

Harrington Park Recreation Commission

Minutes of Meeting

January 18, 2012

Commission

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| Chris Apostle | Present |
| Jerry Esposito | Present |
| Jennifer Brackenbury | Present |
| Mickey Franklin | Absent |
| Tom Gleason | Absent |
| Steve Marotta | Present |
| Steve Pacicco | Present |

Town Council Liaison: Glenn Quantmeyer - Absent

Secretary: Michael Amdur

Meeting called to order at 8:05 PM

ANNOUNCEMENTS

Approval of last month's minutes, as amended.

REORGANIZATION/ DEFINITION ABOUT ROLES

There were verbal exchanges about whether one person or a team of more than one person needs to be in certain roles.

Steve M. asked Jen if she would like to be the commission scheduler for "Year 1".

Steve M. mentioned that he sends – for baseball – notices and emails to Boosters who turn them into email blasts.

Steve M. suggested that the goal is to create a master calendar for the year for events.

Steve P. commented that if it's just a scheduler, it's too much for one person. If someone is going to coordinate the town programs: The Fishing Derby, Flag Football, Ragamuffin Parade...the person who is in charge of town programs will assign someone to be the captain of the respective event. Steve P. will take Flag Football and the Ragamuffin Parade,

but he cannot make that big a commitment to everything – somebody needs to do the Fishing Derby.

Steve P. listed the following roles/activities we do: budgeting and finances, field maintenance, sports coordination, Town Day, Town Programs. He suggested that – perhaps – there should be two people would have to work on field maintenance.

Jen suggested that there are issues of authority, in terms of how things get done in town. For example, although it would be difficult for her (Jen) to go to DPW to identify herself as a Rec Commission member and ask that something be done, John Dunlea and the Mayor have much more authority. Jen suggested that – although they are low on manpower – there are things that DPW needs to get done.

Chris A. brought up the walking path as an example to his organization suggestion. There is more than one person working on it because of the size of it. He added that, as things come up, the Rec Commission would have to find owners and – in the best case scenario – is getting ad-hoc committees and folks to help the Commission, but even that's few and far between. But members of the Commission should write down what the roles and responsibilities are and keep to it, as a report every month and necessary actions (moving it forward) between meetings.

ACTION ITEM

For the next meeting, Jen said she would come back with all the dates on the calendar for special events.

Jen suggested that – because Rec is allowed to fundraise – that's the area we should start looking at. Try to make more money and have a goal.

KEY POINT

Jen formally accepted the role of Master Scheduler.

Steve M. would like to make decisions next month, as to what role each individual should take (when we have a fuller group in attendance). Also, there is a need to pick a new President as well as new Budget Person.

KEY POINT

Steve M. accepted the role of "field maintenance" contact.

Steve M. suggested that the Rec Commission could do a walk-through, at the field (look at the shed, hot dog cart) and create a punch-list of improvement and submit it to John Donley.

Chris A. would like to see a further breakdown of roles that are naturally segmented or broader. For example, if there is someone who is a facilities manager - then within that - one person would be responsible for field maintenance, another person responsible for the rest of the facilities (and the things that go along with it). He suggested that it may be a better way for the Commission to categorize things!

KEY POINTS

Steve M. offered himself and Mickey for the role of Facilities Management. Along with that, they would be acting as liaisons to John Dunlea and DPW.

Chris A. volunteered to be the Sports Coordinator and Town Day contact.

Jen volunteered herself to be Town Programs Coordinator (inc. newsletter) and Master Scheduler.

Jerry volunteered to be the "Fundraising and Grants" contact.

Tom was assigned to be the "Field Use Request and Scheduling" contact.

*** UPDATE REVISION: At this end point in the discussion of the topic, "Field and Facilities Maintenance" contacts will now be three people: Steve M., Tom, and Mickey

SOCCKER

Steve M. had an exchange with Anne Murphy today. Apparently, they hadn't paid Rec for 2011. The last check came in April 2011 for the 2010 season.

Steve P. would like to get Anne to send an invoice to use the town financial management system and invoice the sports, have them send the check to Anne, then have her reconcile it against that. This way, there's no question about it.

ACTION ITEM

Steve M. will forward an email (originally to Steve Misa) to Tom to inform him about the situation.

Jerry suggested that the invoices should go out at the beginning of the season. That way, each league is forced to budget and consider. If the Commission waits to do it til the end, then the Commission wouldn't have any payment terms. He added that it might be better to see it distributed to each individual sport. Steve M. and Steve P. agreed with that sentiment and changed the billing to September (for Soccer), hoping they would pay by December. Other sports billing calendars were changed as well.

