

# **PARKS & RECREATION COMMISSION**

## **Approved Minutes**

Tuesday January 28, 2014 @ 7:00 PM  
Open Meeting at the Town Hall in the Council Chambers  
4540 South County Trail  
Charlestown, RI 02813

### **1. CALL TO ORDER:**

The January 28, 2014 Parks and Recreation Commission meeting was called to order at 7:03 PM in the Town Hall's Council Chambers.

### **2. ROLL CALL:**

Present at the meeting were Chairperson Tim Quillen, Co-Chairperson Cheryl Dowdell, Commissioner Sunny Cummings, Commissioner Ryan Campbell, Commissioner Richard Horstmann, Commissioner Tom Nowell, Commissioner Keith DeMerchant, Commissioner Donna Deyorio, Parks and Recreation Director Jay Primiano and Program Director Vicky Hilton.

Commissioner Jodi Frank arrived at 7:05 PM and Commissioner Julia Beasley arrived at 7:08 PM.

Absent from the meeting was Commission member Susie Fehrmann.

### **3. APPROVAL OF MINUTES**

#### **a. Parks & Recreation Commission Meeting Minutes – January 6, 2014:**

Richard Horstmann motioned to approve the January 6, 2014 Parks and Recreation Draft Minutes. Sunny Cummings seconded the motion.

Tim Quillen, Cheryl Dowdell, Jodi Frank, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

### **4. COMMENTS FROM PUBLIC:**

TM Dyer of Ninigret Park Disc Golf displayed the prize the Disc Golf Course would receive if twenty (20) participants pre-registered online for the 19<sup>th</sup> Annual RI Frostbite Classic.

He handed out posters for the event and asked that Commission members try to spread the word and get participants to sign up.

TM presented Parks and Recreation Director Jay Primiano with a first place trophy.

The Frostbite Classic will be held on February 15, 2014.

### **5. TOWN COUNCIL LIAISON REPORT:**

Town Council Liaison Paula Andersen was unable to attend the meeting; therefore no Town Council Report was given.

## **6. NEW BUSINESS**

A motion was made by Richard Horstmann and seconded by Sunny Cummings to move Agenda items 7. b. and c. to after agenda item 6. a.

Tim Quillen, Cheryl Dowdell, Jodi Frank, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

### **a. Update by Cody Clarkin Regarding Flag Pole Project:**

Cody Clarkin presented his report on the progress on his Ninigret Park proposal project. He stated that he is currently working with Oyster Works to make a proposal that will be presented to the Commission.

The project's scope is long range and may take three (3) years to complete.

Cody mentioned some potential projects that may include a bocce court, ADA compliant playground equipment and a memory garden.

Cody updated the Commission on his next steps which include meeting with Town Treasurer Pat Andersen, setting up an account for donations, meeting with Charlestown Chamber of Commerce representative Heather Paliotta and presenting his proposal to the Commission. Cody stated he may make a report each month to the Commission showing his progression.

### **b. Application Fee:**

Commission member Richard Horstmann stated that with the increase in the amount of materials and time involved in the event application process a fee should be considered to apply. Commissioner Horstmann also stated that it may discourage event coordinators that are not committed to the venue from applying.

Commission member Cheryl Dowdell asked what other Towns require, and if non-profits would be required to pay the fee.

It was determined that the fee should be further researched before any decision was made.

### **c. 501c3 Solicitation at Events:**

Chairperson Tim Quillen updated the Commission on the progress being made by Evelyn Smith on behalf of Ray Dussault's Colors for a Cause Fire Truck.

Chairperson Quillen stated that the paperwork was received on January 14, 2014 and that it may take a month for it to be approved.

**d. Possibly Renaming MUD COVE and How to Decide Name:**

Director of Parks and Recreation Jay Primiano stated that Mud Cove was almost complete and would soon be open to the public. He stated that the Park may be open to the public before the official ribbon cutting that will take place in the spring of 2014.

**7. COMMUNICATIONS RECEIVED**

**a. Seaside Classic Soccer Tournament – South County Youth Soccer – Large event Application for Review:**

Director of Parks and Recreation Jay Primiano stated that the Seaside Classic was going to coincide with the Big Apple Circus and that both groups may benefit from each other.

Parking issues were identified and possible solutions were offered.

Richard Horstmann motioned to approve the Seaside Classic Soccer Tournament application. Ryan Campbell seconded the motion.

Tim Quillen, Cheryl Dowdell, Jodi Frank, Keith DeMerchant, Sunny Cummings and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**b. VIP Fundraising Party (One Day Event) – Frosty Drew – Formally Sea Star Marketplace Application:**

Bonnie Van Slyke presented the Frosty Drew VIP Fundraising application. She stated that Frosty Drew is planning a large arts festival for 2015 that will take the place of the Sea Star Marketplace event.

For 2014, Frosty Drew is planning a smaller event, a VIP Fundraiser that will be a one day event. Alcohol may be served at the event and it may have a silent auction. It will utilize a tent and be a fundraiser for Frosty Drew Observatory.

