

PARKS & RECREATION COMMISSION

Approved Minutes

Tuesday February 25, 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 February 25, Parks and Recreation Commission meeting was called to order at 7:04 PM by Chairperson Tim Quillen.

2. ROLL CALL:

Present at the meeting were Commission members Tim Quillen, Sunny Cummings, Keith DeMerchant, Jodi Frank, Cheryl Dowdell, Susie Fehrmann, Richard Horstmann and Donna Deyorio.

Commission member Ryan Campbell arrived at 7:11 PM.

Commission members absent from the meeting were Tom Nowell and Julia Beasley.

Also present at the meeting was Town Council Liaison Paula Andersen, Parks and Recreation Director Jay Primiano and Program Director Vicky Hilton.

3. APPROVAL OF MINUTES

a. Parks & Recreation Commission Meeting Minutes – January 28, 2014:

Cheryl Dowdell motioned to approve the January 28, 2014 Parks and Recreation Commission Minutes. Richard Horstmann seconded the motion.

Tim Quillen, Sunny Cummings, Keith DeMerchant, Jodi Frank, Ryan Campbell and Donna Deyorio were in favor of approving the motion. Susie Fehrmann abstained from the motion as she was absent from the January 28, 2014 meeting.

All members present were in favor. The motion to approve the January 28, 2014 Parks and Recreation Commission Minutes passed.

4. COMMENTS FROM PUBLIC:

A motion was made by Susie Fehrmann to move comments from the public to a later time pending the arrival of Deb Carney who was detained at another Town meeting.

Cheryl Dowdell seconded the motion. Tim Quillen, Sunny Cummings, Keith DeMerchant, Jodi Frank, Ryan Campbell and Donna Deyorio were in favor of approving the motion. All members present approved the motion. The motion passed unanimously.

5. TOWN COUNCIL LIAISON REPORT:

Town Council Liaison Paula Andersen stated that there was nothing to report at the time.

6. NEW BUSINESS

a. Update by Cody Clarkin Regarding Flag Pole Project:

Cody Clarkin reported that since the last meeting in January he has worked with Charlestown Town Treasurer, Patricia Anderson to set up the appropriate fund for the Flag Pole Project to obtain fiscal integrity to solicit funds.

He reported that anyone who donates twenty-five dollars (\$25) or more will receive a thank you form letter that can be used for tax purposes.

Cody Clarkin mentioned some fundraising possibilities which may include selling flowers and a Battle of the Bands.

He presented a map and two (2) drawings of potential plans for the flag pole that he, worked with Oyster Works, LLC. to prepare.

Parks and Recreation Director Jay Primiano mentioned working with Master Plan revisers Weston and Sampson to discuss the proposed project and include it with the plan.

b. 19th Annual Frostbite Classic Report:

TM Dyer reported on the 19th Annual Frostbite Classic and presented the Commission with a check in the amount of two hundred sixty-seven dollars (\$267.00).

He thanked the workers who shoveled the walkways at the Community Center and the Commission for their continued support of Disc Golf events and the course.

He mentioned that in eight (8) weeks another tournament will take place and he urged participation.

c. Application Fee:

The Commission reviewed the application fee report that was included in the Agenda packet. The two (2) Towns that require an application fee were noted.

The Commission discussed if a fee was to be levied when it should be applied. Asking for payment after Commission approval was discussed since the intent of the fee is to make the applicant have ownership of the event date and may prevent holding a date for an event that may not take place.

Parks and Recreation Director Jay Primiano noted that any change in fee structure must be approved by the Town Council.

The Commission discussed including any possible application fee with the Advisory Opinion of Fees that would eventually be forwarded to the Town Council.

d. Renaming Mud Cove:

The Commission discussed potential names for the soon to open park, Mud Cove. Three (3) names were given Pawawget, Peckham and Niantic. Parks and Recreation Director Jay Primiano noted that there were two (2) parks named Niantic in the surrounding states.

The Commission discussed the possibility of the Town Council rejecting the names and questioned if the Commission would have the opportunity to submit other names.

Cheryl Dowdell motioned to submit two (2) names to the Town Council for approval, Pawawget and Peckham.

Jodi Frank seconded the motion. Tim Quillen, Sunny Cummings, Keith DeMerchant, Richard Horstmann, Ryan Campbell and Donna Deyorio were in favor of approving the motion. All members present approved the motion. The motion passed unanimously.

e. CPR/First Aid/AED Certified Personnel at Criterium Bicycle Events:

Commission member Jodi Frank stated that due to the significantly higher expense of an onsite Emergency Medical Technician most bicycle races have an onsite First Aid/CPR/AED certified person at the event. She noted that the fully staffed ambulance barn is located across the street from Ninigret Park and EMT personnel were minutes away.

The commission discussed adding to the large event application language that includes large application bicycle events/runs/walks must have AED/CPR/First Aid certified personnel onsite for the event.

Sunny Cummings motioned to add language to Large Event Application that states the requirement for CPR/First Aid/AED certified person to be present at all large event bicycle races, runs and walks.

Jodi Frank seconded the motion. Tim Quillen, Susie Fehrmann, Keith DeMerchant, Richard Horstmann, Ryan Campbell and Donna Deyorio were in favor of approving the motion. All members present approved the motion. The motion passed unanimously.

f. Advisory Opinion to Town Council Regarding Fee Structure:

Chairperson Tim Quillen asked for help drafting an advisory opinion to be forwarded to the Town Council regarding changes in possible fee structures.

g. Road Signage in Ninigret Park:

Commission member Sunny Cummings mentioned the need for street labeling in Ninigret Park. She recommended signage be temporarily placed while the Master Plan is drafted and implemented.