SPORTS BOOSTERS AND HEADS OF SPORTS

Boosters opened up its meeting held earlier in the evening to town Sports Commissioners for the purposes of obtaining input on projects they would like to have funded by Boosters. Their stated goal is to focus their fundraising efforts with specific projects in mind. HP Baseball attended and suggested a "backstop and bench fencing replacement" project for the three infields on Lower Highland to try to bring them up to the Upper highland standard. Boosters requested quotes and a formal submission from Baseball.

Steve M. suggested that Feb or March meeting could be used for telling them about billing and their contribution.

ACTION ITEM

Chris A. volunteered to send a note (he needs email addresses) to all of them informing them about the new billing system. Then, if they have any questions, they can come to the Feb. meeting. He suggested that this, presumably, would be better than making it an all-commissioners meeting, which has no true agenda to it.

Jen would like to see a covering behind the shed (like Stonepoint has) at Highland.

Jerry volunteered to contact certain individuals so that he could get insight as to what other towns are doing.

Steve P. brought up the issue of the 5-year-plan. Go to the council with the plan and try to get public approval and funding. With the last 5-year plan, there were 75 things that were intended (2006-2011) and half actually got done.

Jen mentioned that there is \$40,000 being offered (by a benefactor) to the Commission. Jen suggested that the benefactor wants to believe in the project(s): projects such as a pavilion or lights and benches for the walking path.

Jen suggested that the Commission invite the benefactor to a meeting after the Commission do a 5-year plan (push the benefactor invitation out two to three meetings in the future).

ACTION ITEM

Steve M. will send sports heads email to Chris A (who will notify them of the new billing process and the requirement, and invite them to come to a meeting).

REC COMMISSION – CAN WE GET ALTERNATES

The discussion about this issue has been agreed upon (by members present) to be tabled.

HPREC.NET

Chris A. would like to see HPREC.NET be a Facebook page. It would take away the burden of hosting and managing the website.

ACTION ITEM

Jen suggested that Ann Bistriz will be making/in charge of a website for the town. Ann said there would be a Rec section and members can just tell her what to put on and she will do it. Jen will ask Ann again to clarify/elaborate on that situation.

ACTION ITEM

Chris A. volunteered to send a note to all Sports Commissioners informing them of the new billing system for field maintenance costs and inviting them to the Feb. meeting. Chris has the e-mail addresses.

TENNIS COURT

Jerry updated information sought from past meeting. It doesn't look good, as per what the Commission was seeking – as far as a lock is concerned:

- Concerning self-closing gates, Jerry got prices on gates that one would physically have to open and close
- The Commission wanted a gate that would close and lock, with a panic bar on the inside. There is no such thing as a gate that – when someone closes it - would automatically lock.
- The locksmith suggested why not save some money and put a padlock on it.

Jerry suggests keeping the gates locked until we sell badges. However, there is a need to have signage that specifies that people with badges have the right (over others) to the court.

Jerry said that, in conversation with someone, Boosters would be willing to buy the Commission nets because there is someone who can get them at cost!

ACTION ITEM

Jerry promised to follow-up on the issue concerning acquiring the nets.

Jerry promised to have badges by next week.

It was agreed that there should be a table for selling tennis badges at the baseball/softball parade during the last Saturday in March.

Also, a sign should be put up on the corkboard of the Swim Club about tennis badges. However, badges will not be sold at the pool/Club - only a sign put there.

FINANCES

Steve M. inquired whether other Town Groups are being forwarded to Rec for money.

FIELDS

Steve M. notified the Rec Comm. that the fall remediation of Highland was done. He got a proposal today by email for Pondside. This contractor will remediate the field (do the work in March) for \$3,490. This is not Tri-State, they are "Field Pro". They proactively proposed an annual contract costing \$5,200. Again, this would be only for Pondside.

There is currently \$16,500 in field maintenance budget according to Steve P. (after adjustments). This would be on top of the \$13,000 we just spent. Steve P. observed that we have around \$25,000 maintenance budget total.

Steve M. would like to use Field Pro for the project (\$3,490), but not commit to anything beyond that until the Commission gets Sports in here and receives clarity about the money situation.

BLEACHERS

Tom's email was referenced. A motion to vote on proceeding with this up to \$30,000 dollar threshold - the goal is to have it in by April 15. Unanimous agreement among members present.

Remediation work is complete. Spring estimate for school field is pending/forthcoming.