

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, May 10, 2010
7:30 p.m.

COMMUNITY ROOM

PRESENT:

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

1. Call to Order: Chairman Sean Loughran called the meeting to order at 7:35 p.m.

Bill O’Keeffe made a motion to accept the agenda. Mark Lamanna seconded the motion.

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

2. Public Comment

Joe Garufi and Dana Welles were in attendance to provide an update on the Dog Park. Mr. Garufi reported that the Dog Park will likely be moved back to its original proposed location behind the Cashman right field fence due to litigation issues and costs the Dog Fund is facing at the other location.

The Commission members discussed safety concerns and whether additional fencing or netting should be added. It was concluded that if Cashman eventually becomes usable as a baseball field, netting should be considered. John Hodge recommended that any future netting costs should be split between the Dog Fund and the Fields/Facilities Fund. This subject will be re-addressed next year depending on the status of Cashman field.

3. Approval of Minutes

Steve Burfeind made a motion to approve the 4/12/10 meeting minutes. Bill O’Keeffe seconded the motion.

Vote: 3-0-3. Motion passed. Mark Lamanna, Melissa Fidanza and Tom Edwards abstained as they were not present for the 4/12 meeting.

4. Chairman Comments

Chairman Sean Loughran turned the floor over to Jay Waterman from the Finance office to address the updated controls and procedures for accepting payments. John Hodge said that a revolving audit will be in place going forward. Mr. Waterman provided a document outlining the procedures that have been implemented in order to minimize risk. Some of the highlights that the members discussed were:

- Cash will only be accepted for open gym and open swim programs
- Rather than having families “opt in” for field trips on the day of the event, all families will be required to pay up front for these activities and can be refunded afterwards if they opt out.
- Payment arrangements in the face of financial hardship can only be made at the discretion of the Recreation Director. When people sign up for an event, they will be kept on the list unless they don’t pay in advance of the event by a specified deadline.
- There is now a stamp for each town department that is used on the back of each check with an account number indicating “for deposit only”.
- Bill O’Keeffe asked Mr. Waterman to look into alternate options besides having the Parks & Recreation staff lock a daily deposit at the end of each business day in the department’s safe.

Melissa Fidanza brought up the subject of accepting credit card payments for the marina. This year, credit card payments were accepted but this costs the Department 3% of each credit card transaction. The members agreed that next year, credit cards will not be accepted for the marina unless boat slip fees are raised across the board to cover the 3% cost.

Chris Van Steen had a suggestion regarding tracking non-residents parking at the Town Beach. He suggested that each week a colored sheet of paper be issued to residents to place in their windshield. Each week the color would change. The members all agreed that this would be an easy and cost-effective method.

- 5. Director Update** – Steve Merullo stated that as of 7/1, he will be moving over to the Buildings & Grounds/Public Works office and his hours will be changing.
- a. Rec Track Program: Steve Merullo and John Hodge informed the Commission that the purchase of a new “Rec Track” program will need to be approved in the near future. Last year, the “Rec Desk” program was purchased which was beneficial in some ways, but doesn’t have the functionality of Rec Track (more efficient, real-time registration, elimination of manual entry). The program is widely used in other towns’ Recreation departments.
 - b. Marina: Steve Merullo reported that the marina is in. He said that they were not able to work on filling the jet ski slips because the focus was on filling the regular slips. Re-chaining will be needed for some of the docks but if done properly, the docks may not need to be pulled out of the water each year. Mr. Merullo is researching costs to re-chain.

Mr. Merullo also presented scenarios relating to the lifeguard & marina budgets. There would be approximately \$5K in savings to move from 7 to 6 lifeguards. Also, lifeguards will no longer be paid if they’re sent home due to the beach closing in cases of bad weather. After reviewing the scenarios presented, it was agreed that the

weekday hours for the boat attendants could be reduced to 12 noon – 8 p.m. during the week and longer hours (10 a.m. – 8 p.m.) on weekends.

The swim docks should be in within about 1 week, prior to the beginning of swim team season. The lights at the marina were changed to lower wattage bulbs in order to minimize the glare for Candlewood Isle residents.

- c. Sports Pavilion: The C/O and all approvals are in place. The windows needed some adjustment and a few shingles on the roof needed repair. The 3-bay sink, which was donated, was delivered and the installation is in process. The ribbon cutting is set for Sat. 6/5.
- d. Day Camp: CITs were chosen. Summer camp will be for 5 weeks this summer.
- e. Programming: The summer movie schedule is set. The movies selected are “Up” (6/27), “Shrek 3” (7/30), “G-force” (8/13) and “The Blind Side” (8/27). So far there is 1 rental set up for the summer which will bring in \$2K.

Music on the beach will be approximately \$250 per event pending Commission approval – with tentative dates of 7/17 and 8/2. Tom Edwards made a motion to add two evenings of music on the beach to the summer brochure. Mark Lamanna seconded the motion.

Vote: 7-0-0. Motion passed unanimously.

- f. SEE Project: John Rossi, a senior at NFHS, proposed for his SEE project to clean up the decks at the Town Beach (sand, seal, etc.). The cost would be approximately \$255 for supplies. Mark Lamanna made a motion to approve this proposal. Bill O’Keeffe seconded the motion.

Vote: 7-0-0. Motion passed unanimously.

6. Subcommittee Reports

- a. Fields: Steve Burfeind reported that scheduling went smoothly this year. High School cooperation was good. The members discussed whether they should increase the field use fees to \$40, which will be determined at a later date.

7. Adjournment

Bill O’Keeffe made a motion to adjourn the meeting. Melissa Fidanza seconded the motion. Meeting adjourned at 10:30 p.m.

Vote: 7-0-0. Motion passed unanimously.The next regular meeting is scheduled for Monday, June 14, 2010 at 7:30 p.m. in the Senior Center Community Room.

Prepared by Denise Coccozza, May 16, 2010