

**TOWN OF NORTH BRANFORD**  
TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONECTICUT 06471-1290

Parks and Recreation Commission  
STW Community Center  
1332 Middletown Avenue, Northford, Ct. 06472  
Tuesday, February 27, 2018- 6 P.M.

Minutes

Present: Brian Lynch, Michelle Provencher, Steve Torino, Victor Palma and John Onofrio.

Also present: Lauren Munro, Recreation Director; Rose Angeloni, Town Council; Russ Senerchia, NBLL; Marc Carotenuto; Eagle Scout; Michael Ricci, Eagle Scout; Toby Carotenuto, Eagle Scout; Bill Savastano, Earth Day; Hunter Provencher, Visitor.

Chairman Brian Lynch called the meeting to order at 6:00 pm.

The Minutes of January 23, 2018 meeting were accepted as submitted on the motion by Michelle Provencher, second by Steve Torino.

**Parks and Fields** - Discussion and Action

a. Eagle Scout projects – Toby Carotenuto presented a Troop Project preliminary plan for the Bocce Court to be 12x60 on level ground, removing some 4 inches of sod and using pressure treated wood, secured with rebar, with tarp, crushed stone under sand and stone dust covering. Brian asked if he had seen the Bocce Court at the Italian American Club in Branford, and he had seen others. He was advised by Brian that he needed to submit a full presentation with pictures, drawn plans and material list to present to the Commission at the March meeting and also, meet with Lauren and Fran Merola at Public Works for their advice and approval. They will walk the area so there would be no error in placement which will be near the end of the senior handicap ramp. He can get a jump start by bringing the plans to Lauren who will send them out to the Commission to speed up the process of approval at the March meeting. Once everything is in place, the start could be as early as March or April, hoping for a July finish.

It was said that North Branford is grateful for all the many projects that have been benefiting the Town by the Eagle Scout Program through the Boy Scouts.

The motion was made by John Onofrio, second by Michelle Provencher to allow the project to move forward with the Commission approval.

b. Park Signs – Lauren and Cary sent sign design suggestions to the Town Planner after reaching out to vendors for information and Rose Angeloni recommended that the Commission compile a priority list of signs needed at all the fields so that the process of procurement can begin. The Town Council will have an idea as to how many are needed and once the design and color are decided there will be no delay in implementing the order. There is currently money available in the Tourism account that can be a start. Steve Torino suggested that to save money why not solicit funds from business who could sponsor signs for the various fields. Rose suggested that it might be another way, however to speed things up it's best to do it now to fast track the project through the Town Council and if necessary the sponsorship would be a fund raiser later. She explained that due to the quantity of signs the Town can combine Parks with the Community in ordering, the prices will come down. Because all our parks and fields are located on State Roads there is a need to abide by State right of way and also the ease of keeping them groomed to

consider. During discussion it was recommended that the signs for Memorial/Colter/Reigeluth could be made smaller like street signs designating the fields and Tennis Court which could be done once the colors are decided to correspond with the rest of the town signs. It was decided that those fields without signs should be considered first, so they are North Farms Park and Mill Field; followed by those needing replacement signs based on field use, Totoket Valley and then Northford Park which is used least, so could be put last and these will be recommended to Town Council.

c. Portlets – Opening of Bids will be Thursday so the new company will be known next month.

d. Turf Field – The idea of all-purpose fields is good and has been discussed before with a lot of advantages seen, such as ease of upkeep and ability to be converted easily for different sports, however it's expensive and doesn't boast a long term life span. On the other hand it might save money in maintaining and grooming to balance the expense out. Utilizing the High School Soccer field had been mentioned in the past, but the Commission felt that sharing with the Board of Education might cause scheduling problems of putting their activities ahead of Parks and Rec.as had happened when Football shared the High School Field and were denied use due to a conflict. At the last meeting Football presented a grant option offered by Football USA that hasn't been acted on yet. Brian said the perfect field would be the football practice field that could be utilized as an all-purpose field and it is still in the Parks and Rec inventory of fields. Turf is still in the Capitol Improvement Budget and will remain as a reminder that the Commission is still interested in the concept.

Brian asked when the town purchased the Swicheck property was there a sign designating the family and was assured that there was a small one.

