

Colchester and Parks Recreation

MINUTES
Colchester Parks & Recreation Commission
January 7, 2013
Town Hall
Meeting Room 2
7:00 PM

NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

2013 JAN -8 PM 4:05

RECEIVED
COLCHESTER, CT

Members Present: S. O'Leary, E. Kundahl, L. Dimock, L. Stephenson, C. Ferrante, T. Loskant and David O'Brien
Members Absent: N. Kaplan, M. Kennedy
Others Present: Cheryl Hancin, Anita Pizzutiello, Board of Education Liaison John Reeve, Kristen Moody, Linda Labickas, Civic Students and other citizens

1. Call to Order

Chairman O'Leary called the January 7, 2013 meeting to order at 7:05 p.m.

2. Additions to Agenda

None

3. Citizen's Comments

None

4. Acceptance of Minutes: December 3, 2012 Meeting Minutes

E. Kundahl **MOTIONED** to approve the minutes of the December 3, 2012 meeting as written. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED.**

5. Reading of Correspondence

C. Hancin stated the Dog Park Committee thanked the town for plowing in a timely manner.

6. Committee Reports

- **Facilities** – none
- **Finance/Administration** – Chairman O'Leary attended a Board of Selectman meeting with regards to the proposed position changes within the Parks & Recreation department. The Board of Selectman members asked for more financial information which C. Hancin is currently working on.
- **Programs – Summer Camp** – to be discussed under item #8
- **BOS Liaison** – none
- **BOF Liaison** - none
- **BOE Liaison** – J. Reeve stated starting tomorrow the Board of Education meetings will be held at CES for the remainder calendar year. J. Reeve also stated that tomorrow the Superintendent is presenting the results of the security audit of the schools.

7. Discussion and Possible Action on the Dog Park Spring Fundraiser

Linda Labickas, chairperson for Dog Park Committee, presented the program description for the 2nd annual Easter Egg Hunt for Dogs which will take place on March 23, 2013 from 9 a.m. to 12:00 p.m. L. Labickas stated they are always looking for volunteers to join the Dog Park Committee. L. Dimock **MOTIONED** to approve the Colchester Dog Park Committee 2nd annual Easter Egg Hunt for Dogs fundraiser. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

8. Discussion and Possible Action on Summer Camp Sub-Committee Report

The sub-committee presented their recommendations for the upcoming Summer Camp. The recommendations were reviewed and discussed by members present. C. Ferrante **MOTIONED** to accept the recommendations from the Summer Camp sub-committee. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

9. Recreation Supervisor's Report (Monthly)

A. Pizzutiello's report included a copy of a letter she wrote to the editor regarding the success of the Holiday Homecoming that took place on December 1, 2012. The report also stated that the majority of the programs are scheduled to end mid-December as the fall season concludes. T. Loskant **MOTIONED** to accept the Recreation Supervisor's report. **SECONDED** by E. Kundahl. All members voted in favor, **MOTION CARRIED**.

A. Herzog's report stated a wrap-around program which is a partnership with the Colchester Public Schools to provide programs to youth from 4:00pm to 6:30pm. Five fall after school programs ran successfully and have been offered again this winter. This fall 12 adult classes were also successful. Upcoming events are Family Games Night and the 8th annual spring clean up. E. Kundahl **MOTIONED** to accept the Recreation Specialist's report. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

10. Recreation Manager's Report

C. Hancin presented the board members with the Recreation Manager's Report (see attachment #1). Discussion was had. C. Ferrante **MOTIONED** to accept the Recreation Manager's report. **SECONDED** by T. Loskant. All members voted in favor; **MOTION CARRIED**.

11. General Comments

None

12. Adjournment

T. Loskant **MOTIONED** to adjourn the meeting at 8:48 p.m. **SECONDED** by L. Stephenson. All members present voted in favor, **MOTION CARRIED**.

Attachment

Recreation Manager's Report (attachment #1)

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.

Respectfully Submitted,
Gina Santos, Clerk



Manager of Parks and Recreation Monthly Commission Report

Jan 7, 2013

Update on the change in the Administrative Asst. position

A presentation was given at the BOF and BOS meetings the week of Dec. 19. Both boards asked for more financial data to show complete funding of the difference in the position change (\$15,000) along with a Departmental business plan and more historical data. Once completed, I plan to give another presentation.

The Department currently oversees the following:

- Special Events: (Holiday Homecoming, Trick or Truck, Scarecrow Contest, 57Fest, Family Games Night, 6 Summer Concerts serving over 12,000 people.
- 70-80 Programs per season with 4 seasons per year.
- Partnership programs with the following: BOE- After school programs and program development, C3 events including Family Fun Day, Garden Club, National Wildlife Federation Certification- Spring Clean up, CBA- Scarecrow Contest and other community events & Lions Club, Yellow Ribbon Committee
- Oversee the following groups: Dog Park, Civic Orchestra- (both have new board members) Community Theater,
- Endorsed Sport Leagues- Basketball, Soccer, Wrestling, Cheerleading, Football and Baseball.
- Reservations for all town parks and fields for the public and schools for endorsed leagues.
- Other miscellaneous programs and partnerships

Program Fund

FY12-13 (July- Nov 30, 2012)

Revenue **148,620.16**

Expenses **153,076.79**

Balance **(4,456.63)**

Overall Fund Balance **(55,537.67)**

Endorsed Sport Leagues Update

- A notice went out to all sport leagues with 2013 dates of the Sport Council Meetings along with a reminder to hand in all required forms.

Due to the departments inadequate staffing levels we have had distress in the following areas:

- Delay in permits- entering and sending permits (Forms were sent to Rec rather than BOE this year for indoor space).
- Forms for endorsed leagues not in on time which caused a big concern for schools and insurance
- The time needed to find adequate space and availability for all leagues.
- Errors in billing and bookable time for Youth Basketball
- Confusion due to multiple requests from different individuals from the same league for space.
- The facility reservation procedures manual has not been revised.
- Outside groups have already booked the school for Spring 2013

Park Monitor

Analyzing the need to budget for this position for FY13-14 due to the many concerns at the Rec Plex after hours.

Holiday Ornament

The Holiday Ornament came in on Dec. 7. 100 were ordered. 55 were sold from Park and Rec office only.

\$275.00	Revenue of 55 sold
-\$5.18	Credit card/software fee expense
<u>- \$149.00</u>	Cost of 100 ornaments
\$120.82	Net Profit

Past Years Ornaments Sold in Dec: 42:

\$121.00	Net Revenue to Holiday/Tree Fund
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Estimate of Ornament sales in past years: Cost of ornament: \$1.49 each

2011 \$636 - 127 ornaments sold (not available before Holiday Homecoming event this year, sold at BK games)

2010 \$400 - 80 ornaments sold (not available before Holiday Homecoming event this year)

2009 \$885 - 177 ornaments sold