

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

**Regular Meeting  
Wednesday May 9, 2007**

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

PRESENT: Ray Lubus, Chairman, Mark Lamanna, Vice Chairman, Bill Tripp, Winn Brown, Laura Anderson, Sean Loughran, Annmarie Gorman, Steve Merullo, Director Parks & Recreation, Lyn Sheaffer, Commission Secretary

GUESTS: John Hodge, First Selectman; Ron Oliveri, Selectman; Dana Wells; New Fairfield Community Assoc.

**1. CALL TO ORDER**

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

**MOTION**

Mr. Brown motioned to accept the agenda. Mr. Lamanna seconded the motion. Additions:

1. Under Old Business add Join Parks & Recreation/Building & Grounds position
2. Before Public Comment: Dana Wells, New Fairfield Community Assoc. Grant.

Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes

Motion carried unanimously.

**1. New Fairfield Community Assoc. Grant Proposal**

Ms. Dana Wells approached the commission. She asked for clarification on the possible concession stand. She was concerned in the future it may go to a private entity. Mr. Lubus explained Mr. Merullo was approached by a vendor and asked him to consider that proposal, however there has been no formal consideration at this time.

Mr. Hodge stated there was a private vendor interested. He explained the town would own the building and the private vendor would secure a loan to build the building and pay off the loan in lieu of rent.

Ms. Wells stated the NF Community Foundation fund could not do that.

Mr. Lubus read the NF Community foundation grant for the P&R movie fund into the record. Ms. Wells explained P&R needs to put together a structure for fees, forms etc and present to the foundation within a year.

MOTION

Mr. Loughran motioned to accept the grant and agree to the conditions. Mr. Tripp seconded the motion.

Mr. Merullo explained the presentation by Dana would be at the BOS meeting and he asked the Commission members to come. He explained P&R would put out the money for the equipment and then be reimbursed by the Foundation.

Mr. Lubus asked to change the grant verbiage to read P&R "Director"

Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes

Motion carried unanimously.

Mr. Lubus Thanked Ms. Wells and the Foundation on behalf of the Commission and the Community.

**2. Public Comment**

None

**3. Old Business**

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

Mr. Lubus explained after the 4/25/07 Special Meeting he had some feedback from Mr. Hodge & Mr. Merullo requesting the Commission to reconsider some points.

MOTION

Mr. Tripp motioned to reconsider approved motion from 4/25/07. Mr. Lamanna seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes

Motion carried unanimously.

The Commission discussed who the Director of P&R should report to. Mr. Hodge suggested a "solid Line" report to the First Selectman with a "dotted line" report to the Commission.

Anmarie Gorman joined the meeting at 7:35 p.m.

The Commission decided on

1. Reports to First Selectman
2. Takes Functional Direction for all Parks & Recreation activities from the Parks & Recreation Commission.

MOTION

Mr. Brown motioned to approve change as noted. Ms. Anderson seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes

Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

# 2 on the minutes of 4/25/07.

The Commission discussed changing verbiage to read "for all town residents *in conjunction with* the Parks & Recreation Commission.

MOTION

Mr. Brown motioned to change primate function to read as noted. Mr. Lamanna seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

*Under Job Essentials # 3.*

Mr. Hodge does not agree with number 3 and wanted it removed. He suggested a probationary period of 1 year and then reevaluate.

Mr. Loughran expressed concern about capital projects and expanding the After School program.

Mr. Brown asked if there was any expectation of what % of time would be devoted to each position. The Commission discussed.

MOTION

Mr. Brown motioned to drop # 2. Mr. Lamanna seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	No
Laura Anderson	Yes
Annmarie Gorman	Abstain

Motion carried.

MOTION

Mr. Lamanna motioned to accept a probationary period and review in 1 year. Mr. Tripp seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

MOTION

Mr. Tripp motioned to send amended copy to the Board of Selectmen. Mr. Loughran seconded the motion Vote taken:

- Mark Lamanna Yes
- Winn Brown Yes
- Bill Tripp Yes
- Sean Loughran Yes
- Laura Anderson Yes
- Annmarie Gorman Yes

Motion carried unanimously.

