

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
Wednesday, March 28, 2018- 6 P.M.

Special Meeting

Revised Minutes

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

Absent: Victor Palma

Also present: Lauren Munro, Recreation Director; Rose Angeloni, Town Council; Toby Carotenuto, Eagle Scout, Marc Carotenuto and Michael Ricci; Bill Savastano, Earth Day with Marge Healy and Marie Ponzio.

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

The Minutes of February 27, 2018 meeting were corrected as to the collective sign size at Memorial/ Colter/ Reigeluth Field should be a large sign and smaller ones mounted like street signs for each of the individual fields. On the motion by John Onofrio, second by Brian Lynch, the Minutes were accepted as corrected.

Parks and Fields - Discussion and Action

a. Eagle Scout projects: Toby Carotenuto presented his plan/diagram of the 12x16 ft. Bocce Courts explaining that they will be located 34 ft. off the court fence, with a tarp base. ½ or 3/4/ gravel, stone dust secured with rebar and will be anchored every two and a half feet for stability. It will be level all the way around. Lauren supplemented his plan with recommendations from Fran at Public Works who recommended using fabric between the stone and the stone dust and rebar spike ties should be below ground and top tie with landscaping ties. Brian asked for a motion to accept the plans with the recommendations of Fran and Steve Torino made the motion John Onofrio also made various recommendations that Toby will be considering in relation to the tree and Lauren signed off on his book to be submitted to his Scout Master. He's hoping for an April start and finish before July. He's been in contact with Land's End and Tilcon hoping for donations.

Lauren said there is another Eagle Scout who would like to present his project, but due to the cancellation of the original meeting, he wasn't able to attend tonight.

b. Park Signs – Fran, Kerry and Lauren collaborated on the RFQ which have gone to the Town Council in that bid only the one large collective sign was included, if we go with the smaller signs there should be enough money to do those after colors have been chosen and set. Rose commented that part of the bid was that they should be installed by July 1st.

c. Portlets – Three bids were submitted and two were very close in cost, but Global was chosen based on quotes. Should have them all in place by the end of the first week in April.

d. Discussions – The state of the Dog Park was brought up again as being messy with people not picking up after their dogs and Lauren will address it with Unleashed and she will take it up with Marilyn Modzelewski since it was presented they would maintain it in the original agreement and shouldn't be a problem for Public Works. Michelle stressed that this park is a privilege, and it was up to those using it to keep it clean because once it gets out of hand, nobody will be picking up after their own dogs. Lauren also requested that it be closed during the Potato Festival.

Lauren said she has not received responses from John's concerning trash pick-up problems to discuss locations for trash pickup before the season begins. She will reach out to Michelle Knockwood if no response.

Lauren said that the decision was made that the old 1599 Foxon Road location is to be kept open space for now, not to be designated as a park.

Town Sports Organizations - Discussion and Action

a. Letter to Leagues – Notices of rules and policy that were approved by the Commission have gone out to all Sport Leagues however only two permits have been received.

Little League advised Lauren that they were willing to put signage above their Score Board designating Colter Field – Home of North Branford Little League. John Onofrio said that they always has room for sponsors beneath the scoreboard and suggested that it was a good idea since it would eliminate the need for an additional sign and Brian suggested that they submit a plan of what they intended to do and advised Lauren to she see what Fran Merola advises because he will know how much room there would be. The Commission expressed interest in the idea, especially because it would eliminate a sign identifying the name of the field.

Questioned as to Leagues who have submitted, is the contact names of who will be the person to check the fields for suitability of use, Lauren said she had not heard yet, but expected to when permits are issued and schedules are received.

Soccer representative was going to be here to make some requests, but couldn't make the meeting so it will be on the Agenda for next month.

b. Other Discussions – None

Program Review - Discussion and Action

a. Brochure – Everyone worked on the layout and the project well together and the Brochure looks very good. There are some new programs and ideas were added and everything went smoothly.

b. Kidz Kamp – After finding out what other towns in the area are doing to promote their summer camps, Lauren explained that she had come up with a plan to encourage early sign-up if they pay in full by April 27, they will be entered into a raffle to receive a free week, before care and after care, lunch and a trip of the week, which is worth about \$160 and she was able to get it into this brochure.

c. Updates: Bill Savastano provided more details concerning his Earth Day program concerning recycling and has flyers promoting it on April 21, 2018 from 9 am to 3 pm. He sent out emails to the various department in Town to off them space in a tent to explain their business. He hadn't gotten responses yet. He requested four small tents like those used for the Potato Festival and Lauren said she would check. Lauren explained that they always do an inventory and replace any they need prior to the Festival. She will check to see if they have four small tents available. He also needs eight 6 ft. tables, as well. He suggested that there would be a nice chance for somebody to put up a little coffee stand there to promote Parks and Rec. He invited John and Joe Mascari to meet with him to see what they have planned ahead of time.

