

**Harrington Park Recreation Committee  
Minutes of Meeting  
Wednesday, October 21, 2015**

**COMMISSION**

Siobhan Baily	Not Present
Paul Baly	Not Present
Nicole Benasillo	Present
Lynne Cappelmann	Not Present
Charles Degruccio	Present
Brian Fitzgerald	Present
Thomas Gleason	Present

Town Council Liaison: Joon Chung Present

Secretary: Carolyn Lee Present

Meeting called to order at 8:15 PM

**1. ANNOUNCEMENTS**

Call to order. In compliance with the Sunshine Act of 1975, adequate notice of this meeting was made.

**2. ITEMS FROM THE PUBLIC**

No items from public.

**3. ADMINISTRATIVE ITEMS**

**a. Nominating a Chairman for the Recreation Commission**

Thomas Gleason will temporarily fill the Chairman position until January 2016. Nominations and assignment will be deferred to another Recreation meeting.

**b. New Member**

Welcome Nicole Benasillo to the Recreation Commission. Mayor Hoelscher could not attend today and will swear in Nicole in November's meeting.

**c. Minutes**

The three attending members have approved the minutes from June 17, 2015, July 15, 2015 and August 19, 2015. One member abstained.

**4. UPDATES**

**a. Finance and Budget**

Tom will talk to Steve about the Finances and Budget. When the reports are available, everyone in Recreation will have access to the budget for the Ragamuffin Parade, field maintenance , seasonal water meters, etc.

**b. Field Requests**

**i. HSA – school organization procedures**

Is it necessary for Dr. Fried to notify school organizations of the Recreation procedures for field requests? HSA and the Recreation Commission have always been cooperative. Recreation and the Board of Education should help by informing new members of the Field Request requirements. The procedure would be to complete the Field Request Application on the Harrington Park website and provide a certificate of insurance.

Other organizations that may have requests are the girl scouts and the boy scouts.

**ii. Special Cases – Time Constraints**

The Holy Angels requested to use Highland field for one day. The field availability was confirmed by Charles. The application was filled and COI was provided. Charles would be able to approve the request in a short request timeframe. The Recreation Commission would like to have the flexibility to approve special requests with time constraints to work with the community. After the application is completed, the COI is provided and the field is available, the entire Commission should be informed of the request. The requester should be informed if the request is approved.

**c. School Coordination**

- Men’s basketball has moved indoors to the gym on Thursdays. Their field use form is completed. HP insures Men’s basketball.
- HP Basketball will hold tryouts this week in the gym and work around the Men’s basketball. Their field use form is completed with the insurance.
- HP Soccer will hold tryouts in the gym on Nov.12 and 13. Lynne is waiting for their paperwork.
- VIP Soccer made a request for the APR on Nov.21 – that has been approved.
- An overview of what groups Harrington Park provides insurance for and what the procedures are to request the school use.

**d. Grants**

No updates.

**e. Sports Coordination**

- Meatheads is interested in selling food at the HP baseball games. Their contact information was forwarded to Mike Rutigliano. Reach out to baseball to see if they want to use it as a fundraiser.

**f. Town Day (September 12, 2015)**

- Overall, positive comments from attendees.
- Harrington Park residents are resilient and came out after the rain.
- The train ride was a big hit.
- Concerns that Fun Time needed assistance from DPW at 9:00pm and 9:30 the night before Town Day and more assistance to remove the rock wall after the event. The

rock wall was a very popular attraction, but was late to start because Fun Time had a hard time setting it up. It is worth keeping next year.

- Many favorable comments about the Face Painter, but the wait time was up to 45mins. She stayed after the event to finish all the kids in line. We should consider more than one face painter next year.
- Consider increasing the price of beer next year.
- The Petting Zoo was also popular, but their schedule didn't allow them to stay the entire event.
- The photo booth was not in an optimal location but required a power source and a flat surface. The new lampposts being installed will have a power source and the photo booth should be able to be placed in a better location.
- Consider having vendors sponsoring some rides. Weichert had suggested supplying a dunk tank, but we had already ordered it. Also, the Ambulance Corps offered to operate it.
- We reached out to many the town organizations. Although the Girl Scouts, Daisies and Brownies were asked to participate, there was some miscommunication. Next year, we will reach out to individual troops to insure the information is available to them.
- Procedures and contacts were documented for future planning.

