

PARKS & RECREATION COMMISSION

FINAL MINUTES

Tuesday, May 26, 2015 @ 7:00 PM

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Timothy Quillen	Chairman	Present	
Cheryl Dowdell	Vice Chair	Present	
Julia Beasley	Commissioner	Present	7:10 PM
Ryan Campbell	Commissioner	Present	
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Present	
Keith D. DeMerchant	Commissioner	Absent	
Donna M. Deyorio	Commissioner	Present	
Jodi Frank	Commissioner	Present	
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	
Holly Eaves	Commissioner	Present	

2. APPROVAL OF MINUTES

Both the March 24, 2015 and the April 28, 2015 Minutes were approved as amended.

RESULT:	APPROVED [9 TO 0]
MOVER:	Edward Vazquez, Commissioner
SECONDER:	Cheryl Dowdell, Vice Chair
AYES:	Eaves, Quillen, Campbell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
ABSTAIN:	Dowdell
ABSENT:	Beasley, DeMerchant, Nowell

3. COMMENTS FROM PUBLIC

JoAnn Stolle, spoke towards who is responsible for the enforcement of the smoking ban and the role of the Parks and Recreation Commission towards enforcement and asked who would be on the beach to speak to smokers so that citizens would not have to go to the lifeguards.

Paula Andersen mentioned the petition on the ballot pertaining to Ninigret Park. Ms. Andersen gave her credentials as Executive Director of the Charlestown Chamber of Commerce, member of the Parks and Recreation Commission and Chairperson of the Commission.

Ms. Andersen read a letter that was an excerpt from a workshop in June 2011. The letter was written by Steve Dedarian of VHB. He stated in the letter that the Master Plan came with great consensus from the town of Charlestown just four (4) years ago (2008). He hopes that the community's memory is not short term regarding the decisions that were made for Ninigret Park, and that the town will stay on focus regarding the long term and will be true to the spirit that the community had when the plan was voted on with great consensus.

Ms. Andersen continued that also in attendance at the workshop was resident John Van Slyke, husband of Parks & Recreation Liaison Bonnie Van Slyke. Ms. Andersen read the following quote from Mr. Van Slyke at the meeting that was recorded in the minutes, he is the son-in law of George Bliven who is very involved and very influential in the development of the park from its earliest stages. He was the person who introduced the Big Apple Circus to the park and raised all the money for the playground. The whole focus is on people, the venues that come are great and one thing to be done would be to invest in signs for traffic control. Priorities should be staying within the existing design. In a sense it is a contract of the community. Mr. Van Slyke feels the key issue is what to do. The town should try to come up with a design for use by the people as it's the town's duty to the people.

Ms. Andersen continued that the plan does not need to be revised every 2 to 3 years as all the documents say the parcel is to be used for recreational purposes. Ms. Andersen mentioned George Bliven and how he worked tirelessly for Ninigret Park and was instrumental in establishing the first utilization plan for the park in 1994. Ms. Andersen thanked the Commission.

4. TOWN COUNCIL LIAISON REPORT

Town Council Liaison Bonnie Van Slyke mentioned the date for the workshop between the Parks and Recreation Commission and the Town Council was set for June 29, 2015 at 7:00 PM in the Council Chambers. She also mentioned another meeting on June 12th from 9:00 AM to 3:00 PM with the Army Corps of Engineers to summarize actions to date performed by the Corps as well as site closeout activity and the need for an environmental use restriction.

5. NEW BUSINESS

- a. Meeting Rules and Format - Including Unfinished Business, New Business, Timing of Public Comment and Presentations, Motions and Identifying Voters

Commission member Cheryl Dowdell mentioned a presentation with the parliamentarian that had taken place and that Old Business was Unfinished Business and that public comment could be limited to 2 minutes and presentations could be 10 minutes. She mentioned making it easier to record motions by writing them down and keeping track of amendments.

RESULT:	NO VOTE TAKEN
----------------	----------------------

- b. Process and Approval of Events Including Revisions to the Large Event Form

The Commission discussed the need to revise the Large Event Form to clarify the not for profit and for profit status of applicants. The Commission discussed the Small versus Large Event Form which was based on the number of people and participants attending. For profit, non-profits and not for profits were discussed. The need for more work on the form was discussed. It was noted that the revised form would have to be submitted to the Town Council as well.

RESULT:	TABLED [UNANIMOUS]	Next: 6/23/2015 7:00 PM
MOVER:	Holly Eaves, Commissioner	
SECONDER:	Richard E. Horstmann, Commissioner	
AYES:	Eaves, Quillen, Dowdell, Beasley, Campbell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez	
ABSENT:	DeMerchant, Nowell	

- c. Recognition of Award from Rhode Island Recreation and Parks Association to Vicky Hilton for Program Manager of the Year

The Commission recognized the award from RIRPA. Commission member Cheryl Dowdell motioned to forward the award recognition to the Town Council for a resolution recognizing Vicky Hilton being awarded Program Manager of the year out of 39 cities and towns.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cheryl Dowdell, Vice Chair
SECONDER:	Sonita K. Cummings, Commissioner
AYES:	Eaves, Quillen, Dowdell, Beasley, Campbell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
ABSENT:	DeMerchant, Nowell

- d. Recognition of Award from Rhode Island Recreation and Parks Association to Charlestown Parks and Recreation for Department of the Year

Chairperson Tm Quillen recognized and congratulated the Commission and staff for the award. Commissioner Jodi Frank motioned to ask the Town Council to make a resolution recognizing the department as distinguished Department of year 2014.

