

**SUFFIELD PARKS & RECREATION COMMISSION
MONTHLY MEETING
JANUARY 8, 2014**

The Suffield Parks & Recreation Commission held its regular meeting on Wednesday, January 8, 2014 in the upper level conference room, Town Hall, 83 Mountain Rd., Suffield, CT.

ATTENDANCE:Lou Casinghino, Chairman
.....Cindy Nicholson, Vice Chairman
.....Kerri Milne, Clerk
.....Leeayn Burke
.....Mike Roccanti
.....Brian Casinghino
.....David Rusnock
.....Gerry Crane

ABSENTBill Clark

ALSO IN ATTENDANCE:Wendy J. LaMontagne, Director

Lou called the meeting to order at 7:05 p.m.

PUBLIC INPUT: None.

MINUTES: Gerry made a motion to accept the minutes. Cindy seconded the motion. The vote was unanimous to accept the minutes.

CORRESPONDENCE: None

PROGRAM REPORTS: No comments

OLD BUSINESS:

Babb's Update: Gerry reported that getting water to the rink building is still not resolved and he has been working with Economic Development Director, Patrick McMahon who has been very helpful. Patrick is trying to get a meeting with all the parties involved to resolve this issue. He is also working on a S.T.E.A.P. grant and working with Elaine O'Brien's office at the State regarding the \$75,000 grant that we currently have on the books. This grant can be used for bathrooms at the rink rather than at the bathhouse on the beach area. It was discussed that at some point bathrooms may still need to be installed at the beach area as it is a long walk up to the rink. The C.R.C has installed new fire doors, and siding on the building.

They are applying for a Zak Grant and the C.R.C. is actively pursuing fundraising options as they are planning their summer concert series. Gerry requested that the Town Public Works department roll the grass field. Wendy will follow up with Public Works. Gerry may have a company that can make a dance area in front of the stage.

Wendy has been discussing a reduced price by a company that submitted an RFP for a conceptual design and is still awaiting a decision.

A.C.C.E. Update: A.C.C.E. requests have been submitted and Parks and Recreation is scheduled to meet with A.C.C.E on Tuesday, January 14, 2014 at 8:00 p.m., in the upper level conference room of Town Hall. Commissioners are welcome to attend.

Budget Update: Wendy reported that the preliminary budget was submitted to the First Selectman and Finance Director and meetings will be set up in the next few weeks to review. The operating budget increased by 7% from last year. Increases to the budget included additional hours for part time special programs coordinator from 25 hours to 30 hours, new line items for on line registration for computer software and bank and credit card transaction fees. Since this is a new process it is an estimate as we have no baseline to base fees on yet. Other line items stayed the same. There was a reduction in the telephone line item as the department is now on the Town system and the department does not get billed for this. There was a reduction to the postage line item as we email more correspondence.

Camp budgets were distributed and they show a slight increase. The Kid's Korner camp will be extended to a longer day based on parents' feedback. Staff hours will increase for this camp accordingly. Returning summer staff will receive a 2% increase as we want to retain good trained staff, and the minimum wage has increased on January 1 to \$8.70 which resulted in increases and was incorporated into the camp staff rates. The participant fees offset the expenses for these camps.

Youth Basketball: The program began last Saturday and despite the freezing temperatures the attendance was great. There are 269 children enrolled in the program, two more than last year. Parents had good feedback about the mini hoop program being moved to the McAlister gym and the use of their hoops. The referees will be in training next week and Cindy Nicholson will conduct a hands-on clinic for them on January 18. Brian stated it is important for the referees to learn to take charge of the game and really blow the whistle and reiterate to the children why a call was made.

NEW BUSINESS:

Department Position: Wendy reported that no one applied for the Administrative Secretary position during the internal posting. The First Selectman met with Wendy and stated that the position would be under re-evaluation. Lou met with the First Selectman regarding the position and reported that First Selectman is willing to discuss and compromise the needs of the department. The commission discussed the need and

importance of the Administrative Secretary position to the department. There was also discussion on the increase in hours to the Special Programs Coordinator position. The commission discussed the immediate need for assistance in the office and would like a temporary assistant to help out.

Brian made a motion that pending the hiring of a new secretary that the Town immediately provides an Administrative Secretary in the Parks & Recreation department until the position is permanently filled. Cindy seconded the motion. The vote was unanimous.

ADJOURNMENT: Gerry made a motion to adjourn the meeting. Cindy seconded the motion. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Kerri Milne, Clerk