

**NEW FAIRFIELD PARKS AND RECREATION COMMISSION**  
**4 Brush Hill Road**  
**New Fairfield, Connecticut 06812**  
**Telephone (203)312-5633 Fax (203)312-5636**

**SPECIAL MEETING**

**Minutes**  
**Monday, January 12, 2009**

**7:00 p.m.**

**SENIOR CENTER**

**PRESENT:**

Sean Loughran (Chairman), Bill O’Keeffe, Steve Burfeind, Melissa Luks Fidanza, Mark Lamanna, Chris Van Steen, Fred Testor, William Tripp, Tom Edwards, Denise Cocozza (secretary)

**1. Call to Order:** Meeting called to order at 7:10 p.m. by Sean Loughran

**2. Public Comment**

Jeff Main from Groovin’ in New Fairfield proposed a potential live acoustic music event to be held at Squantz Pond on a Sunday towards the end of the summer/early fall. Discussed charging a per vehicle fee and inviting craft and food vendors to generate revenue to cover expenses. Mr. Main requested whether Parks & Recreation could lay out operating funds in advance of the event to cover costs. Weather-related issues and the ability to charge an entrance fee at Squantz Pond were among the concerns discussed. Next steps are for Mr. Main to confirm availability of Squantz Pond and then contact the commission to discuss moving forward.

**3. Approval of Minutes Dec. 13<sup>th</sup>**

Steve Burfeind made a motion to approve the Dec. 13<sup>th</sup> minutes with two minor changes:

1 - The meetings were moved to the second Monday of each month in 2009 (as opposed to the second Wednesday as stated in the minutes).

2 – Revised Fred Testor’s vote on the last page of the minutes from “Yes” to “Abstained”

Bill Tripp seconded.

Vote taken:

Steve Burfeind	Yes
Fred Testor	Yes
William Tripp	Yes
Tom Edwards	Yes
Mark Lamanna	Abstained (was not present)

Chris Van Steen      Abstained (was not present)  
 Melissa Luks Fidanza Abstained (was not present)  
 Bill O’Keeffe        Abstained (was not present)

***Motion Carried.***

**4. Discuss and vote on FY 10 budget**

Discussed capital budget for FY 10. Priorities are the docks (safety concerns) and certain facilities and fencing that need to be addressed in further line item detail by Steve Merullo upon thorough review. Issues discussed before voting included:

- It would be helpful to have a project-by-project balance statement from the Parks & Recreation department so the commission could thoroughly review actual vs. budgeted expenses from current and past years.
- Is there an update on the grating permit for the Gillotti Rd. property? Marty Morgan has inquired about status.
- Can we generate additional revenue by storing boats in the beach parking lot over the winter?

Sean Loughran made a motion to approve the FY 10 capital budget as follows:

302 Ball Pond Road (for 2 baseball fields behind MHHS)	\$180,000
Swim Docks (repair or replace – need quotes)	\$100,000 (not to exceed)
Boat Docks	\$ 30,000
New Facilities	\$ 30,000
<b>TOTAL:</b>	<b>\$340,000</b>

Bill O’Keeffe seconded the motion.

Vote taken:

Steve Burfeind      Yes  
 Fred Testor        Yes  
 William Tripp        Yes  
 Tom Edwards        Yes  
 Mark Lamanna        Yes  
 Melissa Luks Fidanza Yes  
 Bill O’Keeffe        Yes  
 Chris Van Steen      No

***Motion Carried.***

**5. Chairman comments**

Sean Loughran noted that if anyone has program suggestions for the summer, they should let Kelly Ferris know soon. Mark Lamanna stated that the 60/40 splits need to be reflected in the

summer brochure before it goes to press. Bill Tripp suggested that going forward, a staff member from the Parks & Recreation department should attend any commission meetings that Steve Merullo is unable to attend.

## **6. Director update**

Steve Merullo was not present due to a funeral.

## **7. Bathrooms at Rebel Turf; status/options**

No report.

## **8. Sub-committee reports**

a). Mark Lamanna recommended that the boat dock fees (\$1,100) and boat launch fees should remain the same as last year and made motion to approve. Bill O’Keeffe seconded the motion.

### Vote taken:

Steve Burfeind	Yes
Fred Testor	Yes
William Tripp	Yes
Tom Edwards	Yes
Mark Lamanna	Yes
Melissa Luks Fidanza	Yes
Bill O’Keeffe	Yes
Chris Van Steen	Yes

### ***Motion Carried Unanimously.***

b). Steve Burfeind provided an update on the fields. A master schedule is being coordinated with the high school and should be compiled in the next week. Scheduling for the “open space” field was specifically addressed and it was determined that usage will be on a first-come first-served basis until the fencing is in place.

### **c). Other**

- Fishing Derby - Mark Lamanna brought up the fishing derby and potential insurance issues that had been discussed at prior meetings. In the past the Valley Angler was permitted to run a fishing derby at the Town Park. No usage fee was charged and no usage forms were filled out. Several members of the commission expressed that in the future for similar events, proof of insurance should be required and usage forms should be filled out. It was proposed that the Parks & Recreation Director and the Commission should jointly establish a flat usage fee for certain types of events. An example cited by Steve Burfeind is the high school swimming pool, for which there is a standard \$200 usage fee for an event. If a certain event is perceived as a “good will” event, perhaps in lieu of a usage fee the business would provide some type of service or free children’s program. It was not clear whether a fishing derby has been set up for this winter.
- Turkey Run – The commission discussed how to improve profitability in the future. Chris Ven Steen suggested that each of the commission members attempt to secure a

certain number of sponsors. Bill O’Keeffe pointed out that some give-aways such as T-shirts could be eliminated to cut costs.

- Food vendors at town events – It was noted that on some occasions the hot dog vendors in the high school lower parking lot were operating in conjunction with Booster Club snack shack sales. It was discussed that there should be better communication to make all parties aware that food vendors are not permitted to infringe upon Board of Education food sales. Additionally, enforcing and penalization need to be addressed.

Discussion of the issues listed above led to Bill O’Keeffe’s recommendation that a special commission meeting be held next Monday, 1/19 with Steve Merullo. The purpose of the meeting would be to review and come to an agreement on procedures with respect to special event fees, usage and other policies. Additionally, Steve Burfeind suggested a thorough review of financials and attendance for all programs and approval of the commission before the spring program brochure is printed. Meanwhile, Sean Loughran will inform Mr. Merullo that the commission advises a \$200 usage fee and completion of a usage form for all groups/businesses. Given that 1/19 is a Federal holiday, a different date may need to be chosen for a special meeting.

- Chris Van Steen led a discussion about selling New Fairfield-themed “gift shop” items such as hats or sweatshirts. Items could be sold out of the Parks & Recreation office and/or online via a link to the town website. The intent would be to generate additional revenue without cannibalizing sales of the other local organizations selling similar items. The general consensus was to start small with New Fairfield hats, then possibly expand into other items or sports-themed items (potentially in conjunction with some of the town or high school clubs). Melissa Luks Fidanza suggested further research on the idea.

## **9. Public comment**

None

## **10. Adjournment**

Bill O’Keeffe made a motion to adjourn the meeting. Sean Loughran seconded the motion. Meeting adjourned at 9:17 p.m.