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

6. OLD BUSINESS

- a. Identify Representatives, Date and Times for Master Plan Workshop and Submit Availability as a Commission and Request Town Moderator Presence at Workshop

Chairperson Tim Quillen noted that 9 Commission members had responded to the Town Clerk and that the meeting would be held on June 29th.

RESULT:	NO VOTE TAKEN
----------------	----------------------

- b. Request of Funds from Bicycle Ad Hoc Committee

Commission member Cheryl Dowdell noted the presentation given by the Bicycle Ad Hoc Committee to the Town Council. It was noted that the Ad Hoc Committee was asking for \$7,000 for a bike path in Ninigret Park.

RESULT:	NO VOTE TAKEN
----------------	----------------------

7. COMMUNICATIONS RECEIVED

- a. RI Disc Championship Committee - RI Overall Flying Disc Championship 2015 Application

TM Dyer presented the application for the RI Overall Flying Disc Championship application. He mentioned there would be an on-site disc vendor and insurance would be provided. It was noted that August 30th would not conflict with Rhythm and Roots. TM Dyer also noted that he was paying to use the field.

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

- b. Italian Greyhound Club of America - Italian Greyhound Lure Coursing and LGRA Meet Application

Terry Jones of the Italian Greyhound Club of America (IGCA) presented the application for the LGRA meet. She mentioned that every year the location of the organization changes. The group would use the fields for 2 days. She noted that an area about 800 feet long and 450 feet wide was required. She mentioned the greyhounds ranged from 8 pounds to 16 pounds. She noted that the dogs were on leash all the time except when they were chasing the lure and that they usually get around 30 dogs involved in the event and 4 dogs run at a time.

The Commission noted that US Fish and Wildlife Refuge is the park's neighbor and that dogs are not allowed in the refuge. Also, that the field approved is the Westfest Field and the bicycle course would be open.

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

- c. MS Society Greater New England Chapter - Bike MS - Ride the Rhode Application - Pawaget Park - Fee Waived

Acting Program Director Vicky Hilton noted that Pawaget Park was a water stop along the route and that only a few cars would be parked in the lot.

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

- d. New Hope Chapel Picnic and Baptism Application

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

- e. Kingston Hill Academy - 4Th Grade Field Trip Application

It was noted the organization was responsible for paying for the use of the lifeguards.

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

- f. Westerly Public Inclusion Program - Preschool Special Needs Fun Day - Fee Waived

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cheryl Dowdell, Vice Chair
SECONDER:	Edward Vazquez, Commissioner
AYES:	Eaves, Quillen, Dowdell, Beasley, Campbell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
ABSENT:	DeMerchant, Nowell

g. Frosty Drew Memorial Fund - Adventures in Space - Rocket Launch Application - Fee Waived

Dan Alves the representative from the Frosty Drew organization presented the application for the Frosty Drew Rocket Launch. He mentioned the rockets are launched on the last day and that to launch all the rockets it takes approximately half an hour. The rockets go up about 1000 feet in the air. The old baseball field near the memorial was mentioned as a potential location to launch the rockets.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cheryl Dowdell, Vice Chair
SECONDER:	Jodi Frank, Commissioner
AYES:	Eaves, Quillen, Dowdell, Beasley, Campbell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
ABSENT:	DeMerchant, Nowell

8. SPECIAL PROJECTS

Acting Parks and Recreation Director Vicky Hilton reported on the progress of the grant projects. She mentioned that the composting toilets are not ADA compliant but that the Building Official is working with the State of RI to make them ADA compliant so that they can open, that the renovation to the Little Nini restrooms is almost completed.

9. ACTING PARKS AND RECREATION DIRECTOR'S REPORT

a. May 2015 Director's Report

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

10. COMMITTEE REPORTS

a. Friends of Ninigret Park Subcommittee

Friends of Ninigret Park Subcommittee member Tim Quillen reported that groups are getting involved in the September 20th event. He mentioned some of the organizations that will be participating.

b. Dog Park Subcommittee

Tim Quillen mentioned that there will be a Dog Walk on June 13th to raise funds for the Dog Park.

c. Tree Steward

Tree Steward Jodi Frank reported that the 8 linden trees would be planted once it rained.

11. COMMISSION COMMENTS

Julia Beasley noted that a growing group of volunteers cleaned up the ice rink and that the ice rink should last a couple more years of use. She suggested that the area might be a great spot for spring activities.

Richard Horstmann noted that the parade was wonderful this year.

Sunny wished everyone well and noted the summer activities.

Cheryl Dowdell asked that the Commission represent the Parks and Recreation well at the next Town Council meeting with their RIRPA of the award recognition. She also recommended that the Town Moderator be present at the joint Workshop to ensure everyone has a voice.

Ryan Campbell asked about the status of Parks and Recreation Director’s position.

Jodi Frank mentioned that she has 10 more trees to add to the nursery.

Vicky Hilton thanked the Commission for their support and mentioned the staff training and no smoking policy.

12. COMMISSION AGENDA REQUESTS

Julia Beasley asked that the protocol for filling the Parks and Recreation Director’s position and the department be placed on the agenda.

Cheryl Dowdell asked that liaison and Director comments be added to the end of the Agenda.

Ed Vazquez asked that the Eagle project be added to the next agenda.

Ryan Campbell mentioned signage needed at the soccer fields and the need for issues to be addressed by the department and that the department positions be on the agenda.

Sunny Cummings asked that the results of the June 1st referendum be discussed at the next meeting.

13. NEXT TOWN COUNCIL MEETING - MONDAY, JUNE 8, 2015 AT 7:00 PM

14. NEXT PARKS & RECREATION MEETING DATE - TUESDAY JUNE 23, 2015 AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL

15. ADJOURNMENT

The Commission motioned to adjourn at 8:20 PM.

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