

# ***Park and Recreation Commission***

## ***Minutes***

*(meeting taped)*

*Regular meeting: Monday, April 14, 2003 in the Aldermanic Chambers of City Hall.*

*Meeting was called to order at 7:05 p.m.*

*By roll call, members present: John Walsh, Edward Handi, Karen Izzo and Matt Cripps. Al Felice and D directly after roll call. Robert Bell was excused.*

*Parks and Recreation Director Dennis O'Connell was present. Athletic Director Kenneth Marcucio was*

### ***Additions or deletions to the agenda:***

*Without objection, the agenda was accepted.*

### ***Approval of minutes:***

*A motion was made by Edward Handi and second by Karen Izzo. Move to accept the minutes of the meeti 2003. Motion carried unanimously.*

### ***Public portion:***

*No one was present and the public portion was closed.*

***Correspondences:***

*Little League has requested help from Public Works for some special projects. Mr. O'Connell will speak coordinate the request subject to their availability.*

*Chairman Walsh received communication that the State is intending to change the use of Osbornedale State Park. Parking area gates would be closed and the attendant's maintenance duties would be reduced. The change was due to State budgetary reductions. It was noted that this change would effect the recreational lower parking lot is utilized during activities at Ryan Field Complex.*

*A motion was made by Karen Izzo and second by David Mikos. Move that a letter be sent to the DEP explaining this change at Osbornedale State Park and offering increased local commitment to the facility. Motion carried.*

***NEW or OTHER BUSINESS:***

*Cultural Commission request to use Ryan Field Complex for Derby Days: Mr. O'Connell indicated that the request be moved forward. The vendor visited the site and saw no problems with the arrangements of utilizing the track area by the scoreboard for the rides. The booths and the stage will be on the softball field.*

***DIRECTOR REPORTS:***

***Parks & Recreation Director's Report:*** *Mr. O'Connell noted that the High School Girl's softball will be moved to the field for nighttime games. This created a burden to the scheduling as plans were to have Little League use the field during the day. Generally, the High School uses the fields in the afternoon. Also, soccer is seeking to have use of the fields which complicates the scheduling. Members expressed concern for these difficulties and felt it would be appropriate for the Board of Education to apprise them of the ongoing difficulties. The Board of Education has no jurisdiction over the fields and it has been customary practice for the recreational programs to accommodate their schedules.*

*Mr. O'Connell noted the recreation department budget for fiscal year 2003-2004 has been submitted to the Board of Apportionment and Taxation with no net increase. There have been some changes within the line items. Personnel has been reduced by one counselor to accommodate the merging of the programs to the Bradley School. Transportation costs being included in the program costs. He noted that he has made arrangements with the Bradley School for transportation for the Summer playground program. Another change was with equipment maintenance, vehicles and supplies, which was increased. Mr. O'Connell noted that repairs have been made in the last two years and there has been a decrease in maintenance needs. The boy's and girls basketball programs were merged so as to express the recreation department between the two programs.*

*Members discussed whether raises for the employees should have been proposed. It was felt that there should be a performance appraisal process in place to provide for timely increases. As the budget was already submitted, it was decided to discuss this further and approach the Board of Apportionment and Taxation for a possible increase. It was understood that being that it is late in the year, this may not be accomplished for this fiscal year.*

*Members discussed the revenues received each year. The last two years have far exceeded the estimated revenues. It was questioned if this excess surplus revenue could be applied to the recreation department or at least to validate the recreation department's budget.*

raises for the employees. It was noted that all revenues go into the general fund and the department has no funds. Mr. O'Connell noted that a dance was held recently that raised \$800 which will go towards buying the stage. Members discussed how such special fundraising should be handled being that the department account specific to the department. This will be explored.

A motion was made by Al Felice and second by Edward Handi. Move to approve the 2003-2004 Recreation budget, as presented. Motion carried unanimously.

**Athletic Director's Report:** Mr. Marcucio was not present.

### **Committee Reports:**

**Programs Committee** – Ms. Izzo stated that Little League will be using the State's sex offender registry to satisfy the National League's requirement for background checks. The Committee continues to look at the more extensive background checks for all the coaching staff. The Committee is working on a formal application for discussion on a database for the programs and the directors were enthusiastic about the idea. This will be used to field use needs, budgetary needs and tally the number of participants in each of the programs as well as other information. It was expressed that if this database is implemented that there will be a need for a central location for information. Security of the information is paramount and there will be a need for a dedicated person(s).

Plans for the Golf Tournament are continuing. Members are communicating with the Board of Apportionment and will communicate with the Board of Alderman to address the financial aspects of this venture. It is anticipated that revenues will balance against expenses with no foreseeable profit this year.

**Facilities Committee** –The Committee has not met and is awaiting a decision on the soccer plan.

Members have been touring the facilities to determine maintenance needs. It was questioned why the fall the slope by the football field. This will be investigated for safety concerns. Also, Mr. Handi expressed that the slope at the softball field. He pointed out that bathrooms at the facilities are locked while events are going on and this could be remedied. Mr. O'Connell will advise Public Works.

Mr. Felice noted the accomplishments of Maria Conlon and suggested that the basketball courts at the park be dedicated to her. This idea will be forwarded to the Board of Alderman or the committee being formed to review accomplishments.

A motion was made by Edward Handi and second by Matt Cripps. Move to adjourn this meeting at 8:32 p.m., unanimously.

The next Parks & Recreation Commission meeting will be Monday, May 12, 2003 at 7:00 p.m. at City Hall. If Chambers are unavailable then the Veteran's room will be requested.

Respectfully prepared,

Karen Kemmesies, secretary

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