

PARKS & RECREATION COMMISSION

MINUTES

Tuesday December 16, 2014 @ 7:00 PM

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Timothy Quillen	Chairman	Present	
Cheryl Dowdell	Vice Chair	Absent	
Julia Beasley	Commissioner	Present	7:08 PM
Ryan Campbell	Commissioner	Present	
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Present	
Keith D. DeMerchant	Commissioner	Present	
Donna M. Deyorio	Commissioner	Present	
Susie Fehrmann	Commissioner	Absent	
Jodi Frank	Commissioner	Present	
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	7:12 PM

2. APPROVAL OF MINUTES

- a. October 28th Parks and Recreation Commission Minutes

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

3. COMMENTS FROM PUBLIC

There were no comments from the public.

4. TOWN COUNCIL LIAISON REPORT

The Parks and Recreation Commission welcomed the new Town Council Liaison Bonnie Van Slyke. There was no Town Council Liaison report.

5. NEW BUSINESS

- a. Bicycle Pathways in Ninigret Park

Representatives from the Bicycle Pathways Ad Hoc Committee did not attend the meeting. Parks and Recreation Director Jay Primiano introduced the project and reiterated a meeting he had with Bicycle Pathways Committee member Jonathan Hammond. Director Primiano mentioned that the Ad Hoc Committee was considering connecting the Westerly bicycle pathway and the South Kingstown bicycle pathway in the northern end of Charlestown.

Potential users of bicycle pathways, clearing existing trails in Ninigret Park for the pathway and utilizing Ninigret Park for pathway parking was discussed amongst the members.

No vote was made.

- b. Request for Parks and Recreation Member to Join Bicycle Ad Hoc Committee

The request from the Bicycle Ad Hoc Committee for a Parks and Recreation member to join the committee was presented. No vote was made and no member was able to commit to joining the committee.

- c. Discussion and Potential Action Regarding 2015 Parks and Recreation Commission Meeting Dates

The Commission discussed moving the 2015 December and November Parks and Recreation Commission meeting dates to the third Tuesday of the month to try to avoid potential travel conflicts. The dates were amended to December 15, 2015 and November 17, 2015.

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

d. Discussion and Potential Action Regarding 2015 Beach Pass Fees - Review of 2014 Beach Fees and Advisory Opinion for 2015 Beach Fees

Director Primiano mentioned that the minimum wage has increased. The Commission discussed raising the cost per cottage pass to compensate for revenue loss from the increase in minimum wage. The process of using cottage passes was also discussed. The process of utilizing cottage passes by motels was unclear.

The Commission then discussed raising resident, non-resident and day passes. Director Primiano noted that the price of non-resident fees could not exceed the cost of resident fees plus 50% the cost of resident fees.

Commissioner Sunny Cummings motioned to raise resident passes to \$50, non-resident passes to \$100 and to charge \$20 for day passes on weekends and weekdays.

<b>RESULT:</b>	<b>APPROVED FOR TC CONSIDERATION [UNANIMOUS] Next: 1/12/2015 7:00 PM</b>
<b>MOVER:</b>	Sonita K. Cummings, Commissioner
<b>SECONDER:</b>	Julia Beasley, Commissioner
<b>AYES:</b>	Quillen, Beasley, Campbell, Cummings, Currier, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Dowdell, Fehrmann, Nowell

e. 2015-2016 DRAFT Proposed Budget

The Senior/Community Center 2015-2016 budget was examined by the Commission. Commission member Ed Vazquez questioned the expense for internet service and asked how often it was utilized. It was determined that the service was not currently used that often but that it was a bundled service for internet and phone usage as well.

The Senior/Community Center capital improvement projects were identified along with the possible addition of a roof on part of the building and new flooring in the dining and kitchen areas.

Director Primiano noted changes in line items in the Parks and Recreation Administration budget. Most noted was the increase in professional development dollars to attend a national Parks and Recreation meeting.

Program Manager Vicky Hilton presented the programs portion of the budget. She noted an increase in camp due to the raise of minimum wage and the addition of a Tiny Tots camp to serve children too young for the camp program. The use of a hall monitor and the addition of scorekeepers to the basketball budget were items noted. The addition of a paddleboard program and the interest in a paddleboarding program was brought to the attention of the Commission.

Director Primiano noted changes in the beach budgets including the increase of minimum wage with regards to salaries, the need for cleaning detergent in the composting restrooms, and the need to increase the cost of beach cleaning for one beach. Line item, 6040, Maintenance and Repairs in Ninigret Park was cited as a need for funds.

