Sherman Park and Recreation Commission
Minutes of Regular Meeting
December 11, 2017

Present:
Fran Frattini-Chairman
Karen Kellett
John Wrenn-Director
T.J. Fazzone
Kris Fazzone
Stan Greenbaum

Absent:
Denise DePalma
William Butts

Guests:
There were no guests.

Call to order:
Chairman Fran Frattini called the December 11, 2017 Regular Meeting of the Park and Recreation Commission meeting to order at 7:28pm.

Minutes from November 14, 2017 Special Meeting:
A motion to approve the minutes of the November 14, 2017 Sherman Park and Recreation Commission Special Meeting as written was made by Karen Kellett, seconded by Kris Fazzone and voted with all in favor.

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

Public Comment:
There was no public comment.

Correspondence:
Stan Greenbaum reported that he had received the final written report from the State Fire Marshall regarding the charcoal grill installed at the Town Park pavilion. Mrs. Frattini read; “CONCLUSION: The charcoal grill is located within 10’ of the pavilion structure, which is a
violation of the Connecticut State Fire Prevention Code (CSFPC) Section 10.11.6.1. This office would be receptive to a code modification request offering the alternative safeguard of the pavilion being open sided in the area of the grill with the existing concrete slab around the pavilion creating a break between the grass and the nearest combustible structure column, as well the securing of the grill in a position where the open side does not face the pavilion.” It was noted that by springtime all the modifications should be completed so that the grill would then be in compliance.

Maintenance and Repair:
John Wrenn had contacted Hiravy plumbers and asked that the pavilion be winterized and he has not yet heard back from the company. Mr. Wrenn will follow up with them. Mr. Wrenn also reported that the tennis nets were supposed to be removed from the courts before the snow and that he will lock the courts after the nets are removed. Mrs. Frattini reported that most of the Community Gardens appeared to be cleared out.

Facility Report:
John Wrenn had received drawings of new sections of the boat docks from Tucker via email and he will forward them to the Commission. There was a discussion about the bumps on the tennis courts. Mr. Wrenn needs to check if they have been taken care of. The E section of the boat docks has been removed from the water. It was noted that soon there would be a shallow drawdown of the lake and the rest of the docks should be all right.

New benches for Veterans Field had been delivered, went to the Town garage and were assembled incorrectly. There was a discussion about Public Works and its duties on Park and Recreation projects. There was also a discussion about creating a facilities maintenance schedule.

Old Business/New Business:
John Wrenn and Fran Frattini had met with Don Lowe to discuss Park and Recreation issues. A few items discussed were:

- the Director’s Salary – it does not include any discretionary funds it is just one annual salary number.
- the dugouts that were planned for Veterans Field and the need for the First Selectman to sign off with the ZEO so FLPR could be notified and requested to seek FERC approval. Because this had not been done a donation of funding for this project was lost. Mrs. Frattini had stated that the Commission needed the process completed so that if and when it may be possible to get dugouts, the Commission would be ready to move forward with the project. It was noted that Mr. Lowe would look into helping with this process. The Commission discussed different dugout designs.
- Don Lowe and Fran Frattini agreed that Park and Recreation would benefit from once again having its own dedicated maintenance person for spring, summer and fall. Mr. Lowe, Mrs. Frattini and Mr. Wrenn look forward to working together in the future.

There was a discussion about the history of how the original Park and Recreation maintenance person eventually blended into the Public Works department. It was noted that a 9-month/3month Park and Recreation/Public Works combination position might work well for both departments. It was noted that an adult would be appropriate for a position that would require work such as regular weed whacking, driving a town truck and using equipment like a chain saw.
There was a discussion, including better overall communication with the Public Works department and possible software that could be used for scheduling and tracking necessary maintenance tasks. Using software for program registration and reservations was also discussed. Online registration and updating the website were discussed, as was using credit cards for payments. Training for web management was discussed.

There was an election of officers. Kris Fazzone nominated Fran Frattini to continue as Chairman of the Commission and T.J. Fazzone seconded. Stan Greenbaum nominated Karen Kellett to continue as Secretary and T.J. Fazzone seconded.

Stan Greenbaum moved to accept the slate as presented with Fran Frattini as Chair and Karen Kellett as Secretary. All in favor and the motion passed unanimously.

Mrs. Frattini and Mrs. Kellett thanked the commissioners for their continued support.

Director's Report:

ASP was discussed. Mr. Wrenn reported that 4.5 children per day is the breakeven point to keep the program self-sustaining. There were 4.6 in October and 3.9 in November. The history of the former budgeted SPARK program, which evolved into the ASP self-sustaining program, was reviewed. Options for helping the program continue were discussed, including increasing fees, decreasing salaries, asking BOS to move $2,000 from equipment line to staff salaries line, offering regularly scheduled special regular events, collaborating with the PTO and closing a half hour early. Special needs and Social Services involvement were also discussed.

The consensus of the Commission was that ASP was a valuable program and one that the Town should be offering. The Commission recognizes that the program is in jeopardy and wants to find a way to make it work. It was further noted that certain funds that had been spent from the Park and Recreation budget without the Commission’s prior approval could possibly have been used to rescue the ASP program. Other options for funding the ASP program were discussed, including approaching the school board about possibly collaborating with Park and Recreation. Mr. Wrenn will contact the principal/superintendent of the school to discuss this idea. The Commission will approach the new BOS after the first of the year. In addition, it was suggested that the ASP program continue with the directors planning more regularly scheduled special events, collaborating with the PTO to advertise and initiating some temporary financial adjustments.

John Wrenn shared the checking account report. He also reported that wrestling did well and that there was a few hundred dollars left in the Summer Concert Series funds. Adult basketball and volleyball are both freeprograms. Karate and skiing provide a small income. There are 37 participants in youth basketball with the possibility of more registrants.

The Park and Recreation Commission clerk hourly rate was discussed. Mr. Wrenn suggested a raise in the rate for the coming fiscal year. It was suggested that a $2/hour increase be included in the budget. There were no objections.

John Wrenn noted that he had recently reviewed an 80 page CRPA (Connecticut Recreation and Parks Association) survey of towns in the state. Sherman has the lowest paid Director in the state. A DEEP survey was discussed including its conclusion that walking was the recreational activity that increased the most. It was suggested that the Commission begin a
movement to improve walking trails, tracks and paths. A sidewalk from the library to the
American Pie was discussed as well as one from the library to Veterans Field. It was noted that
options need to be explored by the Town for these areas not under Park and Recreation oversight.

A harassment/bullying policy was discussed. It was noted that any policy (if there is one)
from the Town Handbook should be shared with all supervisors who run programs and that all the
commissions and boards in town are subject to the same policy.

Kris Fazzone made a motion to adjourn the December 11, 2017 Park and Recreation
Regular meeting. The motion was seconded by Karen Kellett and passed unanimously. The
meeting was adjourned at 9:32pm.

Respectfully submitted,

Karen Kellett
Park and Recreation Secretary

Mary Jo Dix
Recording Secretary

The next meeting of the Park and Recreation Commission is Monday, January 8, 2018

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