

**East Lyme Parks & Recreation Commission**  
**Regular Meeting Minutes**  
**Community Center – Olive C. Room**  
**Thursday, February 12, 2015, 7:00 p.m.**

Present: Jackie Curry  
Pat Larkin  
Robert Pfanner  
William Willetts

FILED IN EAST LYME  
CONNECTICUT  
Feb 19 2015 AT 9:40 AM PM  
EAST LYME TOWN CLERK

Absent: Charles Fenick  
Milan Keser  
Roger Nadeau

Also Present: David Putnam, Director of East Lyme Parks & Recreation.  
Kevin Seery, Ex-officio from the Board of Selectmen

**Call to Order**

Chairman Pfanner called the February 12, 2015 Regular Meeting of the East Lyme Parks & Recreation Commission to order at 7:11 p.m.

1. Additions to the Agenda — none

2. Public Delegations

Ms. Tara Hannaford, Shoreline Social Sports & Events, was present to discuss their facilities request for Bridebrook on Saturday, August 8, 2015 (rain date Sunday, August 9, 2015) for an all-day event to support the Make-A-Wish Foundation. They are seeking to utilize the entire complex for general P.E. activities for adults and plan to utilize the existing soccer lines and cones. No field preparations will be necessary. Director Putnam confirmed that the facility is available during that weekend and a provision exists regarding the reduction of fees should the event contribute to the betterment of the community. Ms. Hannaford stated that approximately 30-80% of the proceeds would be donated to the Make-A-Wish Foundation. Once the facility is secured, she will provide the Director and Commission with more specific and definite information.

**MOTION:** Motion made by Commissioner Larkin, seconded by Commissioner Curry, to approve the facility request with fees to be determined at a later date and pending the receipt of the appropriate insurance requirements. Discussion: None. Voice vote, 4-0, all in favor. Motion carried.

3. Minutes

A. Minutes of January 8, 2015

Motion made by Commissioner Curry, seconded by Commissioner Willets, to approve the Regular Meeting Minutes of January 8, 2015. Discussion: None. Voice vote, 4-0, all in favor. Motion carried.

4. Director's Report

Director Putnam reported that contracts have been sent to all returning McCook Point Park summer staff and the opening of the park will be dependent upon the closing of the school year based upon the remaining snow days. Beach passes have been ordered and will go on sale Wednesday, April 1, 2015, one month earlier than usual. The first day they are required to be open is Memorial Day. While lifeguard(s) will not be on duty, gate attendants will be on duty during the Memorial Day weekend.

A request was received from War at the Shore to host ten (10) tournaments during the spring and summer. Very little negative feedback was received from their last event.

The Spring edition of their *Events* magazine is complete and scheduled to be mailed the week of February 16, 2015. They continue to maintain a good relationship with Essex Printing, who produces the magazine.

He commended Artistic Director Erin Stanley for producing a great show, *Modern Millie*, and her work with the Regional Theatre Program, a program of which they can be proud and is a great addition to their offerings.

5. Communications – none

6. Unfinished Business

A. Future Park Development

Director Putnam reported that the Roxbury Road property has been pushed out by one year in the CIP budget and discussions will be taking place in the near future.

The advertising campaign for the Legacy Tree Program has begun and forms are now available at the office. Interested parties may request to sponsor the planting of a tree in honor of a loved one or a special event at Cini Park, McCook Park, Bridebrook Park, The Samuel Smith House, The Smith-Harris House, The East Lyme Library inner courtyard, or the East Lyme Town Hall.

The amphitheatre bandshell project is included in this year's CIP budget. Interest has also been expressed by the Lions and Rotary Clubs and a committee is being formed to investigate the design and funding of the project.

B. Boardwalk construction Update

The driving of the sheet piles, which are currently located behind the Police Station, is continuing. The stones should be installed soon thereafter and the field is scheduled to be ready for use by Memorial Day.

