

TOWN OF ESSEX
Park and Recreation Commission

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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 Tuesday, November 1, 2016
Regular Meeting

Call to Order and Attendance

The regularly scheduled meeting of the Essex Park & Recreation Commission was conducted on Tuesday, November 1, 2016 in Conference Room B, of the Essex Town Hall.

Attending Members:

Robert Russo
Virginia Willetts
Anthony Mosa
Peter Sarner seated for T. Clerkin

Absent Members:

Edward Burleson
Douglas Senn
Thomas Clerkin
Jim Rawn

Staff:

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

R. Russo called the meeting to order at 7:02 p.m.

Approval of October 4, 2016 Regular Meeting Minutes

MOTION made by G. Willetts to approve the October 4, 2016 meeting Minutes as presented.

SECONDED: A Mosa; **Voting In Favor:** R. Russo, V. Willetts, A. Mosa, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Public Comment

There were no members of the public present.

Financial Reports

M. Barnes reported on the Recreation Program Fund. As of November 1, 2016 the total revenue is \$64,617 with a net revenue of \$20,280. M. Barnes stated that both expenses and revenue are down from

the prior year, however actual program revenue is higher. M. Barnes stated that all of the fall programs were full and there is a fair showing for current programming.

M. Barnes reported on the General Fund noting that the picnic tables were paid for out of encumbrances as was the remediation of the brick path at Grove Street Park. There is an available balance of \$7,711.

As related to the water bill, M. Barnes noted that the next bill will finish up the summer water expenditure. R. Russo suggested that for the purpose of planning for the upcoming summer, and based on this year's drought, to anticipate a higher budget for water in 2017. R. Russo suggested that the allowance for water should be increased based on the drought that the state has experienced over the past few years.

MOTION made by P. Sarner to approve the Financials as presented; **SECONDED:** A Mosa; **Voting In Favor:** R. Russo, V. Willetts, A. Mosa, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Director's Report / Parks & Program

Park Events

- Ivoryton Illuminations is scheduled for December 3rd and the lights will be lit throughout the month of December.

Ivoryton Village Pumpkin Festival – Overview

M. Barnes stated that this year's Pumpkin Festival was held on Sunday, October 23rd which was the rain date for this event. M. Barnes stated that the festival was extremely well-organized and she noted that Tim LaChance did an excellent job working on this event, and with the assistance of Jen Crown and Kaylee Caufield, the festival was successful. There were over 250 donated pumpkins and M. Barnes stated that the Ivoryton Alliance, the Essex Police, Connie Barlow, Chris Shane and Susan Malan were some of those donors.

M. Barnes stated that the Ivoryton Library Road Race was a success and there were over 130 pre-registered participants.

Fall Programs

Essex Youth Basketball League –Overview

M. Barnes stated that she is experiencing difficulty finding coaches to volunteer for the younger boy's basketball divisions and she noted that there are only 6 players in total, registered. There are three girls that are registered for grades 4-6. M. Barnes stated that she has recruited a boy's coach and a someone to coach for the younger girls. M. Barnes indicated that in discussions with the towns of Deep River and Chester Park and Rec Directors, she was informed that they are also experiencing low enrollment.

- **Essex Go Bragh** event is slated for Saturday March 11, 2016.

Parks Update

- M Barnes indicated that all Parks will undergo a fall cleanup after the leaves have fallen off of the trees.

Main Street Park

- M. Barnes reported that she requested that the contractor complete repairs to sea wall before the end of November.
- The new bench donated by Clara and Alan Miller was installed in the Main Street Park, along with an additional picnic table have been installed in the park.
- M. Barnes reported that the Essex Garden Club has done a beautiful job with fall clean up and she stated that she is working directly with their community coordinator, Suzanne Tweed, for the purpose of planning the upgrades to the garden beds and the process to eradicate the Japanese Knotweed.
- M. Barnes reported that irrigation has been winterized and the fall cleanup will be completed when the leaves drop.

