



**SHERMAN  
PARK AND RECREATION**

Mallory Town Hall  
Sherman, Connecticut 06784

(860) 354-3629

**SHERMAN PARK AND RECREATION COMMISSION  
REGULAR MEETING MINUTES**

**February 10, 2014**

**Present:**

Fran Frattini  
William Butts  
Kris Fazzino  
Scott Berlinger  
Karen Kellett  
Denise DePalma (arrived at 8:50)  
John Wrenn – Director

**Absent:**

Stan Greenbaum

**Guests:**

Frank Spaziani

**Call to order:**

Chairman Frattini called the February 10, 2014 Park and Recreation Commission meeting to order at 7:37pm.

**Minutes:**

*A motion to approve the minutes of the January 13, 2014 Sherman Park and Recreation Commission Regular Meeting minutes was made by Kris Fazzino. The motion was seconded by Scott Berlinger and minutes were accepted as written unanimously.*

**Correspondence:**

It was noted that Estelle Fazzino had recently sent an email to Clay Cope with compliments for the regular clearing of the track at Veterans Field. Mrs. Fazzino noted that many people have been able to walk and run on the track thanks to the snow blowing that has taken place. Fran Frattini offered the commission thanks as well for the upkeep.

**Old Business:**

1. The revised Boater's Code was discussed. John Wrenn has about half of it done and read the part that was completed. There was a discussion and the commission agreed with the initial section that was read. The finished code will be given to boaters at the time of registration along with the boat mooring regulations, additional regulations for all towns on the lake and speed restrictions on the lake road. It was noted that the mooring regulations need other common courtesy issues added. Mrs. Frattini noted that the full regulations and Boater's Code must be ready for discussion at the next meeting. Mr. Wrenn stated that he would send out a draft to the commission prior to the next meeting.
2. There was a discussion about moving future meetings to 7:00. *Scott Berlinger made a motion to change the start time of regular monthly meetings from 7:30 to 7:15 starting next month. Kris Fazzino seconded and the motion was accepted unanimously.*
3. There was a discussion about items left on the docks by boaters. Mrs. Frattini noted that nothing anyone could trip over should be left on the dock or boardwalk.
4. Frank Spaziani, newly appointed Facilities Manager for the town, thanked the commission for having him at the meeting. Mr. Wrenn gave him a listing of all the facilities that Park and Recreation is responsible for. It was noted that manuals for maintenance for each facility will be developed and that Mr. Greenbaum may have begun this project already. This will help the facilities manager to coordinate and standardize maintenance of all town facilities. Mr. Spaziani asked for a listing of known maintenance and repair issues with each of the facilities on the Park and Recreation list. He suggested meeting with either the commission or Mr. Wrenn or both to further discuss facility needs.

Mr. Spaziani also noted that there was a software system in place at the school that was used for maintenance requests and he would like to see this used by all departments. Purchase order procedures were discussed. It was noted that a maintenance request would be sent to Mr. Spaziani who would in turn request the purchase order from Town hall and bill would be charged to the appropriate department.

The past, present and future conditions at the Beach Office were discussed, including mold issues, removal of foliage/saplings around the building, increased drainage, prioritizing, documenting and following through on projects.

The maintenance needs of the bathrooms at Veterans Field were discussed, including automatic locks, gutters and leaders, paint, new door and tile on floor and half way up the walls to allow hosing down the inside. The suggested total for these items was about \$10,000. It was noted that perhaps \$5,000 could be requested for this year and \$5,000 for next with the door and gutters being the highest priority.

Pavilion bathrooms were deemed to be in good shape.

A walk through of all the Park and Recreations facilities with Mr. Spaziani and a Park and Recreation representative was discussed. It was noted that docks and bathroom facilities were priorities for the budget.

It was reported to Mr. Spaziani that there is a broken window in the Scout House that the Historic District Commission had brought to the attention of the Park and Rec. Commission previously and Mr. Spaziani was asked to make the replacement/repair of that window a priority.

Tennis courts were discussed, including a review of options for repair and potential for relocating courts.

