



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
Anthony Mosa
Douglas Senn
Virginia Willetts
John Bean*

Unapproved

MINUTES - Tuesday, January 9, 2018 - Regular Meeting

1. Call to Order and Attendance

The regular meeting of the Essex Park & Recreation Commission was conducted on Tuesday, January 9, 2018 in Conference Room B, of the Essex Town Hall.

Attending Members:

Robert Russo
Virginia Willetts
Anthony Mosa
John Bean

Absent Members:

Doug Senn

Staff:

Mary Ellen Barnes, Park & Recreation Director

R Russo called the meeting to order at 7:00 p.m.

2. Public Comment

There were no members of the public present.

3. Commission Overview

John Bean who is the newly appointed regular member effective December 1, 2017, introduced himself to the Commission. J Bean who resides in Ivoryton with his family is a 19-year employee of the Lee Company. J Bean fills the regular member opening left vacant by Peter Sarner.

4. Approval of November 14, 2017 Meeting Minutes

MOTION made by V Willetts to approve the November 14, 2017 meeting Minutes with the following amendment: 1) To reflect the correct meeting date of November 14, 2017; **SECONDED:**

A Mosa; **Voting In Favor:** R Russo, V. Willetts, A Mosa; **Opposed:** None; **Abstaining:** J Bean; **Approved:** 3/0/1.

5. Financial Reports

General Fund – M. Barnes provided a detailed line by line explanation of the Park and Recreation Department budget for review. M. Barnes indicated that there are no requests for an increase in budget line items from the General Fund, Program Revenue Fund and the Commission Budget for 2018-19 Fiscal Year Budget on the General Fund Summary for December 1, 2017.

MOTION made by A Mosa to accept the 2018-19 budget as presented for submission to the Board of Selectmen for their review and approval, as presented; **SECONDED:** V Willetts; **Voting In Favor:** R Russo, V Willetts, A Mosa, J Bean; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

6. Director's Report / Parks & Program

M Barnes reported on the following activity for period covering December 2017 and January 2018:

Park Events

- **Ivoryton Illuminations/Ivoryton Park** – Through the month of December. M Barnes was notified by the Ivoryton Alliance Illuminations Committee that the lights will be taken down as soon as possible, however there has been a delay as a result of the snow accumulations.
- **Essex go Bragh** M. Barnes reported that this event will occur on March 10, 2017 and announced that the Grand Marshal will be Mr. Alan Miller.
- **Spring/Summer 2018 Programming** – M Barnes reported that she is currently working on the 2018 Spring/Summer brochure. M. Barnes noted that several of the well received programs will return, to include, Running Rams, Tennis, Archery, Cooking and 7 weeks of Summer Camp with some new and exciting themes and field trips.

Parks Update

Dickinson Park

- M Barnes reported that All Waste, the Town's Refuse Company hit one of the stone pillars at the gate at Dickinson Park. The Department of Public Works worked with All Waste and repaired the pillar. The gate will be re-installed as soon as possible by DPW.

Main Street Park

- The new bench in memory of John and Betty Johns was installed in December.

Grove & Tennis Courts

- M Barnes reported that she is in process of obtaining a quote from Professional Field Care to reconstruct the walking path, which is overgrown and has deteriorated to the point of impassable, and lacking surface material. M Barnes asked Professional Field Care to create a

plan to reconstruct that includes the best material and edging so as to sustain the path for the next 10 years.

Sunset Pond

- No Updates

Ivoryton Green

- Ivoryton Illuminations which was to run through the month of December will be dismantled when weather permits.

Comstock Park

- No Updates

Clark's Pond

- No Updates

Viney Hill Brook Park

- The gate to the lower parking lot is closed for the winter season.

Hubbard Park

- M Barnes reported that a tree situated on a neighboring property owner's property fell on their fence at the rear of the park. Wilcox Tree Removal was hired and removed the tree and the debris. M Barnes stated that she followed up with Wilcox for removal of remaining logs that were left on property. M Barnes stated that the neighbor is responsible for fixing the fence as it is their fence.

7. New Business – Approval of 2018 Park and Recreation Calendar

The Park and Recreation Commission proposes quarterly meetings in 2018 to be conducted on the first Tuesday of the month at 7:00 p.m. as follows: January 9, 2018; March 6, 2018; June 5, 2018; September 11, 2018; December 4, 2018; and January 8, 2019.

MOTION made by V Willetts to accept the 2018 Park and Recreation Commission meeting calendar for submission to the Town Clerk, as presented; **SECONDED:** J Bean; **Voting In Favor:** R Russo, V Willetts, A Mosa, J Bean; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

8. Public Comment

There was no further discussion.

9. General Discussion

There was no general discussion.

10. Adjournment

MOTION made by A Mosa to adjourn at 7:45pm to the next regularly scheduled meeting which will be conducted on Tuesday, March 6, 2018, Essex Town Hall, Conference Room B; **SECONDED:** V Willetts; **Voting In Favor:** R Russo, V Willetts, A Mosa, J Bean; **Opposed:** None; **Abstaining:** None; **Approved:** 4/0/0.

Respectfully submitted,

Stella C. Beaudoin
Recording Secretary