

Town of Middlebury Parks and Recreation



Betty Proulx, APRP
Director

COMMISSIONERS
Ron Clark, Chairman
Ray Kasidas
Kelly Perrotti
Joan Reed
Jack Worgan

PARKS & RECREATION COMMISSION **Meeting Minutes** ***May 8, 2014***

MEMBERS PRESENT

Ron Clark
Ray Kasidas
Joan Reed
Jack Worgan

ALSO PRESENT

Director Betty Proulx
Selectman Ralph Barra

MEMBERS ABSENT

Kelly Perrotti

1. **REGULAR MEETING**

Chairman Clark called the regular meeting of the Middlebury Parks and Recreation Commission to order at 7:00 p.m.

2. **APPROVE MINUTES**

Motion: To approve the minutes from the March 13, 2014 meeting made by Commissioner Kasidas, seconded by Commissioner Reed - Unanimous Approval

3. **PUBLIC COMMENT - NONE**

4. **GREENWAY REPORT**

Director Proulx reported for Mr. Jim Pelletier the Greenway Committee will be doing a walk through on Monday, May 12th from Chase Road to Maggie McFly's.

Director Proulx also provided a copy of the updated Greenway brochure to the commission to review and approve.

5. **COMMITTEE REPORTS**

A. BUDGET REPORT – Commissioner Reed

Director Proulx presented Y-T-D financials for the operating budget. Currently, \$6476.69 left in operating budget after salaries have been taken out. Director Proulx expressed concerns she would run short in Power & Control, and Custodial.

Director Proulx explained to the Commission she had approximately \$36,000 remaining, including salaries. Encumbered balance shows funds that will be used for purchase orders currently in place.

Motion: To accept the Budget Report as presented made by Commissioner Worgan and seconded by Commissioner Kasidas - Unanimous Approval

B. PERSONNEL REPORT – Jack Worgan

NONE

C. BUILDING AND PARKS – Ray Kasidas

Commissioner Kasidas reported on an email received from the Pomperaug Youth Softball President. The complaint email detailed the infuriation of the league in being charged to use the softball fields in Middlebury. The email also informed the department they would not be using any of the fields in Middlebury.

Commissioner Kasidas apologized for his recent lack of involvement concerning the turf field and fundraising.

Director Proulx received the Middlebury Soccer Association's list of registered participants. The funds received for field use will be placed in the park trust account for field maintenance.

D. PUBLIC RELATIONS – Kelly Perrotti

NONE

6. **DIRECTORS REPORT – Betty Proulx**

A. Southbury Parks and Recreation contacted Director Proulx to request allowing Southbury residents the opportunity to purchase an MRA pass. In return, Southbury would allow Middlebury residents to purchase a pool pass. Chairman Clark re-iterated the Middlebury Recreation Area is for Middlebury Residents only.

B. The department processed \$19,000 in credit card charges for the month of April. Plug and Pay fee for the month was \$20.77 with the bank fee being approximately \$300.

C. Director Proulx presented the Commission with an estimate from Master Security for security camera installation at Ledgewood Park. The estimated cost to install 8 cameras is \$10,153. Two of the current cameras are no longer working and Director Proulx feels having proper security in place at Ledgewood is needed for the safety of

our residents. Director Proulx presented how the funding for the installation could be accomplished based on a \$1500 grant just received from Thomaston Savings Bank, \$5200 remaining from the Bus Trip Account, \$2000 remaining in recreational programs, and \$2500 remaining in Parks Building and Site repairs.

Commissioner Worgan asked if this was an urgent need or is there another area where these funds might be beneficial. Chairman Clark stated with two cameras down, a decision needs to be made whether to install the new cameras or not.

Director Proulx informed the Commission of various needs at the MRA, including beach sand, paving the parking area and resurfacing the tennis courts. Purchasing beach sand to add to the current beach area is the most feasible option.

Commissioner Kasidas questioned the need for 8 cameras or can we safely secure the park with fewer cameras?

Director Proulx will speak with Master Security to obtain a cost per camera estimate and will also work with CFO Larry Hutvagner to review the funds she has available.

Motion: To allow Director Proulx to expend up to \$8500 for the purpose of purchasing and installing security cameras at Ledgewood Park based on a quote from Master Security made by Commissioner Reed, seconded by Commissioner Kasidas – Unanimous Approval

D. Director Proulx reminded the Commission she is cautious in spending only what is available based on income through the department. She currently has approximately \$24,000 remaining in the self-sustaining account and would like to be able to appropriate those funds based on recreational program needs. Commissioner Worgan suggested she begin a wish list of items that the Commission can review before the fiscal year ends.

E. Director Proulx will be on vacation May 15-16th and June 3-9th. The office will be closing at noon on June 6th to alleviate overtime that will be incurred for Middlebury Night at Quassy.

7. **OLD BUSINESS**

Chase Collegiate Rowing Crew is very appreciative to be able to use the MRA for their launches.

8. **NEW BUSINESS-NONE**

9. **EXECUTIVE SESSION-NONE**

10. **ADJOURNMENT**

Motion: To adjourn the regular meeting at 7:44PM made by Commissioner Kasidas, seconded by Commissioner Worgan – Unanimous Approval

The next regular Commission meeting will be Thursday, June 12, 2014 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
Jim Pelletier
Selectman Ralph Barra
William Stowell