

Parks and Recreation Commission Meeting
November 1, 2011, 2011
6:00 PM
Municipal Center – 2nd Floor Meeting Room

Present: Chair, Sheri Cohen; Laura Bamford; Mark Buchan; Suzanne Harrop; Jen Hoffman; Tom Stanton.

Absent: Rosemary Dolan; Stan Kubinski; Phil Landry.

Call to Order

Meeting was called to order at 6:03 pm.

I. Approval of Minutes

Motion was made by Ms. Bamford to approve the October 4, 2011 Parks and Recreation Commission minutes as written. Seconded by Ms. Harrop. Vote: All in favor. **Motion carries.**

II. New Business

Guest Mike Yunits, Town Manager -

Mr. Mike Yunits, Town Manager, was present to discuss future goals of the Parks and Rec. department. Ms. Hoffman gave Mr. Yunits an overview of the progress that the department has made over the last year or so, including new programs offered, items and services donated, as well as monetary donations accumulated. Ms. Cohen pointed out that one of the goals of the commission is to raise funds for events so that they can avoid relying on businesses in town to donate the supplies needed.

Ms. Hoffman noted that the commission's budget is used primarily for the operation of the town pool. Ms. Cohen added that the department is challenged because their budget pays for both the running of Park & Rec. programs as well as the upkeep of the facilities, which can get very expensive. Ms. Hoffman questioned whether it was in fact the commission's responsibility to upkeep the facilities, pointing out that the buildings belong to the town, not the Park and Rec. department.

Mr. Yunits suggested the commission submit a request to the Capital Improvements Committee for funding for any capital projects. He also requested that Ms. Cohen give him a tour of the Everett Leonard facility. Mr. Yunits requested that Ms. Cohen meet with him soon to discuss the future of the commission and that Ms. Cohen put together a plan that details how many hours would be needed to employ a director of the commission. He said he would also like to see a list of things that funding is needed for, as well as things that can be funded with donations.

Treasurer's Report – Ms. Bamford reported the following:

- The gift account balance remains the same at \$14,936
- The operational budget balance is presently \$5,253, but will be less \$1,900 when the electric bill is paid
- Parade bills - \$110 for the banner, \$850 for the band, and \$1,200 for the police detail – these will be paid from the revolving account

Motion was made by Ms. Hoffman to accept the treasurer's report. Seconded by Mr. Stanton. Vote: All in favor. **Motion carries.**

Festival of Lights – The commission discussed the details of the upcoming Festival of lights as follows:

- Tim Brown as well as The Norton Singers would provide the singing/music
- Cheryl Orsi will provide the photos with Santa for a fee of \$3; a discussion was had on the logistics of getting the photos to people after the festival;
- A discussion was had on the positioning of stations and the flow of people
- Mr. Stanton suggested getting a Santa mailbox (for \$30) and positioning it away from the Santa house to relieve some of the congestion
- Ms. Hoffman said she would check into the possibility of renting a sleigh

- Ms. Harrop suggested doing a Reindeer Food craft
- Ms. Cohen informed the commission that Ribiero has volunteered to donate lights, and that she would contact Roche Bros. and ask for a donation of cookies, and Honey Dew for a donation of hot cocoa. She also said that she would ask members from TMAC to be there to pour the hot cocoa
- A discussion was had on the possibility of helpers in elf costumes, as well as a painted, wood cut-out for pictures

Other - A discussion was had on the needed repairs to the Everett Leonard facility including anticipated cost. Ms. Bamford expressed that she would like to explore the possibility of requesting increased funding from the town for FY13. It was also noted that the Mansfield Ave. facility presently does not have heat and that a capital request to fix the heat may be a possibility. Ms. Hoffman said that she would put together a report detailing long and short term goals of the commission.

III. Old Business

Halloween Parade – Ms. Cohen informed the commission that Ribiero has volunteered to sponsor or co-sponsor next year's parade. Mr. Stanton noted that next year it would be the 20th anniversary of the parade and it would be nice to do something special in celebration of it. Ms. Cohen suggested having a bagpipe band next year. Ms. Hoffman suggested having a Parks & Rec. float too.

Next Meeting

The next meeting is scheduled for December 6, 2011 at 6:00pm.

Adjournment

Motion was made by Mr. Stanton to adjourn at 7:55 pm. Seconded by Ms. Hoffman. Vote: Unanimous.

Motion carries.

Documents Referenced: Minutes of October 4, 2011
Treasurer's Report

Respectfully Submitted by: _____

Sheri Cohen, Parks and Recreation Commission Chair

Sara Lyons, Parks and Recreation Commission Secretary