

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

**SPECIAL MEETING**  
**AGENDA**

**Tuesday, December 7, 2010**  
**7:30 p.m.**

**NF LIBRARY CONFERENCE ROOM**

**PRESENT:**

Sean Loughran, Steve Burfeind, Fred Testor, Bill O'Keeffe, Tom Edwards, Chris Van Steen, Linda Lull (Recreation Director), First Selectman John Hodge

- 1. Call to Order** – Sean Loughran called the meeting to order at 7:32 p.m. Bill O'Keeffe made a motion to accept the agenda. Steve Burfeind seconded the motion.

***VOTE – 5-0-0. Motion approved***

- 2. Public Comment** – Several Day Camp counselors were in attendance. One read a letter from Rachael Morin, a counselor who is currently away at college, in support of Brian Stroh to remain as Day Camp Director. The letter cited examples of his leadership and ability to run a successful program as he has in the past. Some of the counselors in attendance who also spoke on his behalf of Brian Stroh included Walter Hope, Phil Santana and Jeff Docimo. The Commission thanked the counselors for attending and for their contributions toward the success of the program. Fred Testor informed them that Brian had not yet submitted an employment application and encouraged them to remind him to submit one so that he can be considered along with the other applicants. He explained that the current policy is to require candidates to apply each year for seasonal positions.
- 3. Approval of Minutes from 7/12/10, 8/5/10, 9/13/10, 10/5/10, 11/17/10** – tabled until next meeting

Fred Testor made a motion to approve the 7/12/10 minutes. Tom Edwards seconded the motion. ***VOTE – 4-0-1. Motion approved (Bill O'Keeffe abstained)***

Fred Testor made a motion to approve the 8/5/10 minutes. Tom Edwards seconded the motion. ***VOTE – 4-0-1. Motion approved (Bill O'Keeffe abstained)***

Bill O'Keeffe made a motion to approve the 7/12/10 minutes. Steve Burfeind seconded the motion. ***VOTE – 4-0-1. Motion approved (Tom Edwards abstained)***

The 10/5 and 11/17 minutes were tabled until the next meeting.

#### 4. Chairman Comments

- a. **Discuss and possibly vote on funding for Ball Pond Beach project** – There have been no recent updates on this. This will not be included on next month's agenda unless an update is received.
- b. **Board Elections** – Tabled until all members can be present
- c. **FY '12 Budget Discussion** - Sean Loughran said that Steve Merullo is needed in order to discuss the beach house estimates. Linda Lull provided the recreation budget. Bill O'Keeffe suggested that the members take figures home to review in the interest of time. The Commission discussed coaching/staffing needs for the swim team. It was determined that more information is needed about past staffing & how managed in terms of hours/number of kids. First Selectman John Hodge suggested combining the waterfront director & swim coach positions, depending on the candidate's skill set. The combined salary would be in the \$8k - \$10k range. The members discussed adding a family discount for 3+ kids in a family, similar to day camp. It was also recommended that overhead be taken into consideration when determining expenses for programs and breakeven targets. The summer movies lost \$3k this past year. More sponsors are needed in order to continue providing this free service to the community.

#### 5. Director Update

- a. **Day Camp discussion** – The members discussed Brian Stroh's prior requests about the following:
  - i. **Free tuition** – Brian Stroh had previously requested that the town find a way to provide free tuition for 2 boys who live in Bethel. Mr. Stroh has acted as a mentor to the 2 boys. Linda Lull spoke with John Hodge and they both agree that there are legality issues with doing this. There was discussion about having individuals volunteer to sponsor the kids. Per John Hodge, the town can not have a compensation package that includes an option to bring in kids for free.
  - ii. **Salary** – Sean Loughran said the current rate for Day Camp Director is \$15/hr in New Fairfield. Some nearby towns pay \$16/hr. The members were in agreement that the salary should be somewhat flexible and based on experience.

Regarding fees, there was discussion about raising them to cover expected increased expenses. Bill O'Keeffe recommended keeping the costs flat, and possibly eliminating some of the field trips if needed. Linda Lull suggested charging other towns' programs to come in and use inflatables and/or cinema to generate revenue.

- b. **Review & possibly vote on fees** – Steve Burfeind outlined Category 5 – commercial ventures, private events for the benefit of organization (not community). Currently the fee is \$100/hr for 1 day; extended use for multiple days is \$65/hr. The members agreed that these fees should increase to become more in line with what surrounding towns are charging for field usage. Tom Edwards suggested charging one hourly fee regardless of multiple day usage. Fred Testor made a motion for Steve Burfeind to recommend a \$200/hr fee to the Fields Fees Committee for class 5 field fees. Bill O'Keeffe seconded the motion.

##### ***VOTE – 5-0-0. Motion approved***

There was discussion about the Pardalis basketball and other camps and how to handle making the camp directors town employees vs. Parks & Recreation setting up its own camps. Linda Lull will meet with some of the camp programs to discuss their interest & salary ranges to become town employees for this purpose. Salary ranges would be based on how much revenue each camp brings in. The camp programs will have two options going forward; become self-sustained with insurance. or becoming a town employee.

- c. **Programming** – The winter/spring brochure is in production. The Turkey Run and Tree Lighting were successful and well-attended. Next year they will consider moving the tree lighting to 1 week later to allow for more time in between events. Linda Lull asked the Commission to consider having an outside company coming in to help grow the Turkey Run next year.

**6. Subcommittee Reports**

- a. **Waterfront**- John Hodge reported that an RFP for the concession stand lease is in progress.
- b. **Fields** –John Hodge stated that the stadium turf field will be replaced this year due to the fibers breaking down. Based on the warranty, the town was able to get it replaced at no cost.

- 7. Adjournment** - Bill O’Keeffe made a motion to adjourn the meeting. Fred Testor seconded the motion. The meeting adjourned at 9:53 p.m.