Sherman Park and Recreation Commission
Minutes of Special Meeting
November 14, 2017

Present:
Fran Frattini-Chairman
John Wrenn-Director
Thomas Fazzone
Karen Kellett
Stan Greenbaum
Denise DePalma

Absent:
Kris Fazzone
William Butts

Guests: Don Lowe, Fire Marshall S.B. Addison Larson

Call to order:
Chairman Fran Frattini called the November 14, 2017 Special Meeting of the Park and Recreation Commission to order at 7:20 pm.

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

There was a discussion about the recently installed grills at the town park. Fire Marshall Larson detailed regulations that applied to the grills, concerns that had been raised about them and what to do to rectify the situation. There were some safety code violations that were addressed and necessary modifications will be made to the existing grill at the pavilion. The grill on the playground is fine as is.

The Fire Marshall has determined that the grills can remain in place but ordered the following modifications for the pavilion grill:

1. When in use the pavilion grill will be in a fixed position, facing away from the structure.
2. The rental agreement will be amended to reflect the responsibility of renter where use of the grills is concerned.
3. There will be a sign stenciled on the grill that says “Charcoal Only!”
The Fire Marshall recommended:
   1. There should be gravel put down beneath the grills encompassing the surface a few feet all around the grill.
   2. A bucket of sand will be placed near the grill for emergencies.

It was noted that proper protocol in the future would be to consult the Fire Marshall for sign-off prior to installation of any structure or change in any structure. The permits that Park and Recreation had gotten for the grills signed off on by the First Selectman and the Building Department had not gone through the Fire Marshall.

The fire pit built by the Girls Scouts many years ago and still exists at the town park was discussed. Addison Larson will take a look at it and make any recommendations necessary.

Don Lowe noted that repairs to the Veterans Field bathroom building was on his radar.

**Minutes from October 2, 2017 Regular Meeting:**

*A motion to approve the minutes of the October 2, 2017 Sherman Park and Recreation Commission Regular Meeting was made by Stan Greenbaum. The motion was seconded by Thomas Fazzone and passed unanimously.*

**Public Comment:**

Public comment was covered above.

**Correspondence:**

1. Fran Frattini noted that she had sent an email to Clay Cope and other BOS members regarding the Park and Recreation's concerns that BOS spend Park and Recreation funds without involving the Commission or getting their approval. The Commission wants to be consulted before anything gets charged to Park and Recreation's budget. To date, there has been no response to Mrs. Frattini's email.

2. There had been several pieces of correspondence with concerns about the grills at the Town Park, which had been answered by the earlier discussions and decisions during this meeting.

3. It was noted that the Commission still has not received the detailed breakdown of the engineer's bill of approximately $27,000 for the tennis court project, which had been requested. Mrs. Frattini read the letter that was sent to First Selectman Cope and reported that she believed that Ms. LaVia and Ms. Byrnes had supplied all that they have on file on this project. There was a short discussion of the bid process for the tennis court project.

Stan Greenbaum shared information that had been included in the draft of the minutes of a recent BOS meeting that he had attended and noted that it was not accurate. Mr. Greenbaum subsequently listened to the recording of the meeting and detailed the discrepancies between the taped meeting and what was written in the draft of the minutes. Mr. Greenbaum had brought up the architect's bill for the tennis court project and had been questioning the legality of hiring someone for services or products exceeding $10,000 and not going to bid. Mr. Greenbaum shared copies of the draft of the minutes along with his corrections based on the recording, highlighted throughout the document.
Mr. Greenbaum also reported that his son's company, Unique Twist, had done the work installing the grills. The work had been done with a valid permit and at the authorization of the Park and Recreation Department. Clay Cope had voided the check that was for payment to Unique Twist. It was noted that although they had been initially asked, Public Works did not do the installation. Mrs. Frattini had a photocopy of the Unique Twist check that subsequently had been voided and the company's submitted invoice. On November 1, 2017 she had emailed Mr. Cope requesting that the invoice be paid. As of the time of this meeting, Unique Twist had not received payment.

There was a discussion about the extensive amount of experience and knowledge the Commission has accumulated over the years, further attesting to the fact that they should be the first ones consulted when changes need to be made to Park and Recreation facilities or procedures. Park and Recreation has a job responsibility and a clear ordinance concerning maintenance of facilities under their control, such as the town park and the Scout House. It was noted that many times the BOS have erroneously seen these facilities as their responsibility.

Mrs. Frattini relayed a very effective process that used to be in place when she first started on the Commission: the First Selectman would meet annually with all the heads of all the Commissions in town, discuss each groups mission and goals for the coming year and develop a plan as to how they could all help each other accomplish them.

Don Lowe suggested that he and Mrs. Frattini meet to develop a process on how to proceed with issues that concern them. Mr. Lowe will contact Mrs. Frattini to set up this meeting. Mrs. Frattini suggested that Mr. Wrenn join in this meeting.

It was noted that there is no part of the bid ordinance that exempts the engineer from the bidding process.

Denise DePalma had received some glowing compliments on the Community Gardens from one of the gardeners: the comments were both on the beauty of the gardens and the convenience of the proximity of the porta-potty to the gardens.