Grove Street Park and Tennis Courts

- M. Barnes reported that the new light bulbs have been installed in the tennis court.

Dickinson Park

- No Updates.

Sunset Pond

- No Updates.

Ivoryton Green

- Irrigation has been winterized.

Comstock Park

- Report Under Old Business.

Clark's Pond

- No Updates.

Viney Hill Brook Park

- No Updates.

Hubbard Park

- M. Barnes reported that the Town of Essex did not receive the Main Street Investment Fund Opportunity grant which was earmarked to upgrade some park amenities at Hubbard along with installation of street scape, landscaping, sidewalks, fencing and signage along North Main and Grove Streets.
- Irrigation and plumbing have been winterized

Old Business

- **Board of Finance Capital Sinking Fund Request Update**
(Comstock Score Board & Main Street Park Seawall)

M. Barnes stated that at their November 2016 meeting, the Board of Finance tabled the request for Capital Funds for the appropriation of the scoreboard at Comstock. The Board of Finance will conduct a meeting on January 19, 2017 and they have requested M. Barnes to be in attendance and provide the Board with further information and detail related to the purchase and installation of the scoreboard.

M. Barnes noted that the he Board of Selectmen approved the request for the funding of Capital Funds for the appropriation of the scoreboard at Comstock, however the Board of Finance tabled discussion to their January 19, 2017 meeting.

M. Barnes distributed the January 8, 2014 Minutes from the Park and Recreation Commission meeting at which Kelly Sterner, Town of Essex Treasurer presented on the Sinking Fund and the process related to requests for appropriations from this fund. M. Barnes distributed a letter from the Park and Rec Commission that was sent to the Board of Finance in follow-up to that January 8th Park and Rec meeting, in which she requested that the Board of Finance provide the Commission with written guidelines for step by step instruction on how to request appropriation from the sinking fund.

M. Barnes asked members to review these documents.

K. Sterner provided a written explanation of what the Capital Fund, Sinking Funds had been used for in the past, i.e., the batting cage repair, the fencing for the tennis court and the construction of the playground and the upgrade of the embankment. M. Barnes stated that the current balance in the sinking fund is \$121,713.

M. Barnes stated that the Town of Essex Park and Rec Department purchased the scoreboard at the Essex Elementary School and the Department still maintains the repair.

M. Barnes reported that in 2014, Rick Audette, former Park and Rec Director compiled a Capital Improvement Program and Assets Inventory, which he provided to the Board of Selectmen and to Kelly Sterner. M. Barnes stated that K. Sterner does not believe that the report went to the Board of Finance.

M. Barnes asked members to review the materials distributed at this meeting and prepare for presentation to the Board of Finance in January

R. Russo suggested that member visit two park facilities in the upcoming month and prepare for this January 19th meeting with the Board of Finance.

General Discussion/Commission Overview

- 2017 Commission Regular Meeting Calendar for Review & Approval

MOTION made by P. Sarner to approve the 2017 meeting calendar as amended; **SECONDED:** G. Willetts; **Voting In Favor:** R. Russo, V. Willetts, A. Mosa, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

- Approval to change Dec. 6th meeting location

Members agreed that the Park and Rec meeting will be conducted in the scheduled location.

Public Comment

There was no Public comment.

Other

M. Barnes will check on the water treatment of Clark and Sunset Ponds.

R. Russo stated that there was a softball game at Comstock Park over the weekend which was well attended by the player's and their fans, and there was a good showing of people in the bleachers from both Towns, and R. Russo noted that it would be an asset to have a scoreboard installed at Comstock. R. Russo stated that Comstock has a great playing field with good dug-outs and good turf, and it is well-used in the spring, summer and fall seasons.

P. Sarner stated that the divider at the gym at Essex Elementary School is broken.

Adjournment

MOTION made by A Mosa to adjourn at 8:10p.m. to the next regularly scheduled Park and Recreation Regular Meeting to be held on Tuesday, December 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, G Willetts, A. Mosa, P. Sarner; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,
Stella C. Beaudoin
Recording Secretary