Sherman Park and Recreation Commission
Minutes of Regular Meeting
October 2, 2017

Present: Fran Frattini-Chairman
John Wrenn-Director
Kris Fazzone
T.J. Fazzone
William Butts
Karen Kellett
Stan Greenbaum (arrived at 8:30)

Absent
Denise DePalma

Guests: Ann Chiaramonte

Call to order:
Chairman Fran Frattini called the October 2, 2017 regular Meeting of the Park and Recreation Commission to order at 7:20 pm.

Minutes from September 11, 2017 Regular Meeting:
A motion to approve the minutes of the September 11, 2017 Sherman Park and Recreation Commission Regular Meeting was made by Karen Kellett. The motion was seconded by Kris Fazzone and passed unanimously.

Pavilion and Facilities Use:
There were no applications that needed to come before the Commission.

Fran Frattini welcomed T.J. Fazzone as a new member to the Park and Recreation Commission.
Public Comment:
Ann Chiaramonte expressed her and her husband Joe's long-standing interest in having the permanent bathroom facility at Veterans Field repaired and reopened for use. She described her efforts to date. Commission members reviewed their ongoing efforts to get the bathroom facility renovated to a point where it would be sanitize-able and reopened for public use. The Commission has put multiple unsuccessful requests in their budgets for funds to do the needed renovations. It was noted that the composting toilets are in good working order but the inside of the building itself requires renovations. The Commission has requested funds to get new walls, flooring, lighting, doors and timed door locks. Maintenance of the building was discussed, including sharing the duties between Public Works during the off-season and Park and Recreation during the summer. It was noted that the porta-pot would still be necessary since the composting toilet would need to be closed in the winter months.

It was also noted that new specs would need to be written and the project would have to go out to bid after the funds are approved. Further efforts to promote the bathroom facilities were discussed.

The Commission reviewed its requests for a detailed breakdown of the tennis court project engineer's bills and a copy of the actual bid from R&S from Clay Cope.

Correspondence:
Fran Frattini noted that per discussion at the September meeting, she would be writing a letter to First Selectman Clay Cope regarding money that the BOS was spending on other items than those that Commission had put in their budget for certain items and may cause the P&R Budget to be short. John Wrenn reported that he had requested a detailed breakdown of all expenses charged to Park and Recreation. It was noted that the Commission tries to be fiscally responsible when planning and using budgeted funds and is concerned about any potential overages.

Discussion followed on the following items:
• Previous requests for details of the tennis court project expenditures, noting that credit should have been given for the construction road that was not built.
• Engineer fees and the request for a detailed report
• FOI considerations if this information is not received within a reasonable time.
• The continuing lack of a Park and Recreation maintenance employee to work on projects.

Fran Frattini had received an email request from town hall regarding an individual who wished to use a metal detector on the beach and ball fields. There was a discussion. The Commission saw no problem with this request. Also received from town hall was a notice that the town sanitarian advised the water at the beach has to be tested quarterly. The pavilion is open from May 1 to November 1 so it probably needs to be tested once more this year and then after November 1st it needs to be winterized.

Stan Greenbaum arrived at 8:30pm and was caught up on the discussions so far. Mr. Greenbaum described the process he followed when developing the bid specs for the tennis court project. There was further discussion about the engineering fees of twenty-three thousand ($23,000.00) dollars and it was noted that according to town ordinance, services or projects over $10,000 are required to go out to bid.
There was a review of what duties a Facilities Manager would have if there were one.

“Be Bear Aware” posters were shared and it was noted that they had been posted on the hiking trails per Clay Cope's request.

William Butts left at 8:45pm.

**Maintenance and Repairs:**

Installation of the grills at the Town Park was discussed. Stan Greenbaum described the progress to date, including the 2 locations for the grills, “call before you dig” requirements and permitting issues. The grill on the playground area is a replacement for one that had been there and therefore should not need a permit from FirstLight Power. The existing permit for the town park includes “playground and related equipment” and the grill falls in the latter category. Pressure washing and staining pavilion was discussed, including getting prices for the job and including it in next year's budget also the same for the bathroom facility and gazebo. Mr. Greenbaum volunteered to develop a spreadsheet of facilities maintenance. He also noted his concern that the basketball backboard had been installed with inadequate support that would result in undue vibration. It was noted that the backboard replacement was not in the budget but was done at the direction of the BOS.

**Facilities:**

Clay Cope had requested the estimates the Kris Fazzone had for renovations for the bathroom facility at Veterans Filed. Kris Fazzone noted that he had gotten a detailed estimate in the early fall of 2016 and that the prices were probably fairly stable. It was noted that specs for the project will need to be written and the project will need to go out to bid. Included in the specs will be easily washable floors and walls, removal of interior partition and mounted hand sanitizer and toilet paper dispensers. Mr. Greenbaum and Mr. K. Fazzone will work on these specs.

John Wrenn will look into bumps on tennis court surface to see if they have been repaired. He advised that he has requested and is expecting drawings for the new boat dock sections from Tucker. These items should stay on the agenda for the next month's meeting.

Mr. Wrenn also noted that there had been applications for 19 large boats and 23 regular sized boats so far and at this point there was no need for a lottery. If it becomes necessary, a lottery will be held October 14.

**New Business/Old Business:**

Fran Frattini shared the proposed Sherman lake area noise control ordinance with the Commission. This ordinance may need to be made town-wide. The noise ordinance will become effective 15 days after it is passed.

Mrs. Frattini noted that the dog ordinance, which was passed, did not have an effective date written into it so it may not be enforceable at this time. There may be a need to go back to a town meeting to get the effective date added to the ordinance. Fines for being in violation of any part of the Park and Recreation Ordinances were discussed.
Mrs. Frattini asked the Commission for permission for the CLA to use the Park and Recreation storage cabin next to the CLA for storage. Contents and former use of cabin were discussed.

_Stan Greenbaum made a motion to allow CLA to store items in the Park and Recreation cabin and also winter storage in the garage for the wooden Chris Craft boat if necessary. The motion was seconded by Kris Fazzone and passed unanimously._

**Director’s Report**  
John Wrenn shared the following information:

- The checking account report was shared with the Commission. Balance was low at some points due to summer programs not being as well attended as expected.
- Process of obtaining swipe keys for Park and Rec. programs including volleyball, wrestling, karate and basketball, was discussed. Sherman School has a new form to fill out and Mr. Wrenn has taken care of it.
- Skiing is a go.
- Dog classes were scheduled to have started on Saturdays.
- ASP has had some growth in enrollment. Danielle Christie had organized a special cardboard box project-day which was very successful with 25 in attendance. Combining efforts with SPTO for promoting ASP was discussed.

_Kris Fazzone made a motion to adjourn the October 2, 2017 Park and Recreation Regular meeting. The motion was seconded by Stan Greenbaum and passed unanimously. The meeting was adjourned at 9:43pm._

Respectfully submitted,

Karen Kellett  
Park and Recreation Secretary

Mary Jo Dix  
Recording Secretary

The next meeting of the Park and Recreation Commission is Monday, November 13, 2017

_These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Park and Recreation Commission_