

**PARKS & RECREATION COMMISSION  
TOWN OF NEW FAIRFIELD  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06812  
PHONE: 203-312-5633  
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**MINUTES  
Regular Meeting  
Wednesday, April 9, 2008**

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

**PRESENT:**

Ray Lubus, Chairman, Steve Burfeind, Bill Tripp, Sean Loughran (7:25 p.m.), Laura Anderson, Fred Testor, Mark Lamanna, Bill O'Keeffe, Steve Merullo, Director Parks & Recreation, Lyn Sheaffer, Secretary.

**1. CALL TO ORDER**

Meeting called to order at 7:02 p.m. by Chairman Ray Lubus.

**MOTION**

Mr. Tripp motioned to adopt the agenda. Mr. O'Keeffe seconded the motion. Additions:

Under Old business:

1. Bathroom/Concession stand
2. Septic System at Town Park
3. Allocation of split on Parks & Recreation programs
4. Playground at beach

Under New Business

1. Summer movie funding program

Under waterfront

1. Commission sub-committee tour

Vote taken:

Bill Tripp	Yes
Steve Burfeind	Yes
Laura Anderson	Yes
Bill O'Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes

Motion carried.

**2. Public Comment**

None

### **3. Report from the Parks & Recreation Commission Chairman**

Mr. Lubus thanked everyone that came to the Finance Committee meeting. He felt that the Finance committee heard what they had to say and he felt it was successful.

### **4. Remarks from Director of Parks & Recreation**

Mr. Merullo also thanked everyone for going to the Board of Finance meeting and he will report in each area.

Mr. Lubus hoped everyone knew the dock story was an April fool's joke. The Commission discussed and felt it was in poor taste.

The commission discussed the atmosphere at the Board of Finance meeting while questioning Mr. Merullo. Mr. Lubus reported he had called the Chairman and let him know he thought it was inappropriate.

### **5. Old Business**

#### *Bathroom Concession Stand*

Mr. Merullo distributed and reviewed the numbers for the proposed building.

Mr. Loughran arrived at 7:25 p.m.

#### **MOTION**

Mr. Tripp motioned to modify the Concession Stand/Bathroom package to a \$210,000 budget item. Mr. O'Keeffe seconded the motion.

The Commission discussed estimated maintenance costs. Mr. Merullo reported it would cost approximately \$350/month for electricity and around \$1,500/ year for supplies.

#### **Vote taken:**

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O'Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes
Sean Loughran	Yes

Motion carried

Mr. Lubus reported the First Selectman is going to the Board of Finance with this number tonight. Mr. Hodge is going to ask the BOF to take it out of the town budget and make it a line item of its own, that way it can pass or fail on its own.

Mr. Lubus reported if the BOF decides they don't want to do that the Commission can go to the Board of Selectman with a signed petition asking them to bring it to a town meeting. For this option 20 signatures are required. If the BOS don't want to do that then 200 signatures are required to bring it to a town meeting.

#### *Septic System at the beach*

Mr. Merullo distributed and reviewed the numbers for the septic system. He reported the Board of Selectmen offered to pay \$3,500 to pay for the security gate motor being installed Friday. He reported 5 marina slips were still open but he expected they should be filled by next week.

Mr. Merullo proposed paying for the retaining wall out of the self-sustaining fund. The Commission reviewed and discussed the budget/numbers.

Mr. Lubus reported Mr. Lamanna had asked about using a storage tank vs. a septic. Mr. Merullo felt a tank would need to be pumped at least once per week during the height of the season. The commission discussed. Mr. Lamanna felt it was a lot of money to spend for such a short season.

#### MOTION

Mr. Loughran motioned to approve the allocation of \$7,500 from the operating account (205) to pay for the retaining wall/septic project instead of using the New Fields Fund or Boat Dock Replacement Fund. Mr. Lamanna seconded the motion. Vote taken:

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O’Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes
Sean Loughran	Yes

Motion carried

Mr. Merullo reported he should be done by the opening of the season.

#### *Playground at the South Beach*

Mr. Lubus reported last meeting the commission voted to put the new playground at the South beach, and then they received an e-mail from Mr. Lamanna stating the original playground was an Eagle project by a boy that had died. The Commission discussed.

Mr. Lubus reported he had received positive feedback about putting the new playground at the South Beach. Mr. Tripp asked what the Commission should do with the old playground.

#### MOTION

Mr. Testor motioned have Mr. Merullo investigate where the old playground could be best used and report to the Commission at the May meeting. Mr. O’Keeffe seconded the motion. Vote taken:

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O’Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes
Sean Loughran	Yes

Motion carried

#### *60/40 Programming Allocation*

Mr. Lubus reviewed the history of the decision to have a 60/40 fee split between Parks & Recreation and instructors. Mr. Merullo reported when he informed Ms. Coelho of the Commission’s decision she stated she had already signed up the large programs at the same fee as last year. She also reported the brochure stating those fees was already at the printers.

Mr. Burfiend reviewed the choices: 1. Keep the fee the same, pay instructors less or 2. Keep the instructor’s fee the same and charge the campers more.

