

PARKS AND RECREATION COMMISSION

Meeting of January 24, 2005
7:30 p.m.
North Branford Community Center

MINUTES

1) **CALL TO ORDER:**

The meeting was called to order by Brian Lynch at 8:05 p.m.

2) **MEMBERS PRESENT:** Mary Caruso, Victor Palma and Brian Lynch

Also present was Pam Gery, Director

MEMBERS ABSENT: Randy Joiner and Ronald Bergmark

3) **MINUTES OF PREVIOUS MEETING:**

Mary Caruso made a Motion to approve the Minutes of the December 20, 2004 meeting. Brian Lynch seconded the Motion. Victor Palma abstained. The Motion passed.

4) **TOWN SPORTS ORGANIZATIONS:**

There were no representatives from Town sports organizations present at this meeting.

5) **PARKS AND FIELDS:**

Pam Gery distributed a document that she received from Town Manager Karl Kilduff entitled "Athletic Facility Requirements" which listed the programming opportunities for Hyland Park and for Swajchuk Park. She stated that Mr. Kilduff would like this Commission's feedback. A discussion was held regarding the programming opportunities that are listed, and it was decided that the following suggestions would be added: Hyland Park – add "multiple multi-use fields" and "Playscape"; and Swajchuk Park – add "sledding hill", "baseball complex", "baseball concession stand", "additional campsites" and "gazebo".

Lastly, Pam Gery advised that The Usage Policy of Parks and Recreation Facilities will need to be discussed and decided on at the upcoming February meeting, as Ms. Gery needs a policy implemented to fall back upon.

6) **PROGRAM REVIEW:**

Ms. Gery stated the Spring Brochure will be out in March. She has been receiving requests to rent the room at the Community Center, and will need this Commission to adopt a rental policy, including deposits on the rental, when the Usage Policy of Parks and Recreational Facilities is discussed at the next meeting.

7) **BUDGET REVIEW**

Ms. Gery distributed the proposed Annual Budgets 2005/2006 for (1) Recreation; (2) Senior Services; and (3) Community Center. She stated that in the Recreation Budget, the largest increase was in Printing & Binding. The cost of advertising and marketing is high. Under "Other Contractual", the request has been reduced from \$30,000 to \$22,500. The members discussed the cost of the janitorial services, and agreed that a cut needs to be made in this category. It comprises 12% of the whole program budget. Ms. Gery will tally last year's totals in janitorial expenses for the basketball programs, and will advise Town Manager Karl Kilduff that the Commission will be looking for some of that money to be put into other places of the budget. In addition, Ms. Gery will invite the heads of the basketball programs to the next monthly meeting so that the Commission can advise them that budget cuts are being made, and this will affect the janitorial services portion of the budget.

In the Senior Services Budget, Ms. Gery reported that she has added a request for an additional part time van driver for 12 hours, for transportation of the senior citizens to medical appointments. There are an increased number of seniors, and the ability to provide medical transportation is extremely limited with one driver. In addition, the copier lease is almost up; and there is an increase in that line item because the current copier will be sent to the Senior Center and a new one will replace it at the Community Center.

The Community Center Budget's expenses are detailed out and are self-explanatory. There is a salary increase request of 25 cents/hour for the part-time employees. She also distributed the Community Center First Year Report to the members.

With regard to the Capital Improvements Account, the following additional monies will be requested:

- \$15,000 for the repair of the tennis courts at Stanley T. Williams;
- \$10,000 for the painting of the Senior Center;
- \$5,000 for the repair of the sidewalks at the Community Center;
- \$250,000 for field improvement for Hyland Park;
- \$100,000 for field improvement for Swajchuk Park.

Lastly, the cost for the replacement of the four signs advertising community events at the intersection of Routes 139 and 80, and in the center of Northford will be requested.

8) **ELECTIONS OF OFFICERS AND DIRECTORS**

Due to the absence of some of the Commission members, this will be tabled to the next regularly scheduled meeting.

9) **MONTHLY UPDATE OF NEW PROPERTY PROJECTS:**

A discussion was held under "Parks and Fields" when the Athletic Facility Requirements document was discussed.

10) **OTHER BUSINESS:**

A discussion was held regarding the email that Pam Gery received from a resident requesting permission to have the "Babe Ruth Field" at Totoket Valley named after her recently deceased young son which was reviewed at the previous monthly meeting. Brian Lynch made a Motion to accept the request to have that field named "The Kyle Carpenter Field". Victor DePalma seconded the Motion, Mary Caruso approved it, and the Motion was passed. Ms. Gery will send a letter to the Carpenter Family advising them of this Commission's decision. She will request more information from them as to the type of sign they propose to erect to designate it as such, and will ask for a diagram in addition to specifications in writing.

11) **PLANNING FOR NEXT MEETING'S AGENDA:**

The next regularly scheduled meeting is February 28, 2005, late due to the Town holiday. The Agenda will remain the same.

12) **ADJOURNMENT:**

There being no further business, Brian Lynch made a Motion that the meeting be adjourned at 9:35 p.m. This Motion was seconded by Mary Caruso. All were in favor, and the meeting adjourned.

Submitted By

Jeanette M. Marshall, Clerk