John Wrenn had received an invoice for work done on the basketball court two years ago and forwarded it to Liz LaVia, an email was received from Ms. LaVia regarding work done by Atlantic Tennis Courts. The company had not sent an invoice despite Mr. Wrenn’s and Ms. LaVia's repeated requests to them for an invoice. The work was done, the money is owed and Ms. LaVia advised that she would send out the payment with the next round of checks.

A new roster of Park and Recreation Commission members had been sent out by Mrs. Frattini. Mrs. Frattini noted that Karen Kellett's term on the Commission was up for renewal in December. Karen Kellett agreed to stay on for another term.

It was noted that in 2018 two meeting dates conflict with Monday holidays: October and November. There was a discussion and it was agreed to change October and November 2018 meetings to the second Tuesday of the month as opposed to the second Monday. This change is reflected in the list of Commission meeting dates that Mrs. Frattini had sent to Commission members and will file with the Town Clerk’s office.
Mr. Wrenn had received a letter from Amanda Branson, Executive Director of Naromi Land Trust. It was concerning a request for the Park and Recreation Department's support on a Naromi Land Trust request for a grant from Iroquois Pipeline. The grant would be for the creation of a town wide Trails Guide that would be an easy reference with maps and other pertinent information on all the trails in town. There was a discussion.

*Denise DePalma made a motion that the Park and Recreation Commission support the Naromi Land Trust's application to Iroquois Pipeline for grant money to be used for the creation of a town wide Trail Guide and that John Wrenn should write a letter of support for Naromi. Thomas Fazzone seconded the motion. There was a vote; Stan Greenbaum abstained, as a member of Naromi, and the rest were all in favor. The motion was accepted.*

**Maintenance and Repairs:**
There was a discussion about winterizing the pavilion. Mr. Wrenn will find someone to do the work. It was noted that the pavilion is not used after November 1st. A discussion followed about the process for getting Park and Recreation maintenance projects done. It was noted that the usual course of events should be that Mr. Wrenn develops a plan with tradesmen, and then contacts BOS. From there the BOS should be back in contact with Mr. Wrenn with approval and/or additional comments: then Mr. Wrenn can contact tradesmen to begin the work. It was noted that from now on Mr. Wrenn will follow up phone calls with emails when requests for work on Park and Recreation facilities are concerned.
The tennis nets will be taken down after Thanksgiving and then the gates to the tennis courts will be locked.

Don Lowe left the meeting at 8:55pm.

The porta-potty at Colonial Field will be removed after Thanksgiving. The porta-potty at Veterans Filed will remain.

**Facilities:**
There has been no response from Tucker with more information on the floating section of the docks.
Mr. Wrenn had asked Donny Borkowski to remove the top parts of the grills at the Town Park and store them for the winter. The posts stay in place. Mr. Wrenn will inform Mr. Borkowski of the need to stencil “Charcoal Only!” on the grills in the spring, prior to the opening of the 2018 park season.

**New Business/Old Business:**
Fran Frattini noted that there will be an election of officers on next month's agenda.

Fencing at the garden needs to be removed by December 1, 2017. It was suggested that a sign posted at the gardens stating this deadline would be in order. Mr. Wrenn will get the word out to the gardeners.

Mr. Wrenn noted that the E-section of the docks had been removed; it was still in the water but off to the side of it's usual placement and that it will likely be out of the water after the annual draw-down of the lake.
Since the check had not yet been received as of this meeting time, Fran Frattini will resend her previously sent email concerning payment to Unique Twist to the BOS and to copy Liz LaVia.

**Director’s Report**

John Wrenn shared the following information:

1. The ASP program update was given. There is an average of 4.6 children per day. Hardship cases and payment plans were discussed. Monthly special events are needed to draw children into the program. Mr. Wrenn will emphasize this to the program's supervisor. Regular movie nights, Lego events and walks to the library for specially arranged programs were suggested.

2. Monday night Karate continues doing well.

3. Basketball program has 2 groups not 3 like last year. First through fourth grade play from 9:30 – 10:45 and fifth through eighth grade meet from 10:45 -12noon. Bob Ostrosky will run this program again.

4. Wrestling has ended and had 20 participants.

5. A few boat slips are still available. Payments are due by December 1, 2017.

6. The checking account report was shared with the Commission, which included 2 bounced checks from the summer. Mr. Wrenn will follow up with them. ASP deposits and expenses were discussed, as well as wrestling deposits and a recently discovered unrecorded deposit.

Denise DePalma suggested a new Drumming program and Mr. Wrenn agreed. Mrs. DePalma will attend first session and orient the new instructor. Also suggested was a new relaxation program. Mrs. DePalma had sent and email to all Commission members with a 20-minute video about the program. Mr. Wrenn requested that Mrs. DePalma write up a detailed program description for his review, including fees, room requests, equipment needs, day of the week and a flier. Adult painting classes were discussed.

Denise DePalma made a motion to adjourn the November 14, 2017 Park and Recreation Special meeting. The motion was seconded by Stan Greenbaum and passed unanimously. The meeting was adjourned at 9:30pm.

Respectfully submitted,

Karen Kellett
Park and Recreation Secretary

Mary Jo Dix
Recording Secretary

The next meeting of the Park and Recreation Commission is Monday, December 11, 2017

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