

**PARKS & RECREATION COMMISSION
TOWN OF NEW FAIRFIELD
4 BRUSH HILL ROAD
NEW FAIRFIELD, CT 06812
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**MINUTES
Regular Meeting
Wednesday, October 10, 2007**

**New Fairfield Town Hall Conference Room
7:00 p.m.**

PRESENT: Ray Lubus, Chairman, Sean Loughran, Steve Burfeind, Teresa Fiamengo, Mark Lamanna, Laura Anderson, Steve Merullo, Director Parks & Recreation, Lyn Sheaffer, Commission Secretary

GUESTS: Ron Lyons, Board of Education

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chairman Ray Lubus

2. Public Comment

Mr. Roger Flocke approached the commission Mr. Flocke expressed concern that the gate had been unlocked at the marina. Mr. Merullo reported the motor had been hit by lightening and they were looking for a new motor.

Mr. Lamanna assured Mr. Flocke there wee security cameras operational now. Mr. Flocke also complimented Mr. Jim Mitchell for his great attitude.

The Commission discussed the gate issues. Mr. Merullo reviewed follow-thru.

Mr. Lamanna reported there was a theft of a stereo system at the marina recently. Mr. Lamanna will turn the surveillance DVD over to the NF Police Dept.

MOTION

Mr. Lamanna motioned to adopt the agenda. Mr. Loughran seconded the motion. Additions: under Old business

1. After Care Program
2. Summer Movie Grant

Under Long Range Plan Add

1. Bathroom Facilities.

Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

3. Remarks from Parks & Recreation Chairman

Mr. Lubus reported the Commission was coming into a busy time of year and asked the Commission members to be present.

4. Remarks from Parks & Recreation Director

No report at this time.

5. Old Business

After School Program

Ms. Anderson stated the sub-committee recommend they do not start the program again until January and at that time include MHHS.

Mr. Lubus asked what would be the time frame for re-advertising for director. Mr. Merullo had not started looking again. Mr. Merullo reported Karen Van Helms who was the assistant would be interested in the position. Ms. Fiamengo felt they needed to look at more people.

Mr. Merullo spoke to Consolidated School and felt security of the area needs to be re-addressed. Mr. Lubus asked about special needs children. The commission discussed the issues.

Mr. Lubus felt they needed to involve Barb Coelho, program director in the planning process. The Commission discussed office procedures. Mr. Lubus took a straw poll on when to implement the program. 1. by January – no votes 2. by September - Unanimous.

MOTION

Ms. Anderson motioned to stall the start date for the After School Program to the beginning of the next school year. Mr. Loughran seconded the motion. Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

Summer Movie Program

Mr. Merullo distributed draft copies of "Equipment Policies & Procedures" The Commission reviewed and made changes.

Add Verbiage

1. "User shall be in compliance with New Fairfield Policies & Procedures and Terms & Conditions attached here to "
2. "Parks & Recreation Commission shall annually review the fee structure, Polices & Procedures and Use/rental agreement.
3. Cell number for on-site contact.

MOTION

Mr. Loughran motioned to adopt the proposed Policies & Procedures as corrected. Mr. Lamanna seconded the motion. Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

6. Sub-committee reports

LONG RANGE PLANNING/CAPITAL IMPROVEMENT

Mr. Loughran reported the Commission needed to finalize the Capital Plan by December.

Dirt area behind Rebel Turf

Mr. Merullo reported he wanted to spend \$7,000 to rent equipment to level the area and create an open drainage way. He explained they were trying to get it completed this fall.

Hay Field

Mr. Merullo reported he was not planning on doing anything with the hayfield at this time.

MOTION

Mr. Loughran motioned to approve Mr. Merullo to spend not more than \$10,000 to rent equipment and purchase supplies to create a level grassy area for the purpose of a park behind Rebel Turf.

Mr. Burfiend seconded the motion. Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

Score Fund

Mr. Loughran distributed a letter to the Commission requesting \$200,000 to build bathrooms and a concession stand. Mr. Merullo reported the cost estimate was approx \$60,000.

MOTION

Mr. Lamanna motioned that the Commission request from the Board of Selectman & Board of Finance an allocation of Capital Funds totaling \$260,000 for the bathrooms/concession stand project for Rebel Turf. Mr. Loughran seconded the motion. Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

Survey of 302 Ball Pond for Ball fields.

Mr. Merullo reported the survey was done we now needed engineering drawings to tell us drainage, placement of ball fields, retaining wall, fences and estimated area of tree removal.

MARINA

Mr. Lamanna reported he had received a list of complaints/observations. The Commission discussed.

Mr. Merullo reported they had \$20,000 for a septic system. The commission discussed. Mr. Merullo reported they were going to test another area up on top and the town Sanitarian was working with him.

Mr. Lamanna reported the theft at the marina and he would turn the surveillance DVD over to the NF police dept.

PROGRAMMING

TURKEY RUN

Ms. Anderson reported the Turkey Run is scheduled for 11/18/07. There is a meeting tomorrow at 5:30 p.m.

TREE LIGHTING

Mr. Merullo reported the tree lighting would be 11/25 and they were going to ask the NFHS Chamber Singers to sing again. The Commission asked for more singers. Ms. Coelho asked Santa to come earlier and Mr. Merullo reported the library was going to read *Polar Express* to the children.

Ms. Fiamengo reported she spoke with Theresa Obert about the Continuing Education Program. Ms. Obert reported she did not have a good roster of sign-ups and asked if Parks & Recreation would consider running the program next year.

FIELD USE

Mr. Burfiend reported they need to have a meeting

7. Approval of Minutes

Minutes tabled until November meeting.

8. Adjournment

MOTION

Mr. Loughran motioned to adjourn. Ms. Anderson seconded the motion. Vote taken:

Mark Lamanna	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Teresa Fiamengo	Yes
Steve Burfiend	Yes
Ray Lubus	Yes

Motion carried unanimously.

Meeting adjourned at 8:45 p.m.

Respectfully Submitted

Lyn Sheaffer, Secretary Parks & Recreation Commission