

**MINUTES**

**SUFFIELD PARKS & RECREATION COMMISSION  
MONTHLY MEETING  
AUGUST 10, 2011**

The Suffield Parks & Recreation Commission held its regular meeting on Wednesday, August 10, 2011, at 230C Mountain Road, Conference Room.

ATTENDANCE: .....Leeayn Burke, Clerk  
.....Brian Casinghino  
.....Bill Clark  
.....Michael Roccanti  
.....David Rusnock

ABSENT: .....Lou Casinghino, Chairperson  
.....Cindy Nicholson, Vice Chairperson  
.....Kerri Milne  
.....Gerry Crane

ALSO IN ATTENDANCE: .....Wendy J. LaMontagne, Director

Acting in Lou's absence, Mike called the meeting to order at 7:10 p.m.

**PUBLIC INPUT:** none

**MINUTES:** David made a motion to accept the minutes. Brian seconded the motion. The vote was unanimous.

**CORRESPONDENCE:** The Health Department did their regular water tests at Babb's Beach and Sunrise Park and found that there were high levels of bacteria at Babb's. Wendy will be notified after a retest on Thursday, August 11. If the bacteria level is still too high, the Parks and Recreation Department will need to post a sign on Friday, August 12<sup>th</sup> indicating that swimming is prohibited even though the beach is not officially open for swimming.

**PROGRAM REPORTS:** No comments.

**OLD BUSINESS:**

**Summer Camps & Programs:** Camps are winding down with the previous week as the final week of summer camps. Overall we had a really great season. Wendy commented on the great supervision given by the summer staff. Everyone worked really hard this summer. Lego camps, Morning Munchkins and Kids Korner had great attendance. Themes were infused into the Sunrise Day Camps so families could pick and choose which session(s) they preferred. Sunrise had some great events and some new crafts. The new Tween trips to Monster Golf and Winding Trails were well received but we

might have to modify those camps next year due to low numbers; maybe incorporate guest speakers and eliminate trips. Soccer Camp is the week of August 15<sup>th</sup> at Bruce Park. The department is now transitioning into fall soccer.

Leeayn asked about the rationale for not offering camps the last weeks of August. Wendy said that camp staff is seasonal and, therefore, hard to retain into that timeframe. She also said that the indoor facilities (schools) are not available at that time due to custodial preparation for school openings in the fall.

Leeayn voiced a concern about communication between the schools and the Parks and Recreation Department. The commission discussed the concern and agreed that Wendy and some fields subcommittee members should attend the next Facilities and Transportation subcommittee meeting to discuss the year in advance. The meetings are typically at 8:00 a.m. on the fourth Tuesday of the month. Wendy will check on the next meeting date.

**Personnel Matter:** Wendy filled the commission members in on the progress of the secretary position. Wendy, Lou and Leeayn met with the First Selectman and Human Resources Director on Monday, July 18<sup>th</sup> to talk about the job. Although it was made clear that the commission and the Director of Parks and Recreation wanted the job description revised, it will not be revised at this time, but maybe in the future when all descriptions are revisited.

The Parks and Recreation Department secretary position was posted internally for one week and has been filled. The position is thirty five (35) hours per week. Marie Bourque will be transferring from the Police Department and will begin on Monday, August 15. The commission will meet her in September when she attends the monthly meeting.

**Field sub-committee update:** Wendy sent a clarification note regarding the Soccer Club lights to Mark Cervione and Travel Soccer President, Raj Gosh, to summarize the commission's reasons for wanting the lights put at the Middle School field instead of Packard Field. The letter highlighted better utilization of the lights, field preservation and enhancing the lighted complex at the Middle School.

### **NEW BUSINESS:**

**Fall Soccer:** The department has been very busy with soccer registrations. The Early Bird registration fee didn't really help in getting people to register early. The commission discussed the registration process and complications from late registrations. The commission discussed ways to encourage the early bird registration. The department started advertising earlier in the spring which has helped get the word out earlier. Bill and Mike suggested contacts through emails. Brian suggested putting the registration sign with the "taxes due" sign in July. The commission discussed the possibility of a Recreation Department marquee; Wendy will check on zoning regulations and see if any scouts need project ideas. Wendy recommended going back to a \$20.00 savings for early bird registration. The commission agreed to add this to the agenda for a vote next month.

Brian brought up a concern about the registration deadline being too early. Wendy said the department needs at least five weeks to prepare for the soccer season. She said she could add one more week at most. There are many things already in the works in mid-July in preparation for fall soccer as well as the department coordinating all the other programs run in the fall.

Wendy noted that the soccer coaches meeting and soccer referee clinic are coming up. Practices are starting the week of August 27<sup>th</sup>. David asked about bumping the soccer season up a week and having soccer on the weekend of Suffield on the Green. Wendy said we used to do that but parents asked that we avoid that weekend. Wendy will include a question about this on the evaluation form at the end of soccer to see if parents want to go back to playing on the Suffield on the Green weekend next year.

**Road Race:** The road race is Saturday, September 10<sup>th</sup>. Registrations are coming in and the department is in need of adult and student volunteers. Commission members signed up to help. Wendy is also seeking donations for prizes and the commission discussed raffle prizes.

Leeayn made a motion to adjourn and Brian seconded it. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Leeayn Burke, Clerk