

## **PARKS AND RECREATION COMMISSION**

Meeting of December 15, 2003  
7:30 p.m.  
North Branford Community Center

### **MINUTES**

The meeting was called to order by Chairman Brian Lynch at 8:10 p.m.

- 1) **MEMBERS PRESENT:** Brian Lynch, Ronald Bergmark, and Mary Caruso

Also present was Pam Gery, Director; and Keith Manceri of North Branford Youth Football

**MEMBERS ABSENT:** Randy Joiner and Jay Last

- 2) **MINUTES OF PREVIOUS MEETING:**

Ronald Bergmark made a Motion to approve the Minutes of the Meeting of November 17, 2003. Mary Caruso seconded the Motion. Brian Lynch abstained. The Motion passed.

- 3) **TOWN SPORTS ORGANIZATIONS:**

Keith Manceri of Youth Football again reiterated that they need a field to play all day on Sundays from August through November. If the high school field cannot be used, the only other option is the use of a soccer field. Mr. Manceri had hoped to resolve this issue at this meeting, but Bill Wollman was not in attendance at tonight's meeting. It is the football league's preference to use the high school field, providing they have full use of the facilities (shack, scoreboard, etc.) which use is currently being restricted from them. It was agreed that Ms. Gery will call Mr. Wollman and request that he attend the January meeting of this Commission to determine which soccer field they can do without. It was also agreed that Mr. Manceri will contact Nicki Musco and Elise Pannone of the Booster Club to have a discussion regarding his use of the high school field for football.

- 4) **PARKS AND FIELDS:**

Pam Gery read a letter dated November 23, 2003 that she received from Carolann Slayton requesting permission to plant a tree and install a placque in the Northford Playground in the Spring of 2004 to memorialize the Amore Family of Northford. She asked Ms. Gery to designate an appropriate planting area and the type of tree acceptable; and the guidelines for the

memorial plaque. She also requested permission to have a memorial dedication, and asked for date and time guidelines for the dedication. Ms. Slayton will donate the tree and the plaque. The Committee members were in agreement to her request, and after discussion, advised Ms. Gery that the plaque should be a stone plaque no larger than 18" x 12", embedded to ground level, its parameters to be flush with the ground after installation. The members instructed Ms. Gery to refer this to Public Works Director Fran Merola so that he would recommend the appropriate spot for placement of the tree and plaque. He will also determine the date of planting and installation, which will be sometime in the early Spring of 2004. The planting and the installation of the plaque will be done by the Public Works Department, not by any private citizens.

Pam Gery reported that the move of the Department will take place to the new Community Center building on January 2, 2004. Each building will have its own telephone number. On January 5, 2004, the residents will be signing up for programs, etc. in the new building. She has secured 60 members through pre-memberships. The Children's Room has been purchased with naming rights. She has had the wall of an office in the former building department knocked down to open up more space. She is planning a Grand Opening on January 16, 2004. She will make contact with several local caterers and restaurants to provide appetizers and/or desserts for the event. Brian Lynch will contact a local DJ to provide music. She is having 28,000 flyers printed to be mailed out as an insert in the Sound and the Totoket Times, which will go to North Branford, Branford, and Guilford residents. Signs for the North Branford Community Center building will be coming in this week.

A short discussion took place regarding the closing of the Community Center on Town holidays and snow days. These policies will have to be determined. Also, the possible parking problem on days when Little League games take place was discussed, and it was agreed that Ms. Gery should have signs placed that state "Parking for Community Center Only".

Lastly, Ms. Gery reported that the program coordinator's job has still not yet been filled. The job description has gone to the Union. The previous job description was rewritten prior to Ms. Gery's arrival, but it never went to the Town Council; so the current description they are operating from is from 1972. It is being considered to drop the van driving off of the job description for program coordinator.

Ms. Gery advised the Commission members that all fitness equipment has been ordered and will be in by December 5, 2003, and the strength equipment will be installed on November 24, 2003. Lastly, she stated that the timer at Memorial Field is working properly; it is set to go off at 10:30, and it is doing so. It will be turned off in a few days for the winter season.

5) **ANNUAL BUDGET REVIEW:**

There was no discussion regarding the annual budget. This line item will be placed on the Agenda for the January 26, 2004 meeting for review and discussion.

6) **MONTHLY BUDGET REVIEW:**

Pam Gery distributed the Appropriation Summary for the time period 7/1/03-12/15/03 for the General Fund Parks and Recreation (Dept. 4400), and the General Fund Senior Services (Dept. 4405). There were no questions or discussions regarding this budget.

7) **PROGRAM REVIEW:**

Pam Gery stated that all bus trips that have been offered have been filling to capacity. Recent bus trips include the Macy's Thanksgiving Day Parade, the Radio City Christmas Show, the Lion King, and Hairspray. Future trips include UConn Women's Basketball, and Menopause the Musical. She also reported that no "wish lists" have been received yet from any sports organizations.

8) **LAND ACQUISITION:**

Reference was made to the Minutes of the November 17, 2003 Minutes, and Brian Lynch (absent from that meeting) was updated with regard to the discussion at that meeting regarding land acquisition by Town Manager Karl Kilduff.

9) **OTHER BUSINESS:**

There was no other business for discussion.

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

The next regularly scheduled meeting will be held on January 26, 2004 (late due to the Martin Luther King, Jr. holiday) "Annual Budget Preparation" will remain on the Agenda. "Nominations and Elections of Officers" will be placed on the Agenda.

11) **ADJOURNMENT:**

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

Submitted By

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Jeanette M. Marshall, Clerk