**g. Town Programs**

**i. Ragamuffin Parade (Saturday, October 31, 2015, 10am)**

- Rain location is HP School Gym. The school has approved Field request.
- Nicole has organized to purchase 50 pumpkins from D'ercole. She has also offered to bring additional tables for the crafts or games.
- Prizes have been purchased.
- We have reached out to the Girl Scouts a couple of times for volunteers and involvement and one volunteer has replied. Teens for Tomorrow have 15 volunteers signed up to help with the games and craft stations. There are other 6<sup>th</sup> grade volunteers that have signed up as well.
- The police and DPW have also been involved in the planning.
- Juniors will be offering refreshments.

**ii. House Decorating Contest**

- Charles and Siobhan have volunteered as Judges to represent the Recreation Commission.
- Gavin Perez will announce the winners on HP TV on Oct.30.
- Joon will purchase the prizes to be awarded to the winning applicants at the Ragamuffin Parade. Recreation Commission should consider donations because the Recreation budget is small.
- This is the 3<sup>rd</sup> year that Recreation has provided the prizes. Last year there were 3 houses on the list, this year there are 18 applicants.

**h. Park & Playground Maintenance**

**i. Lightning Detectors and Alerts**

- The lightning detectors are working and alerts are being sent. Trouble ticket for software application for 5 mile alert still opened since June. Carolyn will contact Margaret for further assistance.
  - There was discussion on who would want a 5 mile alert and when the light starts to flash.
- ii. Field Maintenance**  
Tri-state has one more application for the year. The bills are paid.
- iii. Pondsides**  
Potholes in the parking lot need to be filled. Charles will contact Mark Kiernan when they can be filled.
- iv. Highland**
- v. George street**
- vi. School**
- vii. Beechwood**
- viii. Don Horsey**
- There is a big rock in the park.
- ix. Columbus**
- i. Tennis**  
No update
- j. Running Club**  
Program has started.
- k. Additional Keys for Hut**  
Brian offered to get copies for members of the Recreation Commission. There is a set of keys for the hut and the backfield hut. It is easier if anyone is called to have access, then Recreation can open the doors.
- l. Shelving Unit for Basement**  
The basement has been redone. Tom will ask Ann and Mark to see if they can purchase some metal shelves to organize the Recreation items.
- m. Schedule Review of 2016 Projects**  
Recreation will decide on a date to do a walk around the town to determine what projects are needed. Tom, Brian and Carolyn will circulate what we have from 2014.
- n. Bag for DPW Mowers for Grass Clippings**
- Mitch Helfman, is considering adding a bag to catch grass clipping for the DPW Mowers to help the grass be less slippery for the soccer fields. The catcher is for a 5 ft deck, but ours is 6 ft. This would require us to purchase new equipment that would cost about \$18,000.
  - The grass was not cut for a longer period of time as a result of the sprinkler installation. Also, with sprinkler system in place, the grass could be thicker than previous years. Brian will talk to Mitch about the issues.

## **5. PROJECTS**

### **a. Highland Bathroom Hut Doors - keypad**

There were concerns with the doors unlocked all night. The keypad would provide timed locks and allowing people to leave the bathrooms and not being locked in. Doors need to be replaced. The doors will be sealed at Thanksgiving and reopened in March. Are we going to go to the added expense for motion sensors with lights and water facets? The motion sensors have been in place, but might need to be changed. This will be considered in the walk around projects.

**b. Flooding at Highland Field 3 Hut**

This project has been completed. Shed will need to be replaced as well.

**c. Upper Highland Shed**

This has been approved. Brian is waiting for a price on a shed. New Earth is installing the pad for the shed. The price has been approved and Sports Booster is paying for everything.

**d. Sprinkler System**

Sprinklers are installed. The water meters will be gone Dec.1. The sprinklers will be closed out between Nov.1 to the end of the month. Sprinkler shut down cost is \$345. It is the same price to start up.

**e. Patio in Front of Hut**

This is a possible 2016 project.

**f. Walking Path Lighting Plan Status**

The posts are installed. We are waiting for the light heads to be installed. Recreation would like to know where the controls for the lights are located and how it works.

**G. Recreation web pages**

No updates.

## **6. OTHER ITEMS**

### **United Water**

United Water sent a letter indicating that they will install seasonal water meters only if there is a backflow unit that is above ground. Mark Kiernan indicated that 8 meters are installed each spring. 2 locations have above ground backflow units and 6 do not. The cost to install a backflow unit may be expensive. Joon will get some estimates on cost to install. There may be additional costs to test each year, but may be part of the cost to hook up each year. Mark, Brian and Joon will identify which locations need an above ground backflow unit.

## **7. NEXT MEETING**

Next regularly scheduled meeting is Wednesday, November 18, 2015 at 8:00PM.