

**PARKS & RECREATION COMMISSION**

**FINAL MINUTES**

**Tuesday, March 22, 2016 @ 7:00 PM**

**Open Meeting - Town Hall**

**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	Absent	
Holly Eaves	Commissioner	Present	
Julia Beasley	Commissioner	Present	
Ryan Campbell	Commissioner	Absent	
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Present	
Keith D. DeMerchant	Commissioner	Present	
Donna M. Deyorio	Commissioner	Present	
Jodi Frank	Commissioner	Absent	
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	7:30 PM

Also in attendance was Parks & Recreation Director Vicky Hilton.

**2. APPROVAL OF MINUTES**

- a. February 23, 2016 Parks and Recreation Commission Minutes

<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>	Eaves, Quillen, Beasley, Cummings, Currier, DeMerchant, Deyorio, Horstmann
<b>ABSENT:</b>	Dowdell, Campbell, Frank, Nowell, Vazquez

**3. COMMENTS FROM PUBLIC**

TM Dyer noted that he had attended several different Town Meetings, not just in Charlestown and that people are hired to design stuff and when it is not right they pay more money for it to be fixed.

**4. TOWN COUNCIL LIAISON REPORT**

There was no Town Council Liaison Report.

**5. NEW BUSINESS**

- a. Flagpole Gardens Update - Cody Clarkin

Cody Clarkin updated the Parks & Recreation Commission on the progress he made on the playground. He reported that he did meet with Director Hilton and was in contact with Meghan O'Brien of O'Brien and Sons. He noted the plan for the additional items in the playground. He noted that no pieces were duplicated and everything was different.

Expansion of handicapped accessible equipment would be increased to seven (7). Mr. Clarkin proposed four (4) new pieces. Currently there are three (3) handicapped accessible pieces. Mr. Clarkin outlined some of his methods for raising funds. He noted the proposed pieces were being funded entirely by his fundraising and would not come from the bond.

The Commission discussed the sign at the playground of donors and how it could be addressed.

Mr. Clarkin reported on the four (4) pieces of proposed equipment which were the color splash panel, ring-a-bell panel, super scoop and stationary cycler. The price totaled \$8,750 and he had raised a little less than \$14,000. He noted there was a contingency of \$1,800.

Mr. Clarkin walked the Commission through his original four (4) pronged project and how it changed to a two (2) pronged approach. He noted that he was continuing to raise funds for the projects.

Commissioner Eaves motioned for Cody Clarkin to go forward with the four expansion pieces of the playground as presented.

Mr. Clarkin updated the Commission on the progress of the Flagpole Project. He noted that work would be done on the rendition of the design plans. He discussed his plan for the wall and how he was considering the entrance from the flagpole to be on the Little Nini Pond side as it had the most unobstructed view. It was noted that there was discussion about the health of the trees around the flagpole.

Mr. Clarkin said he would return with design work.

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

**b. Disc Golf Funding Request**

TM Dyer presented his proposal and noted it had been amended since the original proposal included in the packet. Mr. Dyer mentioned that he was trying to get in the queue so that he could get someone else to take over, whether it is the Town or someone else.

He displayed a picture of the proposed benches and the bench currently located in the disc golf course. He noted the proposed new benches were screened to reduce damaged.

He discussed the boulder removal project and the need to remove some of the boulders so that it won't damage mowing equipment.

Chairman Quillen noted that TM worked hard in the Park.

Mr. Dyer noted that he had run nine (9) different fundraising events since 2012 and raised \$23,060.09 on his own.

Commissioner Beasley thanked TM for all his work and asked that he understand the Commission's situation that it had to be the stewards for the taxpayers in terms of what they asked for and that the Commission had to be honest with how the bond is appropriated and spent.

Commissioner Eaves discussed an option for a second list of things that are not on the priority list, and after the priorities were expended, if funds are available the second list could be considered and if no funds are available the second list would be kept and used for a grant or Ninigret Park improvement request.

Richard Horstmann motioned to approve the request for \$15,000.

The Commission discussed the funding source for the request.

<b>RESULT:</b>	<b>DENIED [2 TO 5]</b>
<b>MOVER:</b>	Richard E. Horstmann, Commissioner
<b>SECONDER:</b>	Keith D. DeMerchant, Commissioner
<b>AYES:</b>	DeMerchant, Horstmann
<b>NAYS:</b>	Eaves, Quillen, Beasley, Cummings, Currier
<b>ABSTAIN:</b>	Deyorio, Vazquez
<b>ABSENT:</b>	Dowdell, Campbell, Frank, Nowell

c. Letter from Parks and Recreation Commission to Town Council Regarding Bond Fund Allocation

The Commission discussed the letter and reworked the end of the letter combining Commissioner Eaves suggestions with the original letter. It was noted the Commission needed to be above reproach.

Commissioner Vazquez motioned to combine the two notes into one letter to go to the Town Council.

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

d. Bond Fund and Capital Update

The Commission reviewed the spreadsheet that had been included in the packet and noted some corrections.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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e. Explanation of Fees

Commissioner Holly Eaves asked for a written policy for fees. The Commission discussed the need for a written policy regarding Festival Events and other events. The Commission then discussed being cautious and getting locked in just in case something new came up. The Commission discussed the current fee structure.

The agenda item was tabled.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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f. Request for 2 Additional Parks & Recreation Commission Members to Join Ninigret Park Entrance, Roads and Signage Subcommittee

Commissioner Vazquez motioned for Chairperson Tim Quillen to be on the Ninigret Park Entrance, Roads and Signage Subcommittee.

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

Commissioner Vazquez motioned for Commissioner Sunny Cummings to be on the Ninigret Park Entrance, Roads and Signage Subcommittee.

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

## 6. COMMUNICATIONS RECEIVED

### a. NBX 2016 Application

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

### b. Kingston Hill Academy 4Th Grade Field Trip

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

### c. New Hope Chapel - Walk for Haiti 5K - Fee Waived

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

### d. New Hope Chapel - Picnic - Fee Waived

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

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

##### a. March Director's Report

<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, Beasley, Cummings, Currier, DeMerchant, Deyorio, Horstmann, Vazquez
<b>ABSENT:</b>	Dowdell, Campbell, Frank, Nowell

#### 8. COMMITTEE REPORTS

##### a. Dog Park Report

Chairperson Quillen asked for the current financial report for the Dog Park Fund as there were a few projects that needed to be addressed.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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##### b. Friends of Ninigret Park Subcommittee Report

Chairperson Quillen reported the Subcommittee's next meeting needed to be determined.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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##### c. Ninigret Park Trails Subcommittee Report

Commissioner Eaves reported that there was a working 5K trail and explained the proposed trail to the Commission. She reported on the surfacing and maintenance. The Commission discussed concerns with the path running along the fence line of the Dog Park.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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##### d. Tree Steward Report

Tree Steward Jodi Frank was not present to give a report.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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#### 9. COMMISSION COMMENTS

David Currier mentioned he was excited to see the letter submitted.  
 Sunny Cummings mentioned it was a good month.  
 Keith DeMerchant noted the Subcommittees were doing a good job.

Julia Beasley mentioned it was great that the projects were going forward as they were being worked on by volunteers. Commissioner Beasley expressed that she did not believe the Town Council Liaison was acting in good faith with the Commission as Liaison to the Parks and Recreation Commission.

Tim Quillen thanked the Commission for attending the meetings.

10. AGENDA REQUESTS

11. NEXT COMMISSION MEETING DATE - TUESDAY, APRIL 26, 2016 AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL

12. NEXT TOWN COUNCIL MEETING - APRIL 11TH

13. ADJOURNMENT

Motion to adjourn at 8:35 PM

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