

**PARKS & RECREATION COMMISSION**

**MINUTES**

**Tuesday, November 17, 2015 @ 7:00 PM**

**Open Meeting – Charlestown Police Station Community Room**

**1. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Timothy Quillen	Chairman	Present	
Cheryl Dowdell	Vice Chair	Present	
Holly Eaves	Commissioner	Present	
Julia Beasley	Commissioner	Absent	
Ryan Campbell	Commissioner	Absent	
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Absent	
Keith D. DeMerchant	Commissioner	Present	
Donna M. Deyorio	Commissioner	Present	
Jodi Frank	Commissioner	Present	
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	

Also present was Town Council Liaison Bonnie Van Slyke and Parks & Recreation Director Vicky Hilton.

- b. Motion to move agenda item Ninigret Park Trail Subcommittee Report Up to After the Approval of the Minutes.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	Edward Vazquez, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

**2. APPROVAL OF MINUTES**

- c. October 27 2015 DRAFT Parks and Recreation Commission Meeting Minutes

<b>RESULT:</b>	<b>APPROVED [8 TO 0]</b>
<b>MOVER:</b>	Edward Vazquez, Commissioner
<b>SECONDER:</b>	Jodi Frank, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, Deyorio, Frank, Horstmann, Vazquez
<b>ABSTAIN:</b>	DeMerchant
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

**NINIGRET PARK TRAIL SUBCOMMITTEE REPORT**

Ninigret Park Trail Subcommittee member Holly Eaves reported that the Trail Subcommittee held it’s first meeting and that Faith LaBossiere a member of the Bike Path Ad Hoc attended. Ms. Eaves summarized the first meeting of the Ninigret Park Trail Subcommittee. She mentioned that the meeting entailed identifying the location of the bike trail and how it may interact with the Ninigret Park trail.

Faith LaBossiere, a member of the Bike Path Ad Hoc presented an updated map with changes to the bike path following information from Ninigret Park stakeholders. She mentioned that changes would be presented at a bike path meeting the following night.

Deb Carney stated that at the start of the project the cost was going to be \$7,000 and asked Ms. LaBossiere if the cost was still in that ballpark.

Ms. LaBossiere responded that the cost would definitely be more, because the public cannot be invited to a facility/pathway without a certain standard being met.

### 3. COMMENTS FROM PUBLIC

There were no comments from the public.

### 4. TOWN COUNCIL LIAISON REPORT

There was no Town Council Liaison Report.

### 5. NEW BUSINESS

#### a. Town Council Motion Regarding Priorities in Ninigret Park

Commission member Jodi Frank noted that she was not in favor of the removal of the Criterium Course from the list of priorities. Ms. Frank noted that money is brought in from the groups that use the course.

The Commission discussed the possibility of revisiting the issue at a later time and noted that no one from the Criterium Course user groups had attended a meeting to ask that the course be resurfaced.

The Commission discussed signage and the need to work together with the Bicycle Ad Hoc.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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#### b. 2016-2017 Parks and Recreation Department DRAFT Budget

Parks and Recreation Director Vicky Hilton presented the changes to the draft 2016-2017 budget. It was mentioned that there was an increase in minimum wage which led to an increase in summer staff wages.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard E. Horstmann, Commissioner
<b>SECONDER:</b>	Sonita K. Cummings, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

#### c. December 2015 Parks and Recreation Commission Meeting Cancellation

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cheryl Dowdell, Vice Chair
<b>SECONDER:</b>	Richard E. Horstmann, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

#### d. 2016 Parks and Recreation Commission Meeting Schedule

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Holly Eaves, Commissioner
<b>SECONDER:</b>	Edward Vazquez, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

#### 6. OLD BUSINESS

- a. Request for Consideration of Solar Panels in Ninigret or Powaget Park

The dates of grant submittals was noted, the Commission discussed potentially applying for the solar power grant the following year.

Town Councilor George Tremblay mentioned that he had spoken to town staff about the application and was seeking ideas for locations and to offset the meters. He asked the Commission to identify potential sites.

The lifespan of panels was discussed as well as vetting the project first. The Commission discussed the need for more details before locations could be looked at.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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#### 7. COMMUNICATIONS RECEIVED

- a. 14th Annual Chris Hinds "Sunshine" Criterium

The Commission noted that the signature on the application appeared illegible and asked that the application be resigned legibly.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard E. Horstmann, Commissioner
<b>SECONDER:</b>	Edward Vazquez, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

#### 8. SPECIAL PROJECTS

#### 9. PARKS AND RECREATION DIRECTOR REPORT

- a. November 2015 Director's Report

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard E. Horstmann, Commissioner
<b>SECONDER:</b>	Sonita K. Cummings, Commissioner
<b>AYES:</b>	Eaves, Quillen, Dowdell, Cummings, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Campbell, Currier, Nowell

#### 10. COMMITTEE REPORTS

- a. Dog Park Subcommittee Report

Tim Quillen reported that a new rail was installed to replace a broken one and that signs about the Dog Park were put up.

**b. Friends of Ninigret Park Subcommittee Report**

Ed Vazquez reported that the Friends of Ninigret Park Subcommittee would hold a meeting in January.

**c. Tree Steward Report**

Jodi Frank reported that the trees were lacking water and that in the spring twelve (12) trees might be donated.

**11. COMMISSION, DIRECTOR AND LIAISON COMMENTS**

Chairperson Tim Quillen mentioned that there was a need to have lighting at the Sr. Community Center so that people can safely get through the parking lot. He noted that the police station has lights and it is not much farther from Frosty Drew.

He mentioned a meeting with the Town Administrator to discuss the program manager position and about the cost of the bicycle path and where the funds would be coming from.

He also mentioned an email from former Town Council member Lisa DiBello regarding a communication from the Town promoting the Trunk or Treat event. He noted it was a reminder sent out to get people to attend a kid's event and that it was a neutral event for children.

Jodi Frank reiterated that she wants to see the Parks and Recreation position filled and offered to help out.

Holly Eaves mentioned that Frosty Drew had a lot of discussion about lighting at the police station.

Sunny Cummings asked if anyone had been on the back trail.

Donna Deyorio mentioned that she attends a class at the Sr. Community Center and that she has to escort an elderly patron to her car because it is so dark and that it is a liability.

Bonnie Van Slyke commented on the lighting issue noting that there is a grant that is approved and that the design is being worked on.

Cheryl Dowdell noted that the Parks & Recreation Department got information out about the Trunk or Treat event well in advance and that it was well advertised.

**12. AGENDA REQUESTS**

The Commission discussed having the Bicycle Ad Hoc as an agenda item.

The Commission discussed having RFP update on the next agenda as well as grant writing and the grant writing process.

**13. NEXT MEETING DATE - JANUARY 26, 2016**

**14. NEXT TOWN COUNCIL MEETING DATE - MONDAY, DECEMBER 14, 2015**

**15. ADJOURNMENT**

The meeting adjourned at 7:52 PM.