

**MINUTES
CHARLESTOWN PARKS & RECREATION COMMISSION
TUESDAY, AUGUST 28, 2012 @ 7:00 PM
OPEN MEETING / TOWN HALL / COUNCIL CHAMBERS**

- I. CALL TO ORDER @ 7:03PM**
- II. ROLL CALL**

Present: Donna Greene, Jodi Frank, Keith DeMerchant, Paula Andersen, Peter Slom, Richard Horstmann, Sonita Cummings, Susie Fehrmann, *Thomas Nowell, Timothy Quillen, Jay Primiano- Parks and Recreation Director, Vicky Hilton-Program Manager

Absent: Jill Cuddy, Julia Beasley, Cheryl Dowdell, Greg Avedisian – Council Liaison

** indicates arrival after approval of minutes*

- III. APPROVAL OF MINUTES - 7/24/12**

Motion made by Timothy Quillen to approve minutes. Second by Richard Horstmann. All in favor.

- IV. COMMENTS FROM PUBLIC - none**
- V. COUNCIL LIAISON REPORT - none**
- VI. COMMUNICATIONS RECEIVED**

- A. Michelle Vekakis: Community Dinners at the Charlestown Senior/Community Center with St. Andrew Church**

Linda Gagnon was in attendance to speak about the possibility of holding a ‘Family Supper Table’ dinner once a month at the Community/Senior Center for those in need. She stated that the church did not have the capacity to hold such a dinner in its own kitchen, hence the reason they are reaching out to the Charlestown Community/Senior Center. She noted that they have 4 people on staff that will be trained in the State of RI food safety program. This dinner is opened to the general public.

Motion made by Tim Quillen to approve this monthly event and waive the fee. Second by Sonita Cummings. Discussion ensued – all necessary paperwork, including insurance, will be filed prior to this event. Mr. Primiano requested that there be a CPR/First Aid certified person on the premises at all times during this event. All in favor.

- B. Ninigret Park Reservation: Sea Star Marketplace (July 27, 2013)**

Richard Horstmann gave an update on the recent Sea Star Marketplace held at Ninigret Park. He noted it was successful and looks forward to the 3rd Annual Sea Star Marketplace next year. He stated that they will be looking for more volunteers for next year’s event.

Motion made by Jodi Frank to approve this event. Second by Sonita Cummings. All in favor.

- VII. PARKS AND RECREATION DIRECTOR REPORT**

Mr. Primiano stated that the first season with the new pavilions at the beaches was a success and well received.

Mr. Primiano reiterated the progress of the Harvest Festival being held on September 22, 2012 in Ninigret Park. Utilizing a map of Ninigret Park, he pointed out the areas in which various events will take place. Ms. Andersen requested that Mr. Primiano continue to keep the Commission up to date on the correspondence associated with the Harvest Festival.

VIII. PROGRAM MANAGER REPORT

Ms. Hilton reiterated that the summer camp program wrapped up for the season and that it had been a successful summer including an increase in the amount of camper participation in the extended camp program.

IX. COMMITTEE REPORTS - Updates

X. UNFINISHED BUSINESS

- A. Discussion and possible action regarding fees for Non-Profits requesting the use of Ninigret Park (tabled)**
- B. Ninigret Park Master Plan (tabled)**

XI. NEW BUSINESS

A. Shade for the tennis courts

Mr. Primiano stated that he was contacted by a person who was interested in providing trees to the park. These trees could potentially provide shade for the tennis courts. He will discuss this further with said person after Labor Day. Mr. Primiano also checked with The Elm Institute who provided the Liberty Elm in Ninigret Park. These trees could provide shade and a wind block for the tennis courts. Mr. Primiano will continue to update this Commission on the progress of this project.

At this point, Ms. Andersen mentioned a request from the local boy scouts requesting a campout in Ninigret Park on September 15th. They will be participating in the International Coastal Beach Cleanup at Charlestown Town Beach that day and assisting with the trash removal. It was decided by the Commission that this was a request that could be approved by the Parks and Recreation Director.

XII. SPECIAL PROJECTS

XIII. COMMISSION COMMENTS

XIV. NEXT MEETING DATE - TUESDAY, SEPTEMBER 25, 2012 @ 7:00 PM

XV. ADJOURNMENT @ 8:21 PM

Motion made by Tim Quillen to adjourn. Second by Donna Green. All in favor.

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