

**SUFFIELD PARKS & RECREATION COMMISSION
MONTHLY MEETING
January 13, 2016**

The Suffield Parks & Recreation Commission held a special meeting on Wednesday, January 13, 2016 in the lower level conference room, Town Hall, 83 Mountain Rd., Suffield, CT.

ATTENDANCE:Lou Casinghino, Chairman
.....Cindy Nicholson, Vice Chairman
.....Kerri Milne, Clerk
.....Jay Bombard
.....Leeayn Burke
.....Brian Casinghino
.....Amy Egan

ABSENT:.....David Rusnock
.....Scott Tobey

ALSO IN ATTENDANCE:.....Wendy J. LaMontagne, Director

Lou called the meeting to order at 6:02 p.m.

PUBLIC INPUT: None.

MINUTES: Cindy made a motion to accept the minutes. Kerri seconded the motion. The vote was unanimous to accept the minutes.

CORRESPONDENCE: Wendy said that Bill Hawkins, Town Planner, has been in touch with her in regard to a CRCOG (Capital Region Council of Governments) subcommittee on bicycle and pedestrian planning. Bill is stepping down from the subcommittee and would like to know if someone from the Parks and Recreation Commission would be interested in participating on this committee. Wendy said that this might be the right time for someone to get involved as the town is working on a biking path. The subcommittee meets quarterly in Hartford and the next meeting is March 8th. Wendy said that if anyone is interested to please contact her and she will give them information on this.

Wendy said some town offices will be moving to 230 Mountain Road and 61 Fflyer Place in preparation for the town hall renovations. Wendy said that as of now it is still not known where Parks and Recreation will be moved to.

The storage area that Parks & Recreation had at 230 Mountain Road will be used for the IT Department. The items we had stored there have been moved to a trailer and there is concern about clothing and balls stored there. Cindy said that the schools use trailers for storage – double bag with twist ties and moth balls and things should be o.k.

PROGRAM REPORTS: No comments

OLD BUSINESS:

Bridge Street Community Center– update: Wendy said that the committee has been meeting the 1st and 3rd Tuesday of the month. The committee has been visiting centers and has gathered a lot of good information.

Wendy reviewed the visit to the 2 Windsor Community Centers and discussed the programs that they have and the ones that are the good revenue generators. Wendy said that there will be 2 more site visits – January 21, South Windsor and Jewish Community Center, Longmeadow but that date has not been confirmed yet. Wendy has asked the centers visited to send her policies so that we can review and use parts that may work for us.

Wendy reviewed the programs that seem to be revenue generating and ones that aren't.

Lou made a motion to move to **New Business**, Item #1. Budget Fiscal Year 2016/2017 in case we get stuck on an item we should definitely cover that one when everyone's here. Cindy seconded the motion. The vote was unanimous.

Budget Fiscal Year 2016/2017: Wendy reviewed the guidelines that accompanied the budget package which she received prior to Christmas. The budget was submitted as a preliminary budget which was due January 7.

Wendy reviewed the operating budget and explained the spike in the budget from last year. Wendy put in to reinstate the full time administrative assistant, expenses to open Babbs Beach and payroll for lifeguards and attendants at Babb's. Wendy explained in detail what would be needed to open Babbs Beach. She indicated that if the Babb's expenses and administrative assistant are taken out of the budget it is almost flat.

The commission discussed the reinstatement of the administrative assistant and the opening of Babbs Beach. Wendy said that the job description should be updated so that it will reflect what is needed for this position especially with the community center coming on line.

Wendy then reviewed the Camp budget, pay increases for returning staff and very small increase in the fee for the camps.

Brian made a motion to accept the proposed schedules for summer 2016 seasonal staff wages and fees for summer camps and aquatics. Jay seconded the motion. Leeayn asked about the anticipated revenues from Sunrise and Tweens. She wanted to know if that included Babbs. Wendy said that it only is for Sunrise and Tweens. Babbs would have to be approved and some rough numbers and ideas were discussed for possible revenues. The vote was unanimous.

Lou made a motion to accept the Parks and Recreation operating budget as presented. Cindy seconded. The vote was unanimous.

Youth Basketball: Wendy said that the basketball program has started. There was a coaches' clinic last week with 22 coaches attending. Scott Wissel, who conducts our summer camp program, conducted and shared a lot of knowledge with the coaches. Cindy will be hosting a referee clinic this coming weekend. This will be the 4th time Cindy has volunteered to help our referees learn when to blow the whistle, reinforce the rules, when to do a learning moment, etc. Wendy thanked Cindy and Jay for their work with the referees and scheduling. Cindy Fisher has been working with other Towns to try and get games for the older players.

Jay had a comment on the coach's clinic. Jay felt that Scott did a great job but he may be on a higher level and better for the more seasoned coaches. The beginner coaches need a more basic clinic. Wendy said that if he does it next year Cindy Fisher will have a meeting with him before the clinic to review what criteria should be taught. We could also have someone else do the clinic and Jay suggested Brett Bishop for the younger players and Scott for the older players. This is an item that can be discussed and worked on by the subcommittee for next year.

A.C.C.E.: Patrick McMahon (Economic Development Director) is working on S.T.E.A.P. grants of \$250,000 each, one for Babb's Beach enhancements and one for Hilltop Farm. Wendy reviewed what the Babb's grant will cover and has been working on the phases for A.C.C.E. in case we do not get the grant. The A.C.C.E. meeting is January 21 at 7:00 p.m. and if commissioners could attend for support. The Babbs project could be \$3 million dollars over the next 4 years so support is important.

Babb's update: Wendy and Patrick have met with the 1st Selectman about Babb's and how she would like it to open. Money has been put into the upcoming budget for Babbs' and if approved won't be available until after July 1. If the grant doesn't go through the Selectman will try to find funds to open Babb's.

Kerri asked if the camps could be moved to Babbs if it is opened. Wendy and commission discussed location of camps and waterfronts.

ADJOURNMENT: Brian made a motion to adjourn the meeting. Cindy seconded the motion. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Carol Scheitlin, recording secretary for
Kerri Milne, Clerk