

## CHARLESTOWN PARKS & RECREATION COMMISSION

### Approved Minutes

Monday January 6, 2014 @ 7:00 PM

Open Meeting at the Town Hall in the ANNEX ROOM

4540 South County Trail

Charlestown, RI 02813

#### 1. CALL TO ORDER:

The January 6, 2014 Parks and recreation Meeting was called to order at 7:00 PM.

#### 2. ROLL CALL:

The commission members that were present at the meeting were Chairperson Tim Quillen, Vice Chairperson Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Ryan Campbell, Richard Horstmann and Donna Deyorio. Director of Parks and Recreation, Jay Primiano and Program Director Vicky Hilton were both present at the meeting.

Commission member Julia Beasley arrived at 7:05 PM and Jodi Frank arrived at 7:40 PM.

Also, present at the meeting was Town Council Liaison Paula Andersen.

Absent from the meeting were Commission members Tom Nowell, Donna Greene, Susie Fehrmann and Peter Slom.

#### 3. APPROVAL OF MINUTES

##### a. Parks & Recreation Commission Meeting Minutes – November 26, 2013:

Sunny Cummings motioned for the November 26, 2013 Parks and Recreation Draft Minutes to be approved. Richard Horstmann seconded the motion.

Tim Quillen and Cheryl Dowdell abstained.

Keith DeMerchant, Ryan Campbell, Julia Beasley and Donna Deyorio were in favor.

#### 4. COMMENTS FROM PUBLIC:

There were no comments from the public.

#### 5. TOWN COUNCIL LIAISON REPORT:

Town Councilor Paula Andersen welcomed new Commission Member Donna Deyorio to the Parks and Recreation Commission.

#### 6. COMMUNICATIONS RECEIVED

##### a. Discussion and potential action – Summer Concert(s) – Brady Lee:

Brady Lee and Jeff Wood, event promoters presented their application for a 2014 or 2015 event to be held in Ninigret Park. They stated their production company does not have a name as of the date of the meeting and is a for profit business.

Brady Lee stated that they are interested in producing a single concert in the park, and that they were interested in the concert becoming a yearly event.

They are seeking a one day event with concerts taking place from 4:00 PM to approximately 10:00 PM with no overnight camping. The one day event would serve 1,500 to 3,000 people and the concert would be a family friendly event. He also stated they would be seeking a beverage license.

The concert would feature one (1) headlining act, one (1) national opening act, one (1) local opening act all featured on one (1) stage with the target audience being between the ages of thirty-five (35) and fifty-five (55).

Brady Lee stated they were interested in hiring local contractors, security and vendors.

Cheryl Dowdell asked if there were any references provided and if the large event application included references. Brady Lee answered that he did not have references for the meeting but would produce them for the Commission at a later date. He mentioned that this was the first concert he would be producing under his own production company, but that he has been involved in other events.

Brady Lee said it was a little late this year to book acts for the summer of 2014 and that next year may be a better time, that they are interested in developing a relationship with the Town and may attend the Rhythm and Roots Festival or another event this summer.

No motion was made and no vote was taken.

- b. Discussion and potential action - Seaside Classic Soccer Tournament – South County Youth Soccer:**  
Parks and Recreation Director Jay Primiano stated that parking related issues that occurred at the event previously have been identified and rectified and that Chariho Youth Soccer is in a relationship with South County Youth Soccer.

Richard Horstmann motioned for the Seaside Classic Tournament application to be accepted. Ryan Campbell seconded the motion.

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Jodi Frank, Julia Beasley and Donna Deyorio were in favor. All were in favor the motion was passed unanimously.

- c. Discussion and potential action – Frosty Drew Run – Frosty Drew:**  
A motion to accept the Frosty Drew Run’s application was made by Cheryl Dowdell and seconded by Sunny Cummings.

Tim Quillen, Keith DeMerchant, Ryan Campbell, Richard Horstmann, Jodi Frank, Julia Beasley and Donna Deyorio were in favor. All were in favor the motion was passed unanimously.

- d. Discussion and potential action – Sea Star Marketplace – Frosty Drew:**  
Clark Collins, President of Frosty Drew Memorial Fund, Inc. presented the amended application for the Sea Star Marketplace. It was noted that the amended application included overnight camping for vendors and additional days added to the event.

Set up for the event would be from Tuesday July 22<sup>nd</sup> to Thursday July 24<sup>th</sup>. The three day event would take place from July 25<sup>th</sup> to July 27<sup>th</sup> and would require one day to break down on Monday July 28<sup>th</sup>.

Parks and Recreation Director Jay Primiano noted that the day(s) selected for the Sea Star Marketplace Event may coincide with summer concert dates for Creative Entertainment.

Cheryl Dowdell motioned to accept the application for the Sea Star Marketplace event. Julia Beasley seconded the motion.

It was noted that the event would be promoted and would expect to have over two hundred participants (200) making it a large event requiring the large event form.

Cheryl Dowdell withdrew the motion to accept the application and Julia Beasley seconded the motion to withdraw.

Cheryl Dowdell motioned to accept the dates of the event, from July 22<sup>nd</sup> to July 28<sup>th</sup>. Julia Beasley seconded the motion. Tim Quillen, Richard Horstmann, Sunny Cummings, Keith DeMerchant, Jodi Frank, Ryan Campbell and Donna Deyorio were in favor. All were in favor, the motion passed unanimously.

