

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

REGULAR MEETING

Minutes
Monday, December 14, 2009
7:00 p.m.

TOWN HALL CONFERENCE ROOM

PRESENT:

Sean Loughran, Fred Testor, Melissa Fidanza, Chris Van Steen, Tom Edwards, Steve Burfeind
Bill O’Keeffe, Steve Merullo (Parks & Recreation Director), Denise Cocozza (Commission
Secretary), First Selectman John Hodge

1. Call to Order: Meeting called to order at 7:14 p.m. by Chairman Sean Loughran.

Steve Burfeind made a motion to accept the agenda. Tom Edwards seconded the motion.

Vote: 6-0-0. Motion passed unanimously.

2. Public Comment: None

3. Approval of Minutes

Bill O’Keeffe made a motion to approve the 10/19/09 regular meeting minutes. Fred Testor
seconded the motion.

Vote: 6-0-0. Motion passed unanimously.

Steve Burfeind made a motion to approve the 11/9 regular meeting minutes. Fred Testor
seconded the motion.

Vote: 6-0-0. Motion passed unanimously.

Bill O’Keeffe made a motion to approve the 11/30/09 special meeting minutes. Tom Edwards
seconded the motion.

Vote: 6-0-0. Motion passed unanimously.

4. Chairman Comments

- a. Chairman Sean Loughran questioned whether Groovin’ in New Fairfield should be
added to the annual list of programs for next year. Steve Merullo replied that he
hasn’t heard of any future plans from Groovin’ lately.

- b. Sean Loughran inquired whether there have been any recent zoning developments, noting that there is an approval process required for new space, part of which includes running new zoning developments through Parks & Recreation. Steve Merullo replied that there have been no recent developments.
- c. Sean Loughran informed the Commission that Parks & Recreation is listed on the agenda for the Wed. 12/16 Board of Finance meeting, 7:30 p.m. at the Senior Center. He recommended that some members attend the meeting in case any questions are posed that could be answered.

5. Director Update

- a. Budget: Steve Merullo stated that on January 13, there is a Board of Selectmen meeting in which the budget will be presented. He suggested that a subcommittee meeting be scheduled prior to that date. Monday 1/4/10 would be the likely date for this.
- b. Sports Pavilion: Steve Merullo reported that there are still a few unresolved issues that will need to be addressed before the c/o is issued. The well is hooked up and will be ready for use in the spring. Two separate keys will be available for the concession stand and the downstairs storage area.
- c. Turkey Run: T-shirts will be discussed at a later date. Bill O’Keeffe suggested that for future events perhaps the T-shirts could be donated by a sponsor. Steve Merullo agreed that was worth pursuing. Mr. O’Keeffe also suggested that a thank you note be sent to the Food Center for the discounted price on the turkeys.
- d. Tree Lighting Recap: Event feedback was very positive all around. The Commission members agreed that Starbucks was a great partner for the event. A few other items discussed included:
 - i. The mural is in storage for future usage
 - ii. Microphone – Bill O’Keeffe and Steve Merullo discussed the possibility of securing a donor for microphones for future events
 - iii. Music- there was very positive feedback about the high school choir
 - iv. Hot cocoa – The hot cocoa was donated by the Booster Club. Per Fred Testor’s request, a formal thank you note will be sent.

6. Subcommittee Reports

- a. Concessions Guidelines:
 - i. Common Room - The members reviewed the document drafted by Fred Testor regarding the concession stand usage. Mr. Testor reported that the document has been reviewed by the high school athletic director as well as the soccer and lacrosse clubs. The commission members discussed and agreed upon changes in verbiage which Fred will draft. Access to the common room during non-scheduled use will need to go through Parks & Recreation for approval. First Selectman John Hodge reiterated that a food service license & insurance would be required for any groups using the common room depending on the type of food being served. Steve Merullo said that 72 hours’ notice would be needed to use the room. Tom Edwards suggested that a deposit be charged for borrowing the key. At a later date, the rules will need to be more specified.

- ii. Restrooms – If any groups request usage of the restrooms beyond regular hours, 72 hours and written permission will be required.
- iii. Press box – Usage will be reserved for coaches, press, announcers and timekeepers. Steve Merullo will find out the maximum occupancy of the press box. The members discussed safety concerns with the stairs leading up to the press box, especially for small children.
- iv. Storage – Verbiage will be added to the usage document indicating that Parks & Recreation is not liable for damages and that if equipment is left in the storage area past the season end, it may be removed.
- v. Security – Fred Testor stated that security should be a consideration based on the fact that the Booster Club snack stand has had so much activity lately and has been abused/left open. Steve Merullo said he will talk to Phil Ross to explore security options.

Mr. Testor will draft the recommended changes to the document and send out to the commission members.

Steve Merullo said that he will review the cost savings from removing the porta potties and compare the savings to the new expenses for electricity and maintenance charges for the sports pavilion. He will provide that information at the next meeting.

- b. Long Range Capital Plan: The members reviewed the proposed plan as outlined in the November meeting minutes. Steve Merullo will investigate quotes to determine how much money should be set aside each year to begin building a boat dock replacement fund. The \$30k/year for refurbishment will be removed from the plan.
- c. Waterfront: Regarding the spaces potentially available for jet skis at the marina, an interest letter will be sent out to people who currently hold boat slips to gauge interest/demand for jet ski spaces. If there is significant interest, the spaces will be offered to the general public via the Citizen News.
- d. Fields: Steve Burfeind questioned whether any of the Cashman field improvements could be implemented for the spring season if NF Baseball contributes the \$5000 (as outlined in the “option 2 plan” previously discussed). Steve Merullo said this could be done.

7. Adjournment

Bill O’Keeffe made a motion to adjourn the meeting. Fred Testor seconded the motion. Meeting adjourned at 8:50 p.m.

Vote: 6-0-0. Motion passed unanimously.

The next regular meeting is scheduled for Monday, January 11, 2010 at 7:30 p.m. at the Senior Center.

Prepared by Denise Coccozza, December 20, 2009