

Colchester Parks & Recreation Commission

SPECIAL MEETING

January 14, 2009

7:00 p.m.

Town Hall, Meeting Room 2

Members Present: S. O’Leary, L. Dimock, J. Barr, E. Kundahl, and N. Kaplan

Members Absent: L. Stephenson, C. Ferrante, and C. Williams

Others Present: J. Cohen, G. Cordova, K. Loiselle. G. Plunkett, C. Woodside, M. Caplet, A. Kilpatrick, K. Gross, D. Sowell, A. Harris, and S. Cassone. P. McDowell entered at 7:10pm.

1. Call to Order: S. O’Leary called the meeting to order at 7:01 p.m.

2. Citizen’s Comments: None

3. Discussion on School Facility Use Policy/Procedures:

Discussion began and S. O’Leary asked for an explanation of the reservation procedure. G. Plunkett described the current procedure as follows: Leagues request gym space at the Sport’s Council meeting, Parks & Recreation Department enters the request into the reservation software program (Safari), request is forwarded to the school, the school verifies the availability and sends the information back to the Parks & Recreation Department, Parks & Recreation corrects changes based on availability, Parks & Recreation sends confirmation to the leagues. Requests for single use are handled directly by the school. The school sends an itemized invoice. Requests for changes in reservations should be made directly to the school. It was noted that the leagues need to know who to contact at each school. K. Loiselle will have the information added to the website.

K. Loiselle stated that any changes need to be requested at least three weeks prior to the reservation. It is required of the schools to give three weeks notice if they have an event that requires community events to be rescheduled.

Discussion began concerning billing procedure, invoicing and reservation confirmations. G. Plunkett acknowledged that all leagues do not have the ability to pay for the entire season up front. In those cases partial advance payments are accepted. K. Loiselle explained the reason for advance billing. Leagues were making last minute changes, canceling reserved time or sometimes not showing up. The custodians still must be paid in these instances. Paying ahead of time and being required to give three weeks notice of changes will give leagues incentive to plan their requests more carefully. Also, the BoE is legally not allowed to use budget money to pay the custodians for this time, so the money needs to be collected up front so they can be paid in a timely manner. By contract, the custodians must work a minimum of three hours and a total of one hour is added per day for set-up and clean-up. G. Plunkett stated that leagues will be reimbursed for snow days within two weeks. The commission requested to be notified of any leagues abusing gym use by not showing up or constantly changing their reservation.

It was decided that from now on, reservation confirmations will be supplied by G. Plunkett after payment is received. For leagues requesting large blocks of time the fees will be broken into thirds, so that confirmations can be issued as payments are received. K. Loiselle and G. Plunkett will develop a procedural information guide to provide to leagues outlining the requirements and procedures. A calendar for reservations will be posted in the gyms.

4. Discussion and Possible Action on Dave Shea Facility Request:

S. O'Leary read page 2, item C. of the Special Event Policy:

c) Any outdoor activity of a group of more than one hundred (100) persons on Town-owned, controlled or maintained property such as town parks and open space, where a standard reservation or facilities use permit has not been granted.

After discussion, the commission determined the fee does not apply to Mr. Shea's facility request.

E. Kundahl motioned to eliminate the special event fee charged to Dave Shea's facility request, changing his invoice amount from \$875.00 to \$625.00, J. Barr seconded the motion, motion passed.

Mr. Shea will be notified in writing of the decision and will be given the opportunity to appeal the decision to the BOS, if desired.

5. Discussion and Possible Action on Recommendation to Board of Selectmen for Capitol Improvement Projects:

S. O'Leary explained that after attending the BOS meeting, the BOS recommended that the commission provide a recommendation of capitol improvement projects to the BOS. The recommendation should include project details and cost. After discussion and review of several bid proposals and reviewing the previous CIP items, it was decided that S. O'Leary would present the following recommendations to the BOS:

1. Expansion of the Commuter Parking Lot on Old Hartford Road, to include paving, lighting and redesigned entrance. Cost: \$35,000.00
2. Install irrigation on the Bacon Academy football field. Cost: \$50,000.00
3. Install irrigation on the Bacon Academy baseball field. Cost: \$25,000.00
4. Re-grade and re-seed Bacon Academy football field. Cost: \$8,000.00
5. Install safety lighting in the north parking lot at the Recplex (near R-5 and R-6) and on the stairs going to R-8. Cost \$25,000.00

6. Adjournment:

E. Kundahl motioned to adjourn the meeting at 9:00 p.m., N. Kaplan seconded the motion, motion passed.

Respectfully submitted,

Lynette Dimock