

PARKS & RECREATION COMMISSION

MINUTES

Tuesday, February 24, 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	Absent	
Ryan Campbell	Commissioner	Present	7:05 PM
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Present	
Donna M. Deyorio	Commissioner	Present	
Jodi Frank	Commissioner	Present	7:10 PM
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	

Also present at the meeting was Director of Parks and Recreation Jay Primiano, Program Manager Vicky Hilton and Town Council Liaison Bonnie Van Slyke.

Ryan Campbell had not been sworn in prior to the Commission meeting and could not vote as a result.

2. APPROVAL OF MINUTES

a. December 16, 2014 Parks and Recreation Commission Meeting Minutes

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Richard E. Horstmann, Commissioner
<b>SECONDER:</b>	Sonita K. Cummings, Commissioner
<b>AYES:</b>	Quillen, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
<b>ABSTAIN:</b>	Dowdell
<b>ABSENT:</b>	Beasley, Nowell
<b>EXCUSED:</b>	Campbell

3. COMMENTS FROM PUBLIC

4. TOWN COUNCIL LIAISON REPORT

5. NEW BUSINESS

a. Parks and Recreation Commission Elections 2015 for Chairperson, Vice-Chairperson and Secretary

Motion to re-elect Tim Quillen for Chairperson

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

Motion to re-elect Cheryl Dowdell as Vice Chairperson

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

Motion to re-elect Sunny Cummings as Secretary

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

b. Recognition of Frank Glista for His Efforts and Success with the 2014 Bonfire

Cheryl Dowdell thanked Frank Glista and everyone who helped with the Bonfire including volunteers, businesses and staff. She thanked Mr. Glista for keeping the event going.

Frank Glista thanked the Commission for approving the event and Arnold Lumber who helped with the effort. He mentioned that the event was growing every year.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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c. Bicycle Discussion Request from Bicycle Ad Hoc Committee

Parks and Recreation Director Jay Primiano introduced the Bicycle Ad Hoc Committee and mentioned a Bicycle Ad Hoc Committee meeting he had attended the previous week.

Jennifer Hodshon, Vice-Chair of the Bicycle Ad Hoc Committee introduced the other members of the committee. She mentioned that the challenge of the Committee was to create safe cycling and pedestrian ways that will benefit the citizens, visitors and businesses of Charlestown.

Patrick Lyons, Bicycle Ad Hoc Committee member then mentioned that the Bike Path encompasses more than biking, it was for walking as well and that the ultimate goal was to hook up with the South County Bike Path. The Committee wanted to begin with the Ninigret Park project as it will make use of existing resources in Ninigret Park at a low expense. The trail would be 1.3 miles and would keep with the Comprehensive Plan. It would allow users to walk, ride and jog around the park.

The budget for the 1.3 miles was roughly \$6,700. It included safety barriers for intersections, signage, a kiosk, painted crosswalks and 1.5 miles of painted lines. Maintenance costs were estimated to be about \$600 per year.

Mr. Lyons mentioned the Bicycle Ad Hoc Committee was looking for an endorsement from the Parks & Recreation Commission to go to Town Council for an approval to move forward with the project.

Mr. Lyons said the intention of the bike path was for families to utilize it for walking, strollers, biking and jogging. The Bike Path was not intended to interfere with any proposed development in the Park. Potential parking areas were identified.

William "Bill" Wilson, Bicycle Ad Hoc Committee member spoke about a Department of Transportation, DOT meeting he attended where it was noted that to attract families, bike paths were being considered linear parks and were intended for multi-use.

Mr. Primiano noted that the plan was to utilize parts of the park that are in good condition.

Ms. Dowdell asked where the funding would come from. Mr. Lyons mentioned the Committee has potential large scale donors, but that the Town may approve the funding for the project.

Mr. Campbell noted that he was supportive of the project.