Dogs at Veterans Field were discussed, including current procedures in place, both the positive and negative impact of dogs on the fields and the track and options for changes in the future.

Frank Spaziani suggested a meeting with himself, a Park and Recreation representative and Donny Borkowski to interface with the town crew.

**New Business:**

John Wrenn distributed copies of the proposed 2014-15 Park and Recreation budget. The budget was discussed, including maintenance and improvement, budget procedures, and Park and Recreation's ability to generate income. The operating budget was reviewed line by line. Supplies line items stayed the same except for pavilion maintenance, down \$300 and pavilion operating expenses, down \$200. Salaries line item reflected raises for part time summer staff that ranged from \$.25 per hour for lifeguards, swim instructors and waterfront supervisor to \$10 per week for camp directors and \$5 per week for camp counselors noting that they have not had a pay increase in a few years. The number of Junior Camp counselors projected is one less than the 13-14 budget due to a decreasing population in the 4 through 7 age group.

In other areas of proposed expenses, most lines showed no change with the exceptions of: utilities, up \$200; phone, down \$150; portable toilets, down \$200; concert series, up \$1,000 (5 instead of 3 concerts); SPARK supplies, up \$600 (had been spent before but not reflected in this line item).

Anticipated revenue lines were discussed. Changes include: camp revenue expected to be down by \$1,220 due to lower enrollment; boat moorings projected to be

down by \$6300, with fewer slips rented and a need for either repair of docks or lowering of fee; SPARK expected to be down by \$7,000 due to decreased enrollment. There was a discussion about raising fees and it was noted that expenses are already minimal. Pavilion income was proposed to be down by \$100. There are no proposed changes in camp fees or boat mooring rental fee.

There was a motion to accept the operating budget of \$132,712 by Kris Fazzino. It was seconded by Scott Berlinger. The motion was accepted unanimously.

The Capital Improvements section of the proposed budget was reviewed and discussed.

There is a 4 year plan proposed for new docks, six docks the first year (\$27,000) and five docks each of the following three years (\$23,000 each year). The 4-year plan for the boardwalk is for ¼ section each year for each of the 4 years at \$15,000 per section. New tennis courts are proposed at a cost of \$150,000. In addition there will be \$10,000 for work at the Veterans Field bathroom, including replacing doors, leaders, gutters, tile floors and walls halfway up. Also \$5,000 for beach office repairs including door replacement, electrical panel work, paint for inside and out, outside drainage.

There was a motion to accept the capital budget proposal by Denise DePalma. William Butts seconded. The motion was accepted unanimously.

It was noted that about \$25,000 is needed for a section of the docks and if all slips were rented the revenue would be about \$50,000.

It was advised that the budget hearing is on Saturday March 1 and begins at 9:00am. The Park and Recreation Department is second on the agenda.

Kris Fazzino requested a listing of lifeguard salaries for towns around the lake. He noted that the Sherman lifeguards were underpaid in his opinion and that a recommendation for higher hourly wage should be made. Mr. Fazzino also requested that all possible commission members attend the budget hearing.

Denise DePalma opened a discussion about a Relay for Life event for Sherman, including insurance issues, sponsorship by the Park and Recreation department and the possible number of participants. The Commission was in agreement that sponsorship of the event would be possible.

**Director' Report:**

John Wrenn reported the following information:

1.The checking account update: balance as of 1/13/14 was \$4,295.84. There was a deposits made for skiing, basketball and from the bounced checks from the summer. There were no checks written. The balance as of 2/10/14 is \$6,055.84.

2. Mr. Wrenn is exploring the possibility of offering karate classes.

With no other business to come before the Commission, Karen Kellett made a motion to adjourn the February 10, 2014 Park and Recreation Regular Commission Meeting. The motion was seconded by Denise DePalma and passed unanimously. The meeting was adjourned at 9:31pm.

Respectfully submitted,

Karen Kellett  
Park and Recreation Secretary

Mary Jo Dix  
Recording Secretary

**These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Park and Recreation Commission.**