**e. Discussion and potential action - Big Apple Circus “Luminocity” – Charlestown Chamber of Commerce:**

Potentially moving the circus east to accommodate the Criterium Bicycle Course, keep the parking lot open and provide a place for the circus animals with water was discussed.

Director of Parks and Recreation Jay Primiano noted that the Circus recently made last year’s payment and noted that the Big Apple Circus may run at the same time as the Seaside Classic Event.

It was determined that the Circus required the large event application and that Heather Paliotta from the Charlestown Chamber of Commerce should be notified and consulted regarding the proposed changes to event placement.

Cheryl Dowdell motioned to approve the dates for the Big Apple Circus. Julia Beasley seconded the motion.

Tim Quillen, Richard Horstmann, Sunny Cummings, Keith DeMerchant, Jodi Frank, Ryan Campbell and Donna Deyorio were in favor. All were in favor, the motion passed unanimously.

**f. Discussion and potential action – Mystic Velo Club Criterium – Mitch Favreau:**

Director of Parks and recreation Jay Primiano noted that the group has historically paid on time and are good stewards of the park. The group is for profit.

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

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Julia Beasley, Ryan Campbell and Donna Deyorio were in favor. All were in favor, the motion passed unanimously.

**g. Discussion and potential action – 12<sup>th</sup> Annual Chris Hinds FUJI “Sunshine” Criterium – Jonathan Lowenstein:**

Jodi Frank motioned to accept the application of the 12<sup>th</sup> Annual Chris Hinds FUJI “Sunshine” Criterium. Sunny Cummings seconded the motion.

Tim Quillen, Cheryl Dowdell, Richard Horstmann, Keith DeMerchant, Julia Beasley, Ryan Campbell and Donna Deyorio were in favor. All were in favor, the motion passed unanimously.

## **7. NEW BUSINESS**

### **a. Discussion and potential action – Welcome New Parks & Recreation Commission Member:**

New Parks and Recreation Commission member Donna Deyorio was welcomed to the Commission.

### **b. Discussion and potential action – Large Event Fee Structure Recommendation to Town Council:**

Chairperson Tim Quillen read an email from Town Council member Dan Slattery regarding a potential change to large event fees.

Waiting for the Master Plan before making changes to the fee structure was discussed. Infrastructure issues at the park were also discussed.

Town Council Member Paula Andersen read an article from the Westerly Sun, from a few years ago regarding Ninigret Park event fees.

Frank Glista of the Economic Improvement Committee spoke about fees and fee structure and cited an example of when a change to the fee structure may lead to a lower event fee being paid to the Town if the fee structure was altered.

The Commission discussed writing an advisory opinion to be given to the Town Council.

No motion was made and no vote was taken.

### **c. Discussion and potential action – 501c3 Solicitation at Events:**

Discussion revolved around organizations that have not obtained 501c3 status and that are not under the umbrella of a 501c3 organization soliciting at Town events.

No motion was made and no vote was taken.

### **d. Discussion and potential action - Parks & Recreation Commission Meeting Dates for 2014:**

The Commission reviewed the 2014 Parks and Recreation Commission Meeting dates. The Commission discussed the November meeting being on the 18<sup>th</sup> instead of on the 25<sup>th</sup>, which is two days before Thanksgiving.

Richard Horstmann motioned to approve the 2014 Parks and Recreation Commission schedule. Jodi Frank seconded the motion.

Tim Quillen, Cheryl Dowdell, Sunny Cummings, Keith DeMerchant, Julia Beasley, Ryan Campbell and Donna Deyorio were in favor. All were in favor, the motion passed unanimously.

## **8. SPECIAL PROJECTS**

### **a. Discussion and potential action - Tree Steward's Report:**

Tree Steward Jodi Frank reported the trees are currently sleeping.

## **9. PARKS & RECREATION DIRECTOR REPORT**

### **a. Discussion and potential action - Director's Report**

## **10. PROGRAM MANAGER REPORT**

### **a. Discussion and potential action – Program Manager's Report:**

Program Manager Vicky Hilton thanked Frank Glista and the Richmond Carolina Fire Department for the 2013-2014 Bonfire.

**11. COMMITTEE REPORTS:**

**a. Discussion and potential action – Friends of Ninigret Park Sub-Committee Report:**

Cheryl Dowdell reported that the Town Council will be meeting on January 13<sup>th</sup> to discuss the appointment of an additional two (2) members to the Friends of Ninigret Sub Committee.

The Sub Committee is working on an appeals letter, email database and banner to help raise funds.

**b. Discussion and potential action - Ninigret Park Dog Park Facility Sub-Committee Report:**

Tim Quillen reported that the Dog Park Sub Committee raised a couple hundred dollars from the Santa Paws event. He stated that the Sub Committee is looking forward to spring and spring cleanup.

**12. MUD COVE UPDATE:**

The update on Mud Cove was stated in the Director's Report.

**13. COMMISSION COMMENTS:**

Richard Horstmann recommended charging a booking fee for applications that would apply to non-profit and for profits.

**14. NEXT MEETING DATE – TUESDAY January 28, 2014 AT 7:00 PM in the Town Council Chambers at 4540 South County Trail.**

**15. ADJOURNMENT:**

The meeting was adjourned at 8:35 PM.

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.