C. Budget FY 2-15-2016

Ex-officio Seery stated that their budget review date will, most likely, take place on March 4, 2015. Director Putnam stated that their biggest increase is salaries and the increase in minimum wage.

## D. Field Usage Fees

**MOTION:** Motion made by Commissioner Willets, seconded by Commissioner Larkin, to accept the updating of the following proposed fees:

Daily Use of Athletic Fields for **Practice**:

Up to 2 hours	<del>\$ 50.00</del>	\$ 55.00
2 to 6 hours	<del>\$100.00</del>	\$110.00
6+ hours	<del>\$150.00</del>	\$165.00

Daily Use of Athletic Fields for **Games**:

Up to 2 hours single game contest	<del>\$100.00</del>	\$110.00
2 to 6 hours more than one game	<del>\$180.00</del>	\$200.00
6+ hours multiple games	<del>\$270.00</del>	\$300.00

Discussion: The fees, which have not been raised since 2008, are in alignment with those of other towns and reflect a 10% increase. Field preparation is not necessary for practices. Voice vote, 4-0, all in favor. Motion passed.

7. Committee Reports — *none*

## 8. New Business

## A. WebTrac (On-line Registration Software)

**MOTION:** Motion made by Commissioner Curry, seconded by Commissioner Larkin, to utilize funds from their Special Revenue Fund to purchase the WEB TRAC software. Discussion: The WEB TRAC system, which directly interfaces with their current REC TRAC software, will enable the Department to accept real-time online enrollments and registrations. WEB TRAC will provide them with a web page on which they can list their programs, park rules, and any other pertinent information. The program costs approximately \$8,000.00. There will also be a \$1,000.00 annual maintenance fee, which includes 24/7/365 support and upgrades. Because the funds will come out of their Special Revenue Fund, the Board of Finance and Board of Selectmen will be required to approve the purchase. If approved, the system would be put into place in the Fall. There will be no costs to the participants to register online. Director Putnam will e-mail the breakdown of costs to the Commission. Voice vote, 4-0, all in favor. Motion passed.

## 9. Adjournment

**MOTION:** Motion made by Commissioner Willets, seconded by Commissioner Curry, to adjourn the February 12, 2015 Regular Meeting of the East Lyme Parks & Recreation Commission at 7:31 p.m. Discussion: None. Voice vote, 4-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Acting Recording Secretary for the Town of East Lyme

**Director's Report**  
**February 12, 2015**

**McCook Point Park:**

- Contracts have been sent to all returning summer staff including; Lifeguards, Gate Attendants and Seasonal Maintainers. Opening of beach season will depend on the number of snow days remaining in the school year.
- Beach passes have been ordered and will go on sale Wednesday, April 1<sup>st</sup>. This is a month earlier than in past years.

**Boardwalk:**

- The driving of the sheet piles continues they are approximately behind the Police Station.

**Athletic Facilities:**

- Update to proposed fees for use of athletic facilities is provided. Fees have not increased since 2008 labor cost has increased between 12-15 % over that time frame. This is reflected in a proposed 10% increase in the field usage fees.
- I have received a request from War at the Shore to host ten (10) tournaments again this spring and summer. They have been good to work with and they are required to schedule around our local sports teams.

**Miscellaneous:**

- I have provided a proposal for new software for the department that will allow for us to accept on-line registrations and facility request. The software is entitled WEB TRAC and will interface directly with or REC TRAC software we currently use for enrollments and registrations. Monies for the software will be taken from surpluses from the Special Revenue Fund.
- Events magazine for the spring has been edited and is due to be mailed the week of February 16<sup>th</sup>.
- Our East Lyme Regional Theater program recently put on the show "Modern Millie" the weekend of January 31 and Feb 1<sup>st</sup> it was well attended and performed by children ages 13 and under.

**Budget:**

- Budget review dates have not been set as of today, I will e-mail the commission with the dates once I receive them.