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

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

Jennifer Hodshon from the Bicycle Ad Hoc Committee noted that there were no more positions available on the Committee. Mr. Lyons mentioned that there might be a need for a liaison from the Parks and Recreation Commission.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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e. Letter to Parks & Recreation Member Thomas Nowell Regarding Recommendation of Accommodations for Meeting Attendance

Ms. Dowdell mentioned that she wanted Mr. Nowell to know that the Commission would try to do anything to be sure that he could come to a meeting.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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f. Potential Fundraising Event for Thomas Nowell

Parks and Recreation Director Jay Primiano noted that he had received an email from a family member of Mr. Nowell regarding the expenses of his rehabilitation and the potential for a fundraising effort on his behalf in Ninigret Park. He mentioned the need to join up with a 501c3 to raise funds.

It was noted that Colors for a Cause may be an option.

The Commission approved the motion to reach out to Ray Dussault of Colors for a Cause to see if he is able to help.

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

g. Potential Appointment of New Parks and Recreation Commission Member Justin Mathews and Holly Eaves

The Commission met Holly Eaves who was an applicant for the Parks and Recreation Commission. Justin Mathews arrived at a later time. They discussed potentially having both members on the Commission until Tom Nowell was ready to come back.

The Commission discussed recommending both members to the Town Council and having the Town Council decide.

The Commission approved the motion to recommend both applicants to the Town Council and check procedure with the Town Clerk for potentially appointing an applicant in Tom Nowell’s position and to check with Justin Mathews to see which position he prefers.

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

h. Grant Discussion

Cheryl Dowdell recused herself citing the engineering component.

Director Primiano summarized the work completed to date towards the RIDEM Grant and the costs associated with the project. Mr. Primiano asked that the Commission approve \$60,000 of contingency funds from the Ninigret Park Fund to have in place. He noted an appeal that was sent to RIDEM to amend the original grant. The appeal would seek for an additional \$55,000 to original grant also increase the "in-kind" service and add capital funds dollars to \$15,000.

Director Primiano continued to summarize the Grant Financial document dated 2.23.15. He noted the causes of cost overruns.

Director Primiano asked that the Commission recommended to the Town Council that there be a \$60,000 contingency utilizing the Ninigret Park Funds.

The Commission approved the motion to recommend to the Town Council that there be a \$60,000 contingency utilizing Ninigret Park Funds in the event that RIDEM does not come up with the additional \$55,000 requested.

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	Richard E. Horstmann, Commissioner
<b>AYES:</b>	Quillen, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Nowell
<b>EXCUSED:</b>	Campbell
<b>RECUSED:</b>	Dowdell

i. Scheduling of Master Plan Workshop with the Town Council

Ms. Dowdell mentioned that a step towards getting funding for Ninigret Park was to move forward with the revisions with the Master Plan and hold a workshop with the Town Council. Ms. Dowdell noted that the revisions to the Master Plan address many questions a previous Town Council had.

The Commission approved the motion to ask the Town Council for a workshop to review the Master Plan.

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

- j. Advisory to Town Council Regarding Potential Donation of Lucey Property Lots 16-6-1, 16-13 and 16-13-1  
It was noted that the Town Council had already accepted the donation of the property.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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## 6. OLD BUSINESS

## 7. COMMUNICATIONS RECEIVED

- a. Event: Friends of Ninigret Park Autumn Event

Friends of Ninigret Park members Tim Quillen and Ed Vazquez spoke about the proposed Friends of Ninigret Park Event. The event would feature small events that would bring awareness of different park uses. Some examples of potential activities included a car show, paddle boarding, a band, farmers market, Community Garden activities, Frosty Drew activities and a movie.

Sunny Cummings asked if food would be available. Discussion about the Boy Scouts possibly selling water, picnicking and potentially having soup provided by the Community Center ensued.

