



SHERMAN PARK AND RECREATION

Mallory Town Hall
Sherman, Connecticut 06784

(860) 354-3629

Sherman Park and Recreation Commission Minutes of Special Meeting February 22, 2016

Present:

Fran Frattini-Chairman
William Butts
John Wrenn-Director
Denise DePalma
Karen Kellett
Kris Fazzone

Absent

Scott Berlinger
Stan Greenbaum

Guests: There were no guests.

Call to order:

Chairman Fran Frattini called the February 22, 2016 Special Meeting of the Park and Recreation Commission meeting to order at 7:30pm.

Pavilion and Facilities Applications:

There was a discussion about splitting the day into 2 halves for rentals of the pavilion in order to allow more people to use it. John Wrenn noted that with the current fee structure if the pavilion was already rented for a requested day that he would have to deny the application. Several options were explored.

William Butts made a motion to split the day into two halves for rental purposes and the times would be 10:00 – 3:00 and 3:00 to 8:00 with John Wrenn explaining at the time of application that one party if needed can reserve both halves of the day but the cost would be double. The motion was seconded by Denise DePalma and passed unanimously.

There are applications for use of the pavilion on August 22, September 12, and also an application from Dr. Krier for the pavilion on September 11. Mr. Wrenn will contact both parties and discuss specific timing and fees with them.

John Wrenn noted that he had a request for the Little League Field at Volunteer Park for Monday,

Wednesday, Friday and Saturdays. There was a discussion, including other groups that may be requesting field space, need for insurance certificates from user groups and a list of contact people for various sports groups. The Town Little League would be given first choice on the use of this field.

In addition there had a been a request from the Friends of Happy Acres for use of Volunteer Park for parking for a 5K Run scheduled for Saturday April 23 from 8am – noon. Mr. Wrenn will inform the soccer groups that may be using the fields of this usage.

Minutes from January 11, 2016 Regular Meeting:

A motion to approve the minutes of the January 11, 2016 Sherman Park and Recreation Commission Regular Meeting was made by Kris Fazzone. The motion was seconded by Denise DePalma and passed unanimously.

There were no minutes from the February 8, 2016 Park and Recreation Commission Regular meeting since that meeting had been canceled due to inclement weather.

Maintenance and Repairs:

John Wrenn noted that there is still a need to find someone qualified to install spider climber on the playground at Veteran’s Field.

Facilities Report:

There was a discussion about the locked doors at the school during Park and Recreation office and program time. Saturday basketball program time was discussed. It was noted that often the parent of a participant would monitor

the door during the program and open it for participants.

The cafeteria door is the access way for the public when going to the Park and Recreation office. Given the location of John Wrenn’s office he cannot see who comes in. Options were discussed, including putting a bell on the doorknob during office hours and finding a new location (out of the school) for Park and Recreation office.

Income and Expenses:

John Wrenn reported that the After School Program (ASP) had deposits totaling \$15,580. Expenses were \$13,482.84 for salaries and \$362.38 for snacks for a total expense of \$13,845.22 and an overall positive balance to date of \$1,734.78. Mr. Wrenn noted that ASP program should be in good shape at the conclusion of the school year. Mr. Wrenn also shared the January 2016 checking account report with the commission, with an ending balance as of 2/8/16 of \$6,517.83.

Mr. Wrenn noted that there was a delay in getting paychecks to the ASP staff. He turned in the ASP income check to town hall on Thursday afternoon and was told it was too late and paychecks would not be issued until the next pay period. There was a discussion, including the possibility of leniency in such a situation.

There was a discussion about SPARK having been cancelled and removed from the 2015-2016 budget and ASP being created as a regular self-sustaining Park and Recreation program and not

being a budgeted item, as SPARK was. It was noted that at a BOS meeting the Commission agreed that the continuation of ASP was dependent upon by December 2015 of having an average of 6 participants per day, the break-even mark, in order for the program to continue through June. When this was agreed upon at a BOS meeting, Fran Frattini had asked the BOS if she needed to come to report at another BOS meeting and she was told that it was not necessary, as they would read the decision of the Commission in the minutes of the meeting. As the December meeting was canceled due to weather and the numbers were above those required, the program continued as was noted at the January 2016 meeting.

New Programs/Winter Programs:

Denise DePalma advised that there will be another Drumming Circle event on Friday, April 1st from 7:00pm to 8:00pm, open to all ages. Mr. Wrenn will schedule the multi-purpose room at the school for this event.

Skiing is going well.

Basketball is going very well with 61 children participating.

There is a cooking class for adults planned for April, instructed by Mary Jo Dix. The focus will be on Easy and Elegant Appetizers.