MOTION

Mr. Brown motioned to go into Executive Session. Mr. Tripp seconded the motion. Vote taken:

- Mark Lamanna Yes
- Winn Brown Yes
- Bill Tripp Yes
- Sean Loughran Yes
- Laura Anderson Yes
- Annmarie Gorman Yes

Motion carried unanimously. Meeting went into Exec. Session at 8:18 p.m.

Meeting back on the record at 8:30 p.m.

MOTION

Mr. Brown motion to rescind employee related motion at the last regular meeting. Mr. Tripp seconded the motion. Vote taken:

- Mark Lamanna Yes
- Winn Brown Yes
- Bill Tripp Yes
- Sean Loughran Abstain
- Laura Anderson Yes
- Annmarie Gorman Yes

Motion carried

**4. Sub-Committee Reports**

LONG RANGE PLANNING

Mr. Loughran No Report.

Mr. Merullo reported the dugouts at Cashman were moving forward on a volunteer basis.

Mr. Merullo reported on the area behind the Turf Field. He is looking into hiring a machine to finish. He expected the parking lot will be paved before the price increase 7/1.

WATERFRONT.

Mr. Lamanna reported last year the Commission approved \$1,600 for a security camera. He has a United alarm Volunteer to install the equipment which will save money. Mr. Merullo explained he would need 3 bids on the equipment.

Mr. Merullo reported the vendor to the option for this year for the concession stand.

Mr. Merullo reported the marina was full except 1 slip. He explained there was a platform boat that was too big for his slip, he would like to move him to the outside, however there are many people on the waiting list for outside slips. The Commission discussed.

**MOTION**

Mr. Brown motioned to move the boat in question to an outside slip. Mr. Loughran seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Abstain

Motion carried

**PROGRAMMING**

Mr. Merullo distributed the After School Program proposal.

**Registration Form**

The Commission discussed children needing medications after school.

**MOTION** Mr. Tripp motioned to approve the registration form as presented. Mr. Loughran seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

**After Care Manual.**

The Commission reviewed.

Mr. Lubus suggested the Commission review and come back to discuss.

**MOTION**

Mr. Lamanna motioned to set a Special meeting to review proposal. Ms. Anderson seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

Mr. Merullo reviewed the proposed budget.:

1. Director salary \$15/hr
2. Assistant Director salary \$9/hr
3. \$100/week for food
4. \$125/week for cleaning
5. Start up costs
6. Advertisements

Mr. Loughran to work the numbers and put together a budget for the program.

Mr. Merullo requested a separate "Enterprise" fund for the After school care. He requested \$30,000 transfer into the fund then once the sign-ups were complete he would put the money back into the operating budget. The program would be \$15/day. He hoped for 48 children for the first year.

For the Special meeting the Commission would like to review the budget proposal and any additional documents that need approval.

Programming subcommittee to work on 1. Adventure/Travel camp set up and 2. Drive-in movie policies & procedures.

Mr. Loughran asked if Mr. Merullo had moved forward on any soccer tournaments.

Mr. Merullo stated he would ask the NW district if they were interested in running their Columbus Day tournament in New Fairfield.

Mr. Merullo reported they would need insurance to sell food.

FIELDS

Winn Brown – No Report

## **5. New Business**

Mr. Lubus reported 3 Commission members terms expired in June. 1. Winn Brown; 2. Vinny Crea; 3. Ray Lubus.

The Commission discussed changing the Election of Officers to June.

MOTION

Mr. Loughran motioned to change the Election of Officers to June effective July 1, 2008. Mr. Tripp seconded the motion. Vote taken:

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

Mr. Lubus asked for an updated list of Commission member terms be reviewed at the Special Meeting.

MOTION

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

Mark Lamanna	Yes
Winn Brown	Yes
Bill Tripp	Yes
Sean Loughran	Yes
Laura Anderson	Yes
Annmarie Gorman	Yes

Motion carried unanimously.

Meeting adjourned at 9:29 p.m.

Respectfully Submitted

Lyn Sheaffer, Secretary Parks & Recreation Commission