

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

**Special Meeting  
Wednesday, June 25, 2008**

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

**PRESENT:**

Seal Loughran, Steve Burfeind, Melissa Fidanza, Mark Lamanna, Bill O'Keeffe, Ray Lubus, Chairman Steve Merullo, Director ,Parks & Recreation.

**1. CALL TO ORDER**

Meeting called to order at 7:05 p.m. by Chairman Sean Loughran.

**MOTION**

Mr. O'Keeffe motioned to adopt the agenda, Mr. Lamanna seconded the motion. Vote taken:

Melissa Fidanza	Yes
Steve Burfiend	Yes
Bill Tripp	Yes
Bill O'Keeffe	Yes

Motion carried unanimously.

**2. PUBLIC COMMENT**

None

Mr. Loughran explained the way he understood things in the office, Barb Stroh was leaving, Barb Coelho will return to the position she was doing. Mr. Merullo had revised the job description. He wants

1. Part time Program Director
2. Assistant Director of Parks & Recreation. (Barb Coelho)

The commission discussed.

Mr. Merullo explained there were issues in the office. It came to his attention that Ms. Coelho doesn't want to do the programs.

The commission returned to Public Comment

## PUBLIC COMMENT

(Meeting transcribed from tape, no name available.)

Public: wanted to discuss the 100% increase in Boat Launch Fee. She explained you can launch at Squantz for \$10. No services are extended.

Mr. Merullo also received a letter from Mr. Scott Simpson suggesting a 10 – 20% fee increase would be more reasonable.

Mr. O’Keeffe asked what was the thought behind their decision to double the fee. Mr. Merullo explained Mr. Simpson went through the minutes to find where the decision had been made; he felt it seemed to be an after thought. He explained last year they had approximately 35 launchers, a lot of small water crafts and approx 15-20 boaters.

Ms. Fidanza stated the commission discussed it and it was for financial reasons. Mr. Lamanna felt it was also to limit the number of launchers. The Commission had put a limit of 50 passes available. The Commission discussed the increase.

Mr. Burfiend when the fee went to \$100. Mr. Lubus explained when the marina fee went from \$900 to \$1,000 the launch fee went to \$100.

Mr. Merullo encouraged her to keep her pass because he did have another letter to submit at the next Parks & Recreation meeting. The commission will discuss next meeting.

### **Office Reorganization**

Mr. Merullo explained what he wanted to do was to pull out the *Program* portion out of the Assistant Director’s position. He reviewed the history of the reorganization 2 years ago. He explained it never worked well.

The Secretary position will be folded into the Assistant Director’s position. The Current secretary was offered the position but turned it down.

Mr. Merullo also explained a lot of the Building & Grounds work that was filtered through the office will be transferred down to them. He also explained Barbara Coelho’s position is a union position, and whatever is finalized here has to be finalized in Human Resources.

Mr. Lubus stated he arrived at 7:12 p.m. for the record.

The Commission reviewed the Programming Director position’s job description. Mr. Merullo explained the position would report to him, unless he was unreachable and then the Assistant P&R Director would be next in line.

The Commission went off the record.

The Commission went back on the record and Mr. Lubus reported that they were receiving Asst. Director & Program Director job descriptions.

The Commission discussed that Ms. Coelho’s involvement in the program was purely on an office level, and to assist with the transition. She would not be developing program, making any recommendations etc. The Commission discussed responsibilities.

Mr. Lubus suggested the verbiage “Assist and acts on behalf of the director in his absence.” In the Assistant Director’s position.

The Commission removed the programming portions of the Assistant Director's position.

### **Program Director**

1. Report to Director
2. use verbiage "develops, manage and evaluates all recreational programs."
3. use verbiage: "Make recommendations for future programming."

Mr. Burfiend suggested put the verbiage "Assist other position at the discretion of the Director" The Commission agreed.

The Commission reviewed. Mr. Merullo explained facility usage and field usage is something Barbara Coelho does now that the secretary does that would be on the Assistant Director description.

Mr. Loughran asked if they could be required to come to the meetings for informational purposes. The Commission added the verbiage "Communicate on activities and attend Commission meetings as requested."

The Commission discussed RecTrac

Assistant Director will manage RecTrac for now.

The Commission reviewed qualifications and discussed hours.

Mr. Merullo will incorporate the changes discussed tonight and e-mail the commission revised copies before posting to Human Resources. Ray Motion at the end including everyone has 48 hours to comment before sending to Human Resources.

### **Assistant Director Parks & Recreation**

Mr. Lubus had a few changes. Change verbiage to read "oversees and implements" online payment policies & procedures.

Remove 2 program related bulletins

Add bullet at the bottom "Assist other position at the discretion of the Director.

Move "Assist the Parks & Recreation Director and acts on his behalf in his absence" to the top.

Mr. Lubus asked who would update the calendar on the website. The Commission discussed.

Add verbiage "Maintains Website field use & activity calendar."

The Commission discussed on-line payment fees.

Add verbiage to include "reports as requested"

MOTION

Mr. Loughran motioned to approve the descriptions as amended and discussed with Mr. Merullo, make the modifications, send them to the board, the board has 48 hours to make any objection, if there is no objection, he will move forward and post them. Mr. O’Keeffe seconded the motion. Vote taken:

Melissa Fianza	Yes
Steve Burfiend	Yes
Sean Loughran	Yes
Bill O’Keeffe	Yes
Mark Lamanna	Yes

Motion carried unanimously.

Mr. Lubus asked the Commission to review a DRAFT letter to send to current program providers.

Mr. Merullo reviewed that the Fall Pardalis Basketball camp was going to pull out and run the program through the schools. The Commission discussed.

Mr. O’Keeffe to pick up sign for Town Park in Brookfield.

Mr. Merullo left the meeting.

Mr. O’Keeffe reported the rumor was that the program vendors were going to pull out and run the programs themselves and tie up the school space. The Commission discussed and felt we should talk to the Athletic Director and book our times now so they cannot be tied up.

Mr. Lubus felt we should have priority. Mr. Burfiend felt communicating with the AD was essential. The Commission discussed.

MOTION

Mr. Burfiend motioned to send out the letter as revised this evening to our current vendors. Mr. Lamanna seconded the motion Vote taken:

Melissa Fianza	Yes
Steve Burfiend	Yes
Sean Loughran	Yes
Bill O’Keeffe	Yes
Mark Lamanna	Yes

Motion carried unanimously.

Mr. Lubus left the meeting.

Mr. Loughran resumed the meeting

Playscape

Mr. O’Keeffe reported Mr. Merullo had done the test holes and the work would be started the 3<sup>rd</sup> week in July. The Commission discussed location. Ms. Fianza reported there was 3 options for fencing. She reviewed recommendations. The Commission discussed fencing in the smaller one completely. Mr. Merullo will advise of costs.

Vendor Fees

Commission reviewed Forms. Will discuss next meeting.

Mr. O'Keeffe motioned to adjourn. Mr. Burfiend seconded the motion. Vote taken:

Melissa Fidanza	Yes
Steve Burfiend	Yes
Sean Loughran	Yes
Bill O'Keeffe	Yes
Mark Lamanna	Yes

Motion carried unanimously.  
Meeting adjourned at 8:39 p.m.

Respectfully Submitted

Lyn Sheaffer, Secretary Parks & Recreation Commission