach out to the Commissioners for anything needed related to the Pumpkin Festival on October 22nd.

Fall Program, Running Rams – Ready, Set, Run, Instructor, Coach Pete Capezzzone. Coach Cap has created a 5K Running Program for families with children that add elements of our Ready Set Run Youth program to increase the appeal for families. There are 20 participants on the roster.

Adjournment

MOTION made by D. Senn to adjourn at 7:55 p.m. to the next regularly scheduled Park and Recreation Regular Meeting to be held on Tuesday, October 4, 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, D. Senn, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 3/0/0.

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary