

PARKS & RECREATION COMMISSION

MINUTES

Tuesday September 22, 2015 @ 7:00 PM

Open Meeting – Town Hall

1. CALL TO ORDER

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

Also present was Town Council Liaison Bonnie Van Slyke and Parks & Recreation Director Vicky Hilton.

2. APPROVAL OF MINUTES

a. August 25, 2015 DRAFT Minutes

RESULT:	APPROVED [6 TO 0]
MOVER:	Edward Vazquez, Commissioner
SECONDER:	Sonita K. Cummings, Commissioner
AYES:	Quillen, Cummings, Currier, DeMerchant, Frank, Vazquez
ABSTAIN:	Horstmann
ABSENT:	Eaves, Dowdell, Beasley, Campbell, Deyorio, Nowell

b. September 15, 2015 Special Meeting - Site Walk DRAFT Minutes

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

3. COMMENTS FROM PUBLIC

There were no comments from the public.

4. TOWN COUNCIL LIAISON REPORT

There was no Town Council Liaison report.

5. NEW BUSINESS

a. Columbia Heights Eagle Scout Project

Evan Vazquez updated the Commission on his progress with the Columbia Heights project. He mentioned that he would begin working on plans for a design for the sign. He will also be seeking donations for low maintenance plantings.

b. Program Manager Position Discussion

Town Administrator Mark Stankiewicz answered questions from the Commission regarding current staffing positions in the Parks & Recreation Department. He sought and gave recommendations from the Commission for various scenarios in filling a complimentary position to the Director position.

Department of Public Works and Parks and Recreation personnel positions were discussed.

Resident, Patricia Kent asked about the position that is split with the Wastewater Management Department and the time frame, funding and allocation of funds for that split position. Ms. Kent also asked about the qualifications for the Program Manager position.

The Commission discussed how the Department will need to grow and expand as new pieces are added to its responsibilities. The Commission discussed the need to be proactive with the budget.

c. Request from Town Council Regarding Priorities for Improvements in Ninigret Park

Chairperson Tim Quillen discussed a Request for Proposal (RFP) for the original tennis courts. He mentioned having them milled, reclaimed and resurfaced at the same elevation. He then requested that in the same RFP the Criterium course be paved. He noted that if they were done at the same time it would save money. The Commission noted that the four (4) courts that are currently unusable would be the courts included in the RFP.

The Commission discussed portable bleachers for use by multiple groups. Storage and portability were cited as issues. The Commission discussed putting the bleachers on hold.

The Commission discussed walking trails and utilizing Town equipment to open up walking trails. Maintenance of the trails was considered.

The Commission noted the bike path Committee and the signs they will be using. The Commission discussed the need for consistency with the signs. Traffic flow and areas where signs would be needed were discussed.

The Commission noted the need for fencing at the Criterium and asked that it be part of the RFP.

d. Ninigret Park Improvements Subcommittee

Commission member Jodi Frank, on behalf of Commission member Holly Eaves requested that the Ninigret Park Improvements Subcommittee and the Ninigret Park Trail or 5K Subcommittee be combined together into a single subcommittee. The Commission discussed waiting until October to discuss the Subcommittee.

e. Ninigret Park Trail or 5K Subcommittee

The Commission discussed waiting until the October Commission meeting to discuss the Subcommittee.

f. Requirement for Events to Submit Paperwork 14 Days Prior to Event

It was noted that some of the larger event organizers were not submitting paperwork in a timely manner. They noted that if the event organizer did not have the paperwork in by at least 14 days prior to the event, the event may not be permitted.

The Commission motioned to require events to submit paperwork 14 days prior to the event and if paperwork is not turned in the space could be cancelled and the fee would not be refunded.

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

g. Beach Pass Information

Director Hilton presented a list in cooperation with beach staff that would help educate beachgoers of the rules of beach use.

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

h. Non-Resident Daily Entrance Fee for Beaches

Director Hilton discussed daily fees and how difficult it would be to increase a non-resident daily fee.

Resident, Patricia Kent asked if the resident lot could be kept open past 11:00 AM.

It was noted that not many towns offer resident lots that are held, and that fees had been raised in a previous year.

6. OLD BUSINESS

a. Revisions to Large Event Form

The Commission approved the large event form with the addition of the requirement for events to have a 14 day paperwork submittal, nonrefundable fee and automatic cancellation of events that do not meet the submittal requirement.

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

b. Update on Ninigret Park Fund Rental Fees

Chairperson Quillen read the Memo from the Town Treasurer. The Commission discussed how they wanted to know how the fees were broken up.

7. COMMUNICATIONS RECEIVED

8. SPECIAL PROJECTS

9. PARKS AND RECREATION DIRECTOR'S REPORT

a. September 2015 Director's Report

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

10. COMMITTEE REPORTS

a. Friends of Ninigret Park Subcommittee Report

Chairperson Quillen mentioned that the weather and conflicting events may have led to low attendance at the September 20th event.

b. Dog Park Subcommittee Report

Chairperson Quillen reported that the Dog Park was cleaned and weed wacked.

c. Tree Steward's Report

Tree Steward Jodi Frank reported that the lack of water was adversely affecting the trees.

11. TOWN COUNCIL, COMMISSION AND DIRECTOR COMMENTS

David Currier mentioned that his family had fun at the Fall Festival.

Sunny Cummings reported that the event was fun.

Jodi Frank noted that she had fun at the event as well.

12. COMMISSION AGENDA REQUESTS

Chairperson Tim Quillen asked the Commission to consider not holding a Commission meeting in December. The timeframe of the RFP's was noted as a potential conflict.

13. NEXT TOWN COUNCIL MEETING - TUESDAY, OCTOBER 13, 2015 AT 7:00 PM

14. NEXT MEETING DATE - TUESDAY, OCTOBER 27, 2015 AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL

15. ADJOURNMENT

The commission meeting was motioned to adjourn.

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