

Town of Middlebury Parks and Recreation



Betty Proulx, APRP
Director

COMMISSIONERS
Ron Clark, Chairman
Steve Grammatico
Ray Kasidas
Kelly Perrotti
Joan Reed

PARKS & RECREATION COMMISSION **Meeting Minutes** ***January 12, 2012***

MEMBERS PRESENT

Ron Clark
Steve Grammatico
Ray Kasidas
Kelly Perrotti

ALSO PRESENT

Betty Proulx, Director
Evelyn Gobstein
Karen Streeter
Jim Pelletier

EXCUSED MEMBER ABSENCES

Joan Reed

1. REGULAR MEETING

Chairman Clark called the regular meeting of the Middlebury Parks and Recreation Commission to order at 7:02 p.m.

Motion: To change the agenda allowing Public Comment first made by Commissioner Kasidas seconded by Commissioner Perrotti-
Unanimous Approval

2. PUBLIC INPUT

Chairman Clark presented Chip Fitzgerald and Joe LaPorta each awards for their loyal and dedicated service as distinguished employees for the last 20 years at the Middlebury Recreation Area. Both were given commemorative photographed mirrors of the Middlebury Recreation Area.

3. APPROVE MINUTES – December 8, 2011

Motion: To approve the minutes from December 8, 2011 meeting made by Commissioner Kasidas, seconded by Commissioner Grammatico-
Unanimous Approval

4. **GREENWAY REPORT – JIM PELLETIER**

- A. Mr. Pelletier is concerned with 2 broken rails near Shepardson Haven that need to be fixed. Director Proulx reported she has already contacted Housatonic Fence concerning the repair and they should be fixed within the week.
- B. Winter Maintenance article was in January 11 Voices Newspaper.
- C. The Greenway Committee is concerned about the overgrowth of flower beds. The Committee is trying to brainstorm ideas on how to maintain. Director Proulx reminded Mr. Pelletier and the Commission that she is only allotted \$200 a year for Greenway maintenance but has been averaging \$900.

Mr. Pelletier suggested the Greenway Committee consider asking local businesses to sponsor portions of the Greenway to keep flower beds maintained.

Commissioner Kasidas suggested cutting out some beds but supports the sponsorship idea.

Commissioner Grammatico proposed posting a sign on the Greenway asking for sponsorships to fund specific flower bed maintenance.

Director Proulx suggested Mr. Pelletier walk the Greenway with George Hale to identify areas needing work and learn of the funding needing for specific beds.

Chairman Clark suggested Mr. Pelletier come to the March Commission meeting with sample sponsorship funding request letters as well as a detailed presentation with how the Greenway plans to approach maintaining the flower beds.

5. **COMMITTEE REPORTS**

A. **BUDGET REPORT – Director Proulx**

- 1. Director Proulx informed the Commission of an issue where over \$5000 of Credit Card transactions from June 2011 were never posted to July 2011-12 budget. These transactions were for programs being held in July and should be transferred to the 2011-12 budget.
- 2. The Board of Finance would like to see a 4% decrease in department budgets. Director Proulx presented the Commission with the proposed 2012-2013 Parks and Recreation Budget with a zero increase. She has received approval from the department's Board of Finance Liaison Ed Asselin. Should the Board of Finance not approve the current Parks and Recreation budget, Director Proulx would be cutting from the Tree Lighting and Memorial Day Parade line items. Director Proulx reminded the Commission in 2006 the department's budget was over \$300,000 and is now at \$220,000.

Motion: To approve the Budget report as presented made by Commission Perrotti and seconded by Commissioner Grammatico - Unanimous Approval

B. **PERSONNEL REPORT – Steve Grammatico**

No Report

C. BUILDING AND PARKS – Ray Kasidas

No Report

D. PUBLIC RELATIONS – Kelly Perrotti

No Report

6. DIRECTORS REPORT – Betty Proulx

- A. Director Proulx has been in contact with Middlebury Resident Eric Voide who has offered to assist in raising funds earmarked for installing artificial turf at Mary I. Johnson. Director Proulx and Chairman Clark will be approaching the Middlebury Soccer Association Board to discuss their needs.

Commissioner Kasidas suggested also acquiring estimates of installing lights on the fields. Realistically, he stated, we will need approximately \$750,000 to get this completed.

Chairman Clark re-iterated the Soccer Association needs to fund their share of the project if this moves forward. The Town of Middlebury cannot complete the funding for this project.

- B. Director Proulx is interested in installing sprinklers on the lower field at Ledgewood.
- C. Skate Park railing on jump is fixed. Signs are being completed. All loose equipment is out.
- D. Director Proulx suggested an increase in Playground Fees. The Board of Finance is also looking at requesting an increase in MRA passes.

Chairman Clark re-iterated the budgetary process is starting. The department is already starting flat and suggested the Commission wait on raising any fees until the Board of Finance has reviewed the department's budget.

- E. Director Proulx received another Eagle project request at Bristol Park. The request is for a project already being maintained by another Scout working on the same Eagle project. Director Proulx did inform the commission a prospective Eagle Scout is planning to submit a proposal to rebuild the horseshoe pits at the MRA. Commissioner Kasidas and Director Proulx will research some areas where Scouts can get ideas for Eagle projects. Commissioner Grammatico felt the Parks and Recreation Department should not be coming up with projects for the Scouts. The Scouts should be coming to the Commission with an idea already in place.
- F. Selma Frohn approached Director Proulx about organizing service men and women who were in Iraq and Afghanistan to be Parade Marshals for the 2012 Memorial Day Parade. Commissioner Kasidas feels something special should be done for Liam Dwyer. Director Proulx would also like to see Will Keyes be recognized as well. Director Proulx is hoping Tyler Walsh could be the speaker for this year's event. She would also like to have the D'Agostino family represented as well.
- G. Vacation for Director Proulx will be February 1-7.

Motion: To approve the Director's Report as presented made by Commission Kasidas and seconded by Commissioner Perrotti - Unanimous Approval

7. **OLD BUSINESS**

Tree Burn scheduled for January 21 at Shepardson Field. Commissioner Kasidas has 11 firemen to assist. Plans are to light the fire at 5:30 PM.

8. **NEW BUSINESS**

- A. The budget for 2012-2013 has been formulated and received liaison Ed Asselin's approval with a zero percent increase. Commissioner Kasidas questioned whether numbers had changed or was it flat? Director Proulx reported amounts had changed.

Motion: To accept the 2012-13 budget as presented made by Commissioner Grammatico, seconded by Commissioner Perrotti – Unanimous Approval

Chairman Clark would like to see the Board of Finance approve the department's budget. If not, the department should have the right to cut areas they feel appropriate, not be told where to make cuts. Ed Asselin is our liaison for the Board of Finance and he is the person the department should be speaking to regarding the department's budget.

9. **EXECUTIVE SESSION - NONE**

10. **ADJOURNMENT**

Motion: To adjourn the regular meeting at 7:55 PM made by Commissioner Kasidas, seconded by Commissioner Perrotti – Unanimous Approval

The next regular Commission meeting will be Thursday, February 9, 2012 at 7:00 p.m. at the Shepardson Community Center.

FILED SUBJECT TO APPROVAL
Respectfully submitted,

Amy Von Culin

cc: Commissioners
Director Betty Proulx
Town Clerk
Ed Asselin
Jim Pelletier