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

- b. Event: Frosty Drew Evening for the Stars

Kara Scott, Chair of the Board of Directors for Frosty Drew presented the Evening for the Stars Event. She noted that the event was in place of the already approved Frosty Drew Arts Festival and that alcohol, beer and wine would be served. She mentioned that they were applying for an alcohol permit. Ms. Scott mentioned that a band, potentially a light jazz trio would be performing during the event.

Ms. Scott mentioned that if the new pavilion was built in time for the event then Frosty Drew would like to rent it and the festival field.

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

- c. Event: Frosty Drew Star Party

Ms. Scott presented the application for the 2015 Frosty Drew Star Party. She mentioned that there would be workshops and seminars during the day and use of the large telescope at night. She continued that there may be about twenty (20) campers, which may be contained entirely on the Frosty Drew property.

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

d. Event: Arrowhead Dental's Miles for Smiles 5K Run/Walk

The Commission discussed the application for Arrowhead Dental's Miles for Smiles event. It was noted that the trail used by Frosty Drew was the preferred route for the event. Kara Scott pointed out that the Frosty Drew event will be wrapping up on that date.

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

e. Event: Seaside Classic Soccer Tournament

Mr. Primiano noted the current fee structure and that typically the organization requested ten (10) fields and was requesting twelve (12) fields in 2015.

Jim Burton, the representative for the tournament was asked how much the event was charged by URI to utilize the fields there. Mr. Burton stated that he did not know how much he was charged off the top of his head.

The Commission motioned to approve the application with the additional field charges at \$300 per field and \$200 per pavilion.

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

f. SoccerPlus Juniors Academy 2015 Field Usage Application

Director Primiano noted that the organization was a for profit organization that worked in conjunction with Chariho Youth Soccer. The Commission discussed the current amount of fees coming due. Mr. Primiano noted that the coordinator was under the impression that there was no fee due because of the association with Chariho Youth Soccer. The Commission discussed more information being required before a decision could be made.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>	<b>Next: 3/24/2015 7:00 PM</b>
<b>MOVER:</b>	Edward Vazquez, Commissioner	
<b>SECONDER:</b>	Richard E. Horstmann, Commissioner	
<b>AYES:</b>	Quillen, Dowdell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez	
<b>ABSENT:</b>	Beasley, Nowell	
<b>EXCUSED:</b>	Campbell	

g. Bob Beal NEMCA Criterium 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, Dowdell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Nowell
<b>EXCUSED:</b>	Campbell

h. Event: NEMCA Bicycle Racing Clinic 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, Dowdell, Cummings, Currier, Deyorio, Frank, Horstmann, Vazquez
<b>ABSENT:</b>	Beasley, Nowell
<b>EXCUSED:</b>	Campbell

i. Event: Mystic Velo Club Criterium 2015

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

## 8. SPECIAL PROJECTS

### 9. PARKS AND RECREATION DIRECTOR REPORT

a. Parks & Recreation Director's Report January 2015

The Commission discussed the award from Rhode Island Parks Association to Charlestown Parks and Recreation as Department of the Year, Program Manager of the Year and Southern Rhode Island Volunteers as Non-Profit of the Year.

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

### 10. PROGRAM MANAGER REPORT

a. Program Manager's Report January 2015

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

11. COMMITTEE REPORTS

- a. Friends of Ninigret Park Subcommittee Report

The Friends of Ninigret Park Event was noted.

- b. Dog Park Subcommittee Report

Tim Quillen mentioned that the Dog Park would be participating in the Friends of Ninigret Park Event.

- c. Tree Steward Report

Tree Steward Jodi Frank reported that eight (8) trees were going to be donated and that students from Roger Williams University would again be coming in the fall.

12. COMMISSION COMMENTS

Richard Horstmann noted that the Chariho Shovel Brigade came out to help him and thanked them.

Sunny Cummings commended staff and the Commission on doing a good job.

13. NEXT MEETING DATE - TUESDAY, MARCH 24, 2015 AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL

14. ADJOURNMENT

- a. Motion to Adjourn

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