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

f. 2015-2016 Proposed Capital Improvement

The list of capital improvement projects was read by Director Primiano, beginning with the request for composting toilet units at both beaches that would serve the public when the pavilions were closed and remove the need for portable restrooms at the beaches. The poor conditions of the tennis courts were discussed by the Commission along with the temporary fix made by the Parks and Recreation Department in the past.

The Commission discussed the need and use of a programmable sign on Route 1 that would indicate when the beach parking area at Blue Shutters was full. The Commission discussed utilizing the sign for the summer concert series, movie nights and other town events.

The poor quality of the basketball court was discussed. Director Primiano noted that the basketball court location was the same in the revised Master Plan.

The need for heating the garage for the Parks and Recreation grounds personnel, composting trash stations for the beaches and Ninigret Park, the reclamation of the skating rink area, and the gate at the soccer fields were capital improvement items that were noted.

The purchase of six (6) paddleboards for program use was presented by Program Manager Vicky Hilton.

The request by the Town Administrator for a sign in front of the Town Hall that would be utilized to display events and information was also presented.

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

6. OLD BUSINESS

7. COMMUNICATIONS RECEIVED

a. Discussion and Potential Action Regarding Frosty Drew 5K Race 2015, Fee Waived

<b>RESULT:</b>	<b>APPROVED FOR TC CONSIDERATION [UNANIMOUS] Next: 1/12/2015 7:00 PM</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	Sonita K. Cummings, Commissioner
<b>AYES:</b>	Quillen, Beasley, Campbell, Cummings, Currier, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Dowdell, Fehrmann, Nowell

b. Discussion and Potential Action 2015 Sunshine Criterium Race

<b>RESULT:</b>	<b>APPROVED FOR TC CONSIDERATION [UNANIMOUS] Next: 1/12/2015 7:00 PM</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	Sonita K. Cummings, Commissioner
<b>AYES:</b>	Quillen, Beasley, Campbell, Cummings, Currier, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Dowdell, Fehrmann, Nowell

- c. Frisbee Tournament Organized by ULTTMENT, LTD. Feb 21st and 22nd or Feb 28th to March 1st or March 21st and 22nd or March 28th and 29th - 2015

The dates of the Frisbee Tournament were noted by the Commission. The Commission discussed concerns over the use of the fields at that time of year and the damage that playing on them might cause. The Commission discussed the possibility of later dates of use for the Tournament but conflicting dates with other organizations were cited.

<b>RESULT:</b>	<b>DENIED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith D. DeMerchant, Commissioner
<b>SECONDER:</b>	Julia Beasley, Commissioner
<b>AYES:</b>	Quillen, Beasley, Campbell, Cummings, Currier, DeMerchant, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Dowdell, Fehrmann, Nowell

## 8. SPECIAL PROJECTS

### 9. PARKS AND RECREATION DIRECTOR'S REPORT

- a. December Director's Report - 2015

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

### 10. PROGRAM MANAGER'S REPORT

- a. December Program Manager's Report - 2015

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

### 11. COMMITTEE REPORTS

- a. Friends of Ninigret Park Subcommittee Report

No report was given.

b. Dog Park Subcommittee Report

Chairperson Tim Quillen reported that in March work may begin again in the Dog Park, but until then routine maintenance and upkeep for the winter was all that was taking place.

c. Tree Steward's Report

Tree Steward Jodi Frank presented a grant application for the America the Beautiful grant. Ms. Frank mentioned the grant was for \$4000 and required matching funds of \$2400. The funds could be matched as in-kind service. She mentioned the need for a comprehensive tree management plan, the lack of a Town Tree Warden, an education component, and the acquisition of watering equipment.

Ms. Frank noted the deadline for grant submission was the 31st of December and that the Town Council needed to approve the grant before it could be submitted. Given the Town Council had already held the December meeting Ms. Frank inquired if there was a way for the Town Council to sign the grant and discuss it at their next meeting.

The Commission motioned to pursue the grant request.

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

12. COMMISSION COMMENTS

Julia Beasley reported on the construction of the skating rink in Ninigret Park and the plan to build a small warming shed with volunteers.

13. NEXT MEETING DATE - TUESDAY, JANUARY 27TH AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL

14. ADJOURNMENT

Adjourn at 8:38 PM.

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