

Colchester Parks & Recreation Commission
Meeting Minutes
February 4, 2019 ~ Town Hall

Members Present: K. Moody, T. Bruni, B. Kniska and M. Pulse

Members Absent: E. Kundahl, N. Kaplan and L. Stephenson

Others Present: Recreation Director T. Quinn, BOS Liaison D. Mizla, BOF Liaison A. Bisbikos, Superintendent J. Burt and clerk J. Campbell

1. **Call to Order** K. Moody called the meeting to order at 7:06 PM.
2. **Additions to the Agenda** None
3. **Acceptance of Minutes: January 7, 2018** B. Kniska MOTIONED to approve the January 7th minutes, SECONDED by M. Pulse. T. Bruni abstained. All other members present voted in favor. MOTION CARRIED.
4. **Reading of Correspondence** None
5. **Committee Reports**
 - **Facilities** No one present
 - **Finance/Administration** No report
 - **Programs** No report
 - **BOS Liaison** D. Mizla stated that she was pleased to see commission members as well as league presidents at the building committee meeting to help support the decision to add irrigation to the fields now rather than later.
 - **BOF Liaison** A. Bisbikos reported there will be a Public Budget Forum on Wednesday with the regular BOF meeting to follow. Results from the budget survey should be posted soon.
 - **BOE Liaison** J. Burt introduced himself and stated that he will continue working with T. Quinn to keep the lines of communication open for BOE and Recreation. He also shared the building committee did agree to add irrigation to the fields. The gym should be open soon. Still waiting on final sign off. Communication guidelines/policy is being worked on with members from BOE and T. Quinn.
6. **Old Business**
 - **Commission Vacancies** T. Quinn asked commission members to please seek volunteers to join the commission. 3 seats are still vacant currently.
 - **New website** T. Quinn reported that the new website is live today. She encouraged members to visit and also asked that any league presidents please verify their information on the Recreation website. Community Calendar submission guidelines & application were reviewed. Recreation will be responsible for that part of the website.
7. **New Business**
 - **Field Reservation Policy revisions** T. Quinn went over the revisions made to the policy. This is a result of the issues Recreation had with a long time vendor.
 - **New programs** T. Quinn reviewed some of the new programs and sponsorship opportunities for 2019. One new even might include a community potluck in conjunction with "Americana Summer Concert." Recreation will be rolling out a new Kayak Rental Program as well as birthday party program and a personal trainer/instructor program. Recreation will be offering at Cruise in 2020. 14th Annual Spring Clean Up will be hosted with the shredding truck, a bottle and can drive and mattress recycling at the transfer station.
 - **Refund policy revisions** T. Quinn reported the Recreation department issued over \$9000 in refunds last year. Current policy offers a refund no matter what. Recreation pays fees to the registration software

company of up to 7%. M. Pulse MOTIONED to accept the changes of the policy and present it to the BOS, SECONDED by T. Bruni. All members present voted in favor. MOTION CARRIED.

- **Sports League Field Use Policy & Procedures** T. Quinn would like to asked endorsed leagues to have a “reporting policy” in place and available to participants and part of the endorsement package.

8. Recreation Department Reports

- **Recreation Specialist** No Report
- **Recreation Supervisor’s** Reviewed
- **Recreation Director’s** Report was discussed within the agenda items.

9. Citizen’s Comments None

- 10. Adjournment** B. Kniska MOTIONED to adjourn the meeting @ 8 PM, SECONDED by T. Bruni. All members present voted in favor. MOTION CARRIED.

Respectfully Submitted,

Joanie Campbell, clerk