

East Lyme Parks and Recreation
Regular Meeting Minutes
January 14, 2016

Present: Robert Pfanner
Roger Nadeau
Charles Fenick
Pat Larkin
Thomas Beebe

FILED IN EAST LYME
CONNECTICUT
Jan 26 2016 AT 12:07 AM/PM
William Willetts, Jr.
EAST LYME TOWN CLERK

Absent: Jackie Curry
Milan Keser

Also Present: David Putnam, Director of East Lyme Parks and Recreation
Kevin Seery, Ex officio
William Willetts, Emeritus

1. CALL TO ORDER

Chairman Pfanner called the East Lyme Parks and Recreation Regular Meeting of January 14, 2016 to order at 7:00 p.m.

a. Election of Officers. Mr. Putnam asked for nominations for Chairman of the Parks and Recreation Commission for 2016.

MOTION: Mr. Fenick moved to nominate Robert Pfanner as Chairman of the Parks and Recreation Commission for 2016. Seconded by Mr. Larkin. (5-0) Unanimous.

There were no other nominations. A vote was taken and Mr. Pfanner was unanimously elected Chairman of the Parks and Recreation Commission for 2016.

Mr. Putnam asked for nominations for Vice Chairman of the Parks and Recreation Commission for 2016.

MOTION: Mr. Fenick moved to nominate Roger Nadeau as Vice Chairman of the Parks and Recreation Commission for 2016. Seconded by Mr. Pfanner. (5-0) Unanimous.

There were no other nominations. A vote was taken and Mr. Nadeau was unanimously elected Vice Chairman of the Parks and Recreation Commission for 2016.

Mr. Putnam asked for nominations for Treasurer of the Parks and Recreation Commission for 2016.

MOTION: Mr. Pfanner moved to nominate Charles Fenick as Treasurer of the Parks and

Recreation Commission for 2016.
Seconded by Mr. Larkin. (5-0)
Unanimous.

There were no other nominations. A vote was taken and Mr. Fenick was unanimously elected Treasurer of the Parks and Recreation Commission for 2016.

2. PUBLIC DELEGATIONS

There were no guests.

3. MINUTES

a.) Minutes of Regular Meeting of December 10, 2015. Chairman Pfanner asked for additions, deletions or corrections to the December 10, 2015 Regular Meeting Minutes.

Mr. Willetts stated he has been on the Parks and Recreation Commission for 35 years not since 1960.

MOTION: Pat Larkin moved to accept the Regular Meeting Minutes of December 10, 2015, as amended. Seconded by Mr. Beebe. Messrs. Fenick and Nadeau abstained from voting. (3-0-2) Motion carried.

4. DIRECTOR'S REPORT (See attached report.)

MOTION: Mr. Nadeau moved to accept the attached fees for the pavilion and tent. Seconded Mr. Fenick. (5-0) Unanimous.

The Commission reviewed the attached McCook Point Park Parking Permit/Pass Price Comparison spreadsheet.

Mr. Willetts asked will you have special patrol for the Boardwalk? Mr. Putnam replied because the state contributed to its cost the Boardwalk needs to be open 24 hours. We use cameras.

Mr. Larkin asked how full are our parking lots on weekends? Mr. Putnam replied very full.

Mr. Putnam reported non-resident fees are 49% of our total revenue from passes. We sold 328 seasonal passes at \$100.

Mr. Larkin stated he would like to charge non-residents more. Mr. Seery recommended that non-resident daily parking pass fees be increased to \$30 on weekends and holidays.

Mr. Seery suggested that military and retired military individuals not be charged to enter the beaches.

MOTION: Mr. Nadeau moved to approve the McCook Point Park Parking Permit/Pass Price

Comparison spreadsheet, as amended.
Seconded by Mr. Larkin. (5-0) Unanimous.

Mr. Larkin reported First Selectman Mark Nickerson discussed using a trolley in town. Mr. Putnam replied we will have a test run on July 4 weekend.

The Commission reviewed the attached Vendor Fee Minimum Bids. Mr. Putnam recommended that the vendor fee minimum bid remain at \$2,000.

MOTION: Mr. Fenick moved to approve the Vendor Fee Minimum Bid at \$2,000. Seconded by Mr. Larkin. (5-0) Unanimous.

Commission members reviewed Athletic Field Usage Survey for 2016. Mr. Putnam would like to send it to all sports leagues that use East Lyme facilities. Mr. Larkin felt it would be helpful to show a need for additional fields.