The Commission Discussed. Mr. Tripp felt Ms. Coelho was not totally on board with the decision. He felt the Commission should send a letter now to all the instructors, especially the fall programs. The commission felt if the program was not in the spring/summer brochure being printed now it would be subject to the 60/40 split.

Mr. Burfiend asked if we could make a small increases in fees across the board. The commission discussed and felt it would not make that much of a difference. Mr. Tripp expressed concern about missing the next brochure.

Mr. Loughran asked when Ms. Coelho does her brochure how does she decide not to raise fees.

#### MOTION

Mr. O’Keeffe motioned to not implement the 60/40 split for programs listed in the Spring/Summer brochure. Any programs not printed in the brochure would be subject to the 60/40 split. . Vote taken:

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O’Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes
Sean Loughran	No

Motion carried

Mr. Merullo to write a letter and sent to all instructors informing them of the ruling.

### **6. Sub-committee reports**

#### WATERFRONT

Mr. Lamanna reported He, Ray Lubus, Melissa Fidanza, Dan Kokoza had walked the beach and made a list of areas that need work.

He reported the refurbished docks looked good

Mr. Merullo reported he met with Brian Wood three times and he had secured a permit to access and maintain the area below the 440 line. Anything else needs approval. He needs to locate the trees for removal and the burm needs to be shown.

Mr. Lubus reviewed the areas of the beach that need clean-up. Mr. Lamanna stated the North beach was full of gravel. Mr. Merullo said the water hits the retaining wall and removes the sand but he is addressing the issue. Mr. Merullo also reported he had added new anchors and chains to the North Beach float.

Mr. Merullo reported a serious mold problem in the bathrooms on the south side. The commission discussed Candlewood clean-up day. Mr. Lamanna will be in attendance to guide some of the work crews.

The Marina is due to open next week and the docks will be ready.

Mr. Kakoza he had a request for a paved walkway to the South beach for strollers. Mr. Merullo stated it could not go in front of the concession stand because that was below the 440 line, however, they were putting a pipe behind the stand for the septic and he was hoping to re-grade the area.

Mr. Merullo reported the lifeguards were being interviewed. He is in conversation with Bob Greet who is interested in the Waterfront Director’s job at \$16/hr. 6 of the 12 guards are returning he needs to hire 6. Mr. Merullo did not post the Director’s job because Mr. Greer is already a town employee. Mr. Mitchell will report to the Waterfront director.

## FIELDS

Mr. Burfiend reported the sub-committee didn't meet this month. He felt everyone was working well together. He did express concern that Komlo field is getting a lot of use.

Mr. Merullo reported he had received a proposal from the Nutmeg games; they wanted 3 fields in July. He had told them no because they play rain or shine and the fields can be devastated. Originally they wanted the fields for free, however now they were willing to pay \$10,000. Mr. Merullo did not feel that was worth the risk to the field.

## PROGRAMMING

Mr. Merullo to put out a Request for Qualifications for the after care program.

## LONG RANGE PLANNING

No Report

## 7. New Business

### *Summer Movie Program*

Mr. Lubus was concerned he saw the Bee Movie in the program brochure and he thought we had given that movie to the Score fund. Mr. Loughran reported they had deferred until fall.

Mr. Lubus reported the movie program needs funding. Mr. Merullo reported he had secured 3 town rentals and 1 Volunteer fire dept. group. Mr. Merullo has not put together a RFQ or Bid for movie personnel. Mr. Lubus felt they needed people trained and paid per hour to run the movies.

Mr. Lubus discussed finding sponsors for the movie program. He would like one sponsor for the entire series or individual movie sponsors.

## 8. Correspondence & Communications

None

## 9. Minutes

### MOTION

Mr. Loughran motioned to approve the minutes of 3/12/08. Mr. Burfiend seconded the motion. Vote taken:

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O'Keeffe	Abs
Fred Testor	Yes
Mark Lamanna	Abs
Sean Loughran	Yes

Motion carried

*Day Camp*

Mr. Merullo reported 3 people had applied for the Assistant position, he was scheduling interviews. He was also looking at last years recommendations for re-hire. He reported there were a lot of applications. The CIT program will continue as last year and the 7<sup>th</sup> graders will be included.

Mr. Burfiend was disturbed that last year the P&R dept. paid \$700 for the Basketball camp T-shirt. He felt the instructor should pay for the shirts. The commission discussed.

The Commission would like to know what the exact deal is for the Pardalis Basketball Camp.

Ms. Anderson announced she was resigning from the commission. She felt there was a conflict of interest with Ms. Coelho as a friend and she valued the friendship to much. Mr. Lubus thanked her for her service on behalf of the Commission and asked her to give a formal resignation to the Town Clerk.

**MOTION**

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

Bill Tripp	Yes
Steve Burfiend	Yes
Laura Anderson	Yes
Bill O'Keeffe	Yes
Fred Testor	Yes
Mark Lamanna	Yes
Sean Loughran	Yes

Motion carried

Meeting adjourned at 9:36 p.m.

Respectfully Submitted

Lyn Sheaffer, Secretary Parks & Recreation Commission