Director's Report

John Wrenn shared the following information:

1. Mr. Wrenn is waiting for a reply concerning the Scout House gutter project. A quote had been received for gutter work and the cost was to be shared with Park and Recreation and the Historic Commission.
2. The P.T.O. had requested a Park and Recreation donation for an upcoming gala fundraising event. There was a discussion and various options were discussed.

Denise DePalma made a motion to approve a certificate for free enrollment for one child to either Junior or Senior Camp for the 2016 summer 6 week session. The motion was seconded by William Butts and passed unanimously.

Proposed 2016/2017 Budget:

John Wrenn passed out copies of the proposed 2016-17 budget along with his detailed comparison of 2015-16 budget, actual or estimated 2015-16 and proposed 2016-17 budget items. The information was reviewed item by item. There was a discussion, including the following points and corrections:

1. The Director's salary had been omitted and will be included with a commission recommended 4% increase to make it \$16,342.
2. "Assistant Director" line item was eliminated and a new line "Program Director" was created.
3. Utilities line item was decreased by \$200 based on current year's expenses.
4. Park and Rec. phone line item was decreased by \$700 due to elimination of the beach phone.
5. All SPARK line items should be eliminated from the budget
6. In the report of expenses provided by the Selectmen with the budget request info, ASP salaries were included in the budget and were put in the SPARK salaries line item; the ASP salaries should not be a budget line item and in addition no ASP revenues are listed to offset that expense. ASP should be treated like other programs, such as wrestling: participants pay fees, that money gets deposited in Park and Recreation's checking account, Park and Recreation

sends check to Treasurer's office, Town pays wrestling instructors. *Also included are expenses for other programs which the Town is given deposits to offset the expenses. Having these unbudgeted items makes it look like the Park and Recreation Budget is overspending when it is not.*

7. There was no change in any proposed supply expenses except for an added \$1650 for Pavilion Maintenance/Winterization.
8. Proposed salaries showed an increase of \$16,800 for the new position of Program Director,
9. Wage increases for camp staff as follows: Senior Camp Director, \$10/week, Senior Camp counselors, \$5/week, Junior Camp Director \$10/week, Junior Camp counselors, \$5/week.
10. Wage increases for lifeguards and swim instructors, \$.75/hour and for Waterfront Supervisor \$.25/hour. Also discussed was the wage scale for returning employees noting that the Commission would like to see this scale used for all returning employees.
11. The concert series had increased by \$1,000.
12. The complete total for expenses with corrections is approximately \$121,446.00
13. Anticipated Income Revenue increased by \$3,905 due to anticipated increases in each of these: camps/swim lessons, boat moorings and pavilion rentals for a total of \$84,700.
14. Summer Junior and Senior Camps, swim lessons and resident boat mooring fees will not be increased.

William Butts made a motion to remove SPARK line items from budget. The motion was seconded by Kris Fazzone and passed unanimously.

There was further discussion about the confusion surrounding SPARK, a budgeted program and ASP, a self-sustaining program. It was noted that this should be discussed at the upcoming budget hearing.

The Park and Recreation Ordinance was discussed especially sections related to finances and rules.

There was a discussion about an out-of-town boat-mooring fee.

Kris Fazzone made a motion to allow out-of-towners to apply for a boat mooring only after May 1 and only if the slips are not filled and the fee would be \$1,200. The motion was seconded by William Butts and passed unanimously.

Capital Improvements section of the proposed budget was discussed item by item. Park and Recreation proposes the following: new docks, power washing tennis courts, repair to cracks in basketball court, new barbeque grills at the pavilion and Town Park, split rail fencing at Town Park and Munch Meadows, stone dust for track, and clay for fields totaling \$41,820. In addition, the First Selectman had asked for the replacement of 2 carpeted tennis courts and a Toro infield Pro 3040 totaling \$153,235 be included for a grand total of Capital Improvements of \$195,055.

Kris Fazzone left the meeting at 9:21pm.

John Wrenn will make the corrections to the proposed budget as discussed.

Denise DePalma made a motion to accept the proposed 2016-17 budget with corrections for approximately \$121, 446 in expenses and the proposed Capital Improvements of \$41,820 that

Park and Recreation Commission has requested and \$153, 235 that was requested by the First Selectman for a total of \$195,055. The motion was seconded by Karen Kellett and passed unanimously.

With no further business, William Butts made a motion to adjourn the February 22, 2016 Park and Recreation Special meeting. The motion was seconded by Denise DePalma and passed unanimously. The meeting was adjourned at 9:40pm.

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***