Mr. Beebe asked if fields are restricted for East Lyme use? Mr. Putnam replied it is not restricted for East Lyme use, but East Lyme leagues have first priority. There was a general consensus that Mr. Putnam should send it to all sports leagues that use East Lyme facilities.

The Commission was given copies of this Commission's Policies and Regulations for review and discussion at the February meeting.

5. EX-OFFICIO REPORT

Mr. Seery reported there was discussion on the school project. They wish to build a new Flanders School and refurbish Niantic Center School. Its cost is projected to increase the mill rate by 2.6. It was felt Lillie B. Haynes does not work as a Town facility. By June 30 a plan needs to be submitted. The Board of Education will bring forward a plan.

Mr. Nadeau asked why is there a decision to refurbish Niantic Center School? Mr. Seery replied they are able to get state reimbursement for Niantic Center School renovation as new, not Lillie B. Haynes. Mr. Nadeau felt less schools are a better idea. Mr. Seery stated it is felt that the bus routes would be much more cumbersome.

Mr. Seery informed the Board budgets will be reviewed by the Board of Selectmen and be forwarded to the Board of Finance.

He reported seventh graders had discussion with Youth Services about a fundraiser for Pediatric Cancer.

6. COMMUNICATIONS

a.) Letters to Richard Connelly, Jeff Broadwell, Alice Creem and Robert Shabunia regarding gratitude for flagpole repairs at Liberty Green.

7. UNFINISHED BUSINESS

a.) Future Park Development. There was no further discussion on this matter.

b.) Boardwalk Construction Update. Mr. Larkin observed a fence on the beach was down. Mr. Putnam agreed to check on it.

Mr. Nadeau left the meeting.

c.) Pavilion/Tent Fees. There was no further discussion on this matter.

d.) Vendor Fee Minimum Bids. There was no further discussion on this matter.

e.) 2016-2017 Beach Pass Fees. There was no further discussion on this matter.

f.) 2016-2017 Budget Review. There was no further discussion on this matter.

8. COMMITTEE REPORTS

a.) Band Shell Report. Mr. Larkin reported the Band Shell Committee met and would like a 40' Band Shell for a cost of \$92,000. The Rotary, East Lyme Trust, the Lions and Town each will contribute one-fourth of the cost. Photos of the Band Shell were reviewed by the Commission. Mr. Putnam agreed to bring a Site Plan to the February meeting. The Band Shell is expected to be completed in the fall.

9. NEW BUSINESS

a.) Athletic Survey. There was no further discussion on this matter.

Mr. Beebe was welcomed as a new member of the Parks and Recreation Commission.

Mr. Putnam will meet with Messrs. Fenick and Nadeau and Ms. Curry to discuss the summer hiring policy.

10. ADJOURNMENT

MOTION: Mr. Larkin moved to adjourn the Parks and Recreation Regular Meeting of January 14, 2016 at 8:05 p.m. Seconded by Mr. Fenick.
(4-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

Director's Report
January 14, 2016

McCook Point Park:

- Commission needs to approve the following fees for the 2016 Summer Season:
 - Sticker and Day Pass
 - Pavilion and Tent Rental
 - Vendor (Minimum Bid)
- Jingle Bell Run on December 12th had over 700 participants, event went very smoothly and monies raised went to the Brian T. Dagle Memorial Foundation.
- Band Shell committee continues to meet with a goal of a fall 2016 construction start.

Athletic Facilities:

- I will be sending out memos to the sport leagues asking for their spring usage needs. Preliminary opening of the fields is always the first weekend in April.
- I have included in your packet a draft of a Youth Sports Survey to be sent each sports league using our facilities. I would like to get the Commission's formal approval on the survey before sending it out.
- Improvements to Peretz Park in the spring will include dug out roofs, this is the last project to be completed as part of the Capital Improvement Budget for approved renovations.

Staffing:

- Applications for the Maintainer II position closed on Friday, January 8th, we received 25 applications. I am looking for a commission member to sit on the Interview Panel. Interviews will take place on Thursday, January 21 from 8 a.m. to 3 p.m.

Budget:

- Preliminary Budget request has been submitted to the Finance Director, initial increase is 4.39 % increase. Increase mostly related to contractual raises and the increase in the minimum wage.

Miscellaneous:

- Provided is an update the Parks and Recreation Policies and Regulations. The last time they were amended was June of 2012. My recommendations for additions and corrections are highlighted in red. Would like the Commission to review and get back to me with any additional comments or changes.
- WEB TRAC is up and running and we are starting to promote the use of it.
- Repairs to the flag pole at the Town Green are complete, see provided thank you letters.

