

**PARKS & RECREATION COMMISSION
TOWN OF NEW FAIRFIELD
4 BRUSH HILL ROAD
NEW FAIRFIELD, CT 06812
PHONE: 203-312-5633**

**Special Meeting
Wednesday April 25, 2007**

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

PRESENT: Ray Lubus, Chairman, Mark Lamanna, Vice Chairman, Vinny Crea, Bill Tripp, Winn Brown, Laura Anderson, Steve Merullo, Director Parks & Recreation,

1. CALL TO ORDER

Meeting called to order at 7:11 p.m. by Chairman Ray Lubus

MOTION

Mr. Crea motioned to accept the agenda as posted. Mr. Lamanna seconded the motion. Vote taken:

Mark Lamanna	Yes
Vinny Crea	Yes
Bill Tripp	Yes
Winn Brown	Yes

Motion carried unanimously.

2. Public Comment

None

3. Proposal to combine the Park & Recreation and Building & Grounds Director position.

MOTION

Mr. Tripp motioned to go into Executive Session. Mr. Crea seconded the motion. Mr. Lubus stated this is dealing with employees and employee matters that necessitate confidentiality. Vote taken:

Mark Lamanna	Yes
Vinny Crea	Yes
Bill Tripp	Yes
Winn Brown	Yes

Motion carried unanimously Commission went in to Executive Session.

Commission went back on the record.

Laura Anderson joined the meeting during Executive Session. Mr. Merullo was asked into Executive Session to discuss some of the aspects of his job.

MOTION

Mr. Lamanna motioned to approve the combination of Director of Parks & Recreation and Director of Buildings & Grounds into one position as modified in our job description based on the following contingencies. Mr. Tripp seconded the motion.

Modification of formal job description with the following changes

1. Report to the First Selectman and take direction for all Parks & Recreation activities from the Parks & Recreation Commission.
2. One of the Primary functions would be to develop, implement and oversee all existing and future Parks & Recreation projects, field development and playgrounds for all town residents as approved by the Parks & Recreation Commission.
3. Manage any additional responsibilities approved by the Parks & Recreation Commission.
4. Under Parks & Recreation first bullet delete the word "develop"
5. Under third bullet remove the word "develop" and add "recommend" in its place to read: *"Recommends plans for future community need for recreational facilities and activities to the Parks & Recreation Commission."*
6. Under the fourth bullet remove the word "establish" to read *"Enforce policies and procedures to protect the health and safety of all employees and participants in the town's recreational programs and all guests using the Town of New Fairfield recreational facilities."*
7. Under the sixth bullet be modified to say: *"Institutes and maintains procedures to ensure proper control over all cash receipts in accordance with town policies."*
8. The eighth bullet would say *"Oversee and maintain all operations at all town recreation facilities including site review and improvement, planning, prepares the opening and closing of the town beach."*
9. The last bullet *"Reports once a month to the Parks & Recreation Commission on activities, projects, programs, finances and employees."*
10. Additional bullet to say *"Executes programs, projects, and the Long Range Plan adopted by the Parks & Recreation Commission."*
11. Additional bullet to say: *"At least annually evaluate Parks & Recreation employees and staff."*

Additions to the Parks & Recreation aspect of the Director of Parks & Recreation and Buildings & Grounds description that they would be responsible for:

1. Hiring, supervision, training
2. Scheduling evaluation of all department personnel
3. Prepare and administer department's annual budget for approval by the Parks & Recreation Commission.
4. Orders materials and services and tracks usage of those items and services.
5. Approves all purchase orders, invoices and other financial transactions.
6. Maintains ;department's time sheets, records, reports files and correspondence
7. Administer town's policies and collective bargaining agreement as applicable to department personnel.
8. Perform all other duties as assigned by the Parks & Recreation Commission.

Include all other Building & Grounds descriptions of what has been proposed.

Vote taken:

Mark Lamanna	Yes
Vinny Crea	Yes
Bill Tripp	Yes
Winn Brown	Yes
Laura Anderson	Yes

Motion carried unanimously.

Mr. Lubus stated the Commission would like to go on the record with an employment recommendation from the P&R Commission.

MOTION

Mr. Brown motioned the Employment matter discussed in Executive Session to provide the P&R Director the recommendation from the Commission regarding that position. Mr. Tripp seconded the motion. Vote taken:

Mark Lamanna	Abstain.
Vinny Crea	Yes
Bill Tripp	Yes
Winn Brown	Yes
Laura Anderson	Yes

4. Proposal at next monthly meeting to change bi-laws to have the Election of Officers occur annually in June.

Mr. Lubus stated the bi-laws read the Election of Officers are in September. The Commission reviewed the bi-laws.

MOTION

Mr. Lamanna motioned to adjourn. Mr. Tripp seconded the motion. Vote taken:

Mark Lamanna	Yes
Vinny Crea	Yes
Bill Tripp	Yes
Winn Brown	Yes
Laura Anderson	Yes

Meeting adjourned at 8:50 p.m.

Respectfully Submitted

Lyn Sheaffer, Secretary Parks & Recreation Commission