Bill Savastano presented the plan for Earth Day Celebration on April 21, 2018 which is opening day for Little League and will bring out many local residents as well as visitors to promote plastic recycling. He will be posting signs around town to promote it and mentioned that new to recycling is clean pizza boxes and since Pizza Wars will be shortly after, he will promote it with a display. He said that any greasy portions should be cut and removed, however the cardboard is now accepted for recycling.

### **Town Sports Organizations** - Discussion and Action

a. Football Updates – Lauren said she received an email from Jim Kowalek, Youth Football Liaison and he couldn't attend tonight's meeting.

b. Little League updates – Russ Senerchia representing Little League presented that NBLL will be looking to purchase the Coulter scoreboard with the Commission's permission to be installed by Public Works after speaking to Fran Merola. They will be adding portable pitching mounds and batting cages at Memorial/Coulter with location to be determined by Public Works. Steve Torino made the motion to go forward on the scoreboard, with a second by Victor Palma with the agreement of the Commission.

c. Updates – Lauren addressed changes to the Guidelines proposal she gave out at last meeting with recommended changes and requested input so she can get it out to the coaches when requesting their schedules, insurances, etc. Changes recommended under Athletic Fields, #6. Concerning determining if a field is playable or not at 4 pm since there is no way of predicting if it will rain after 4 pm or if a short shower has wet the field substantially to cancel especially when some fields drain better than others so the recommended change was to say that: **Each Town affiliated sports league will have a designated field representative to determine if the field is playable during inclement weather and if determined that the field is not playable, he will be responsible to email all the coaches and advise the Recreation Director.**

Also added that **“No Fields will be assigned unless a designated field representative is named.”**

Eliminating camping from the form since there is no way to police it and due to changes there are no tables or benches there anymore. Steve Torino made a motion to eliminate camping from the Building Use Application, second by Victor Palma, with agreement by the Commission.

Motion to approve the guidelines with amendments by Steve Torino, second by Michelle Provencher. Carried.

#### **Program Review** - Discussion and Action

- a. Brochure – The new brochure looks very good and will be out in the Totoket Times for March 17, 2018
- b. Kidz Kamp – Lauren presented a plan to give a discount to those signing up who pay in full within one month from the time the brochure come out.
- c. Updates – In the brochure there are a lot of new toddler classes being offered during the day

#### **STW Community Center** - Discussion and Action

- a. Tennis Courts – Problem with the nets still not resolved with no warrantee on the nets. It was not in the one that they gave us. The one that they gave us was not with the 3 year warrantee, so they have not been used. It was hoped that this problem and the one with the lines would be resolved before opening, so they will not be used until satisfied.
- b. Community Center Rentals – Current rentals leave it the responsibility of the renter to set up and break down leaving the room ready for programs the next morning. Discussion concerning ability to set up and take down. Is this a liability concern and should Rec staff be responsibility which goes to the next question, current staff is unable to perform these tasks. Lauren asked for suggestions and it was decided to leave it as is for now and address it if there are problems later.
- c. Part Time Cook – One person applied but there has been no interview yet. East Shore Health guidelines require the attendance for classes. Lauren will be doing so.
- d. Potato Festival – Jen will be giving Lauren a schedule of times she will be in her office when people who wish to pick up forms, etc. can come in. The schedule will be made available shortly.

#### **Senior Center** - Discussion and Action

Steve Torino suggested that the Commission schedule a walk-through of the building to check for maintenance issues. Brian requested Lauren to make up a list of her priorities as well. She will put it on the Agenda for next month.

It was also suggested that an update on the budget be included to keep the Commission apprised of how it was working. Brian expressed the idea that once the budget is approved in July to have Lauren include copies to members of the commission and then, perhaps around Christmas send out an update to members we are at, whether we've spent all of it, none of it and if something on the budget should be discussed it can be left on the Agenda for doing so.

- a. Wash Sink – Request has been sent to Public Works who will facilitate maintenance it's on his schedule. Cost estimates were provided and costs come out of facility maintenance.

b. P T Van Driver – There was one applicant. No interview yet. This position requires a CDL.

c. Updates - None

Public Comment: None

John Onofrio made the motion, second by Brian Lynch and the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Mary Leigh Bianchi