

TOWN OF EAST WINDSOR
PARKS AND RECREATION COMMISSION

SPECIAL MEETING
June 8, 2009

AS APPROVED BY COMMISSION

A Special Meeting was called to order by Chairman Hayes at 7:29 p.m. in the Parks and Recreation Office located at the East Windsor High School, 76 S. Main Street, East Windsor, CT.

PRESENT: Chairman Hayes, Commissioners Raber, Szymanski and Waltiere;
Park Director Green and Mary Lou Morell from the Park Office.

ABSENT: Commissioner Simpkins and Groundsman Tetro.

ESTABLISHMENT OF QUORUM:

A quorum was established as four commission members were present.

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES:

**MOTION: To APPROVE minutes of the Regular Meeting dated
March 9, 2009 as written.**

Raber moved/Waltiere seconded/VOTE: In Favor: Unanimous

OLD BUSINESS:

a. BMX Skate Park

Chairman Hayes reported that the group needs \$130,000 to establish the park. Approximately \$10,000 has been raised and the BMX Group has applied for grants.

b. Dog Owners Park

Director Green stated the group will need \$30,000 to be operational. \$6,000 has been raised to date. The group participated in Paws on the Promenade at Evergreen Walk in South Windsor, Community Day in East Windsor, East Windsor Touch a Truck event and selling plants from Baggott's Farms.

OLD BUSINESS/b) Dog Owners Park (continued):

A Beer and Wine Festival fundraiser will be held at the Golden Gavel location in Broad Brook on July 25, 2009.

c. Boundless Playground

Fundraising continue for this project. There was presence at the Touch a Truck event with selling of the discount savings cards from FunDAZ. High School students will have an opportunity to sell cards to satisfy their community service requirement for graduation.

NEW BUSINESS:

a. Financial Accounts Review

The May 2009 Budget by Department was distributed and discussed. Commissioners questioned what Fund 67 – Donations and Contributions, in the amount of \$8,238.60 represented? The Treasurer's Office will be consulted on this issue.

b. Purchase Order Policy

The Selectmen have updated the purchase order policy effective July 1, 2009. Commissioner Waltiere questioned whether there is on-line capability for processing with a digital signature component. Director Green will email the Treasurer with questions. Director Green is to sign purchase orders but does not have bill signing approval.

c. 2009-2010 Budget Update

No discussion this evening.

d. Park Director's Report

Director Green reported that the on-line program registration with Webster Bank has been delayed at there are issues on their end – their coding system is not compatible with our system. Webster is working on the problem.

Director Green will hold her staff orientation on Thursday at 4:00 p.m. at East Windsor Park with CIT orientation to take place at 5:00 p.m. The new camp director will be attending Camp College on Saturday in Groton.

NEW BUSINESS/d) Park Director's Report (continued):

The Camp Director this year is Sarah Downey who is relocating back to East Windsor. The Waterfront Director from last year is returning however we did lose the snack bar director. Director Green will take over the scheduling of Park and Camp personnel.

East Windsor Park will close weekdays in August at 5:00 p.m. due to shortage of staff. The closing hour on weekends will remain at 7:00 p.m. to accommodate pavilion rentals. Waterfront public swimming will remain unchanged commencing at 11:00 a.m. both weekdays and weekends.

Commissioners questioned how the money will be handed for opening and closing of the Park. The procedure was discussed and the Commissioners felt comfortable with the process.

Swim Lessons at East Windsor Park will commence on June 23, 2009. Summer camp signups are good and registrations for the specialty camps for the summer will grow as we get into summer.

Director Green attended the monthly Senior Staff meeting last Thursday. Beginning July 1, 2009 there will be a reduction in the permanent part-time staff hours of 5 hours per week. The effect on our department is 10 hours a week. Parks and Recreation is the only department that does not have other full time staff in addition to part-time staff. As summer is the busy season for this Department, the cut in part-time staff hours will be delayed until the close of summer. Director Green will meet with the First Selectman on this issue.

Director Green is to establish a calendar of when staff is on vacation. Director Green received a directive in March to plan for the use of accumulated vacation time by the end of the fiscal year which is June 30th. Keith is taking two weeks in June, two weeks in July and is asking to carry over two weeks. Director Green is taking one week prior to June 30th and requesting carry over to the next fiscal year.

Leagues/Abbe Road Soccer Complex/Broad Brook Pond Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point)//Warehouse Point (Osborn Field) Park:

No discussion this evening.

NEW BUSINESS: (continued):

- e Groundsman's Report

No report this evening.

Leagues/Abbe Road Soccer Complex/Broad Brook Pond Park/East Windsor (Reservoir) Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point)/Warehouse Point (Osborn Field) Park:

No discussion this evening.

CORRESPONDENCE:

Director Green received an email from Brian Turley stating Donna Lemay resigned as Director of soccer. As travel soccer is an issue, Donna will stay involved with spring travel teams. The Soccer Club will be reorganizing.

Commissioner Waltiere recommended that Parks and Recreation send a Thank-you letter to Ms. Lemay.

MISCELLANEOUS:

A Commissioner questioned what is stated in the grant language as to who can use fields at the Abbe Road Soccer Complex. The Office will research files relative to this issue.

The Parks and Recreation Chairman questioned when are games called for the over 30 League at East Windsor Park. Director Green stated that prior to 4:00 p.m. it is the responsibility of Parks and Recreation to make any decision.

Director Green asked for permission for a memorial planting at one of the Parks in memory of Barry Hoffman who is the brother of office staffer, Peg Hoffman. A collection was taken of town employee and the Commissioners of the Inland and Wetlands Commission. Planting donations have been offered and would like to consider Broad Brook Pond Park as a suggested sight which is a meaningful location for the family. Director Green will approach the Selectmen and Public Works for their input on this suggestion.

APPROVAL OF BILLS:

The bills were reviewed and signed by Commissioners Raber and Syzmanski.

ADJOURNMENT:

MOTION: To ADJOURN this meeting at 8:24 p.m.

**Waltiere moved/Raber seconded/VOTE: In Favor:
Unanimous**

Respectfully submitted, _____
Mary Lou Morell
Recording Secretary