Parks and Recreation Director Jay Primiano noted that to serve alcohol at the event an application for a beverage license would need to be applied for before the event and that a TIPS server(s) would be required.

Richard Horstmann motioned to approve the application. Jodi Frank seconded the motion.

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**c. Sea Star Marketplace – Frosty Drew – Large Event Application for Review -2015:**

Bonnie Van Slyke presented the 2015 Frosty Drew Arts Festival, formally Sea Star marketplace event application.

She mentioned the event would replace the Sea Star Marketplace and would be a three (3) day craft and art show. The event would utilize local food vendors and entertainment. The event may have a music tent.

Ms. Van Slyke mentioned that they are hoping to have one hundred twenty-five (125) vendors at the event and that some may require overnight camping.

Parks and Recreation Director Jay Primiano mentioned that formally Sea Star Marketplace had eighty (80) vendors.

Overnight camping would be for twenty-five (25) exhibitors and would include tent camping and not necessarily self-contained camping.

Richard Horstmann motioned to approve the application. Sunny Cummings seconded the motion.

Tim Quillen, Cheryl Dowdell, Jodi Frank, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**d. Big Apple Circus “Luminocity” – Charlestown Chamber of Commerce – Large Event Application for Review:**

Richard Horstmann motioned to approve the application. Jodi Frank seconded the motion.

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**e. Bob Beal Memorial Criterium – Northeast Masters Cycling Association – John Auer:**

Commission member Tom Nowell questioned the lack of an EMT at the race.

Commission member Jodi Frank mentioned that none of the bicycle course races are required to have an EMT present but recommended that a first aid, AED and CPR certified official should be present at all bicycle race events.

The issue was determined to be placed on the February Parks and Recreation Commission meeting agenda.

Jodi Frank motioned to approve the application. Sunny Cummings seconded the motion.

Tim Quillen, Cheryl Dowdell, Richard Horstmann, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**f. Northeast Skim Tour – Colter Miller:**

Commission member Cheryl Dowdell noted that the event will have an EMT and Lifeguard present.

Cheryl Dowdell motioned to approve the application. Richard Horstmann seconded the motion.

Tim Quillen, Sunny Cummings, Jodi Frank, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**g. Charlestown National Day CT – Memorial Day Parade – Jim Mageau:**

Richard Horstmann motioned to approve the application. Jodi Frank seconded the motion.

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

**8. SPECIAL PROJECTS**

**a. Tree Steward's Report:**

Tree Steward Jodi Frank reported that some of the trees are being eaten by wildlife and may require protective fencing of some kind.

**9. PARKS & RECREATION DIRECTOR REPORT**

**a. Director's Report**

**10. PROGRAM MANAGER REPORT**

**a. Program Manager's Report:**

Parks and Recreation Director Jay Primiano mentioned that Program Director Vicky Hilton was nominated for a RIRPA Award.

**11. COMMITTEE REPORTS:**

**a. Friends of Ninigret Park Sub-Committee Report:**

Cheryl Dowdell of the Friends of Ninigret Park Subcommittee updated the Commission on the revisions to the Ordinance.

She also stated that the Friends of Ninigret Subcommittee is not charged with how donations and funds are dispersed.

**b. Ninigret Park Dog Park Facility Sub-Committee Report:**

Tim Quillen stated that loam will be needed for the Dog Park this coming spring.

**12. COMMISSION COMMENTS:**

Julia Beasley stated her support for the new "Girls on the Run" program which is being organized by Program Director Vicky Hilton.

Richard Horstmann was thankful for the new Charlestown Lighting Ordinance and mentioned that Frosty Drew had a photograph on the front page of a magazine.

Ryan Campbell stated that he liked the Parks and Recreation Director's article in the local paper.

Sunny Cummings mentioned that the skating rink in Ninigret Park is open.

Program Director Vicky Hilton thanked the Commission for their help, assistance and support of new programs.

Jodi Frank mentioned the need for a Community Center/Gym facility. She stated her fitness classes are full and conditions at the current community center are tight. Vicky Hilton mentioned that the Charlestown Elementary School is booked for programs every night possible and cannot accommodate any extra programming.

**13. NEXT MEETING DATE – TUESDAY February 25, 2014 AT 7:00 PM in the Town Council Chambers at 4540 South County Trail**

**14. ADJOURNMENT:**

Cheryl Dowdell motioned for the meeting to adjourn at 7:55 PM. Jodi Frank seconded the motion.

Tim Quillen, Sunny Cummings, Richard Horstmann, Keith DeMerchant, Ryan Campbell and Donna Deyorio were in favor. All members present and able to vote were in favor. The motion passed unanimously.

Commission members Tom Nowell and Julia Beasley were not sworn in prior to the meeting and abstained from the vote for that reason.

Respectfully submitted, Rebecca Crosby

The public is welcome to any meeting of the Town of Charlestown Parks and Recreation Commission.

If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact (711-364-1240) at least three (3) business days prior to the meeting.