Parks and Recreation Director Jay Primiano offered to ask the Master Plan drafters to include signage with their finished plan.

Commission member Richard Horstmann recommended that the streets be named after the founders of Ninigret Park.

h. Beach Grass Planting at Blue Shutters:

Parks and Recreation Director Jay Primiano reported that remediation dollars from Hurricane Sandy were used to purchase beach grass for Blue Shutters beach. The beach grass is intended to repair damage to the dunes caused by the hurricane. A total of five thousand (5,000) plants were ordered and will be planted in front of and behind the dune.

He continued to mention the need for volunteers to help plant the grass on March 18th and 19th from 10:00 AM to 2:00 PM.

i. Community Center Discussion:

Commission member Jodi Frank discussed the need for a larger space for programming as her programs continue to grow and fill.

Chery Dowdell suggested a revenue stream be generated and asked that the South Kingstown Guild be used as an example.

j. Barrier at Criterium Course Discussion:

Commission member Jodi Frank mentioned the need for a barrier located at the Criterium Bicycle Course that would prevent persons from walking onto the course. She mentioned the construction of raised flower beds utilizing wood donated from U.S. Fish and Wildlife and possibly asking local nurseries and community groups to adopt a bed and maintain it.

The commission discussed waiting for the revisions to the Master Plan before making the improvement to the park.

4. COMMENTS FROM THE PUBLIC:

Deb Carney wished to comment about Charlestown approved bonds for open space and recreation, and how the majority of the funds were spent solely on open space. She mentioned funds going towards the Ninigret Park Master Plan.

The Commission thanked Ms. Carney for her comments.

7. COMMUNICATIONS RECEIVED

a. Spring and Fall Soccer Season - Chariho Youth Soccer Association:

Director of Parks and Recreation Jay Primiano mentioned Chariho Youth Soccer Association uses the fields every year and are good stewards of the property.

Commission member Ryan Campbell moved to approve the application for the 2014 spring/summer season for the Chariho Youth Soccer Association.

Commission member Richard Horstmann seconded the motion.

Tim Quillen, Sunny Cummings, Keith DeMerchant, Jodi Frank, Cheryl Dowdell, Susie Fehrmann and Donna Deyorio were in favor. All Commission members present were in favor. The vote to approve the application was unanimous.

b. NEMCA Criterium Skills Clinic – Northeast Masters Cycling Association:

Jodi Frank motioned to approve the application by the Northeast Masters Cycling Association for the 2014 Criterium Skills Clinic.

Cheryl Dowdell seconded the motion.

Chairperson Tim Quillen, Sunny Cummings, Keith DeMerchant, Ryan Campbell, Susie Fehrmann, Richard Horstmann and Donna Deyorio were in favor of approving the application.

All commission members present were in favor. The motion passed unanimously.

c. Senior Olympics:

Parks and Recreation Director Jay Primiano noted that the event was approved but didn't take place last year due to the conflict with the last minute application and acceptance of the Seaside Classic Soccer Tournament during the same time frame. The Senior Olympics utilized the park for the Criterium Race during the summer of 2012.

Cheryl Dowdell motioned to approve the application for the 2014 Senior Olympics.

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

d. Additional Harvest Festival Date(s) for 2014:

Commission member and Community Gardener Susie Fehrmann update the Commission on the status of the 2014 Harvest Festival. She mentioned that the Community Garden gardeners contacted a marketing company to help plan and run the 2014 Harvest Festival. She stated the marketing company recommended an extra day for the event.

Cheryl Dowdell motioned to approve the additional date, September 21, 2014.

The motion was seconded by Sunny Cummins. Chairperson Tim Quillen, Ryan Campbell, Keith DeMerchant, Jodi Frank, Susie Fehrmann, Richard Horstmann and Donna Deyorio were in favor. All members present were in favor.

e. Update on Remote Controlled Planes:

Parks and Recreation Director Jay Primiano noted the Mr. Burdick is not looking for additional dates and had been asked by the Commission to give a report.

8. SPECIAL PROJECTS

a. Tree Steward's Report:

Tree Steward Jodi Frank reported two (2) trees were lost in the last storm and the count is down to seventy-eight (78). She noted that two (2) trees may be donated.

9. PARKS & RECREATION DIRECTOR REPORT

a. Director's Report

10. PROGRAM MANAGER REPORT

a. Program Manager's Report

11. COMMITTEE REPORTS:

a. Friends of Ninigret Park Subcommittee Report:

Subcommittee member Cheryl Dowdell reported that Friends of Ninigret has completed its purpose and has produced a brochure, letter and administrative system for receiving money.

She stated that soliciting funds that the Town Council has control of can be difficult. She stated the amount of time and effort from Subcommittee members to raise minimal funds is not an effective enough way to fundraise. She mentioned a potential bond to pay for upgrades and improvements to the park.

b. Ninigret Park Dog Park Facility Subcommittee Report:

Tim Quillen reported the Dog Park Subcommittee will be meeting on March 15, 2014 to form a letter that will be included with the dog license mailing.

12. COMMISSION COMMENTS:

Ryan Campbell mentioned he took his family to the Ninigret Park Skating Rink and there were about a dozen other persons enjoying the rink.

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

14. ADJOURNMENT:

The meeting was adjourned at 8:30 PM

Respectfully Submitted by 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.