Bill also asked her for the names of the Pizza Wars people so he can make an arrangement of boxes with their names as a display for Earth Day since they can now recycle clean pizza boxes. Lauren said she gave that to Cathy and Kerry to give the names to him, since they are handling the Pizza Wars event. Fire Co. 3 is participating as part of a town wide event will be a tractor pull and he's hoping Co. 1 and 2 will come in with other things of interest as entertainment.

It was suggested that he have some small item as a takeaway from the event, such as the purple rubber bracelets.

Senior Center - Discussion and Action

a. Wash Sink – The parts were dropped off and it was inserted into the counter top and installation has begun.

b. P T Van Driver – There was only one application received so Lauren requested that Mike keep it advertised until the position is filled.

c. Updates – None

STW Community Center - Discussion and Action

a. Part Time Cook – This is the breakfast cook. There are difficulties in hiring a part time cook due to changes in the requirements to qualify. Lauren took Cathy to East Shore Health because she is licensed, to the East Shore Health and took the class and found out all the new codes. The position has to be put on hold because it's going to be costly. Cathy needs to renew her certification, and there is a need to purchase a lot of new items. She has prepared a bulleted sheet itemizing what is needed to prepare for it and doesn't think the code will be in place before July. She is planning on having Shawn and Tony certified as well because the new rule is that someone licensed and certified must be on site at all times during the preparation/serving of food and if Cathy was on a Senior trip and not in the building at the time, they couldn't serve lunch. So for now, it is all on hold.

b. Potato Festival – Food vender application have started coming in and Jen has been coming in on Thursday to get a start on it. There have been requests for volunteer sheets, which is good sign. Rose and Elisa have been working on this. They thought they might be able to put it on the internet, but Lauren didn't think it was feasible. It was recommended that the initial sign should give credit for the Festival, so the sign will note that Presented by the North Branford Parks and Rec. be added to the sign.

Steve felt that the Parks and Rec should have a stronger presence at the Festival with a booth fitted with a TV to promote with a slide show of photos and pictures the various activities and should be displayed in a specific tent dedicated to Park and Rec. with sign-up sheets for trips and programs made available. There would be a need for someone well qualified to explain the various programs and Lauren questioned if there would be someone available when they are needed to run the event. Brian suggested that since there are several camp councilors already hired, it might be worth it to have one or two on hand to explain the programs offered during prime time, especially if there was to be a montage of pictures revolving showing people participating in Pickleball, Yoga, fitness classes, etc. Kidz Kamp being a big part if you had one of the councilors there who were passionate about it, would be well worth giving them a day off in return for a day promoting it at the Fair. They could give out Kidz Kamp bracelets.

The Wine and Beer request was sent to Town Council, but may not be available due to having to meet with State requirements for such things as how long it takes to get the Liquor Permit that might take months. Mike is checking for clarifications as to what might apply for a one day permit. Lauren said she Jen and Alex will be at their next meeting. Rose said that the Thursday before the Festival was going to be discussed and would probably be okay as it was last year.

Lauren explained that they were holding a large space that they would have to fill should the Wine and Beer tasting not go forward and it would be expensive space to lose revenue on. She has a lot of new ideas, as well as some from years ago that she'd like to try. She was thinking of bringing back things like the Dog Frisbee competition, especially now that there is a dog park. They're trying to tie together a lot of pieces and need time to do so.

On behalf of the Senior Center, Cathy and Kerry were suggested that they provide an internal shuttle bus to the festival grounds from the parking area or a booth making some money and people aware of their programs. Cathy and Kerry are volunteering two days and Jess has given up her booth to be available.

c. Walk Through - Was done after the meeting was adjourned at 7 pm.

The entryway to the Senior Center needs several repairs for weather damage done prior to installing the Canopy and the condition of the floor and baseboards need to be addressed

Lauren commented that they don't rent the room containing the rubber mat floor if it involved food because damage could be done, however she wishes there could be dimmers installed for the lighting. John said it can't be done with fluorescent lighting, which Lauren was aware of. She'd also like to see mirrors in the room at some point.

They had installed window coverings that are more hospitable and give a warmer feel to the room and Lauren would like to go further along that line by adding drapes. Most of the work needed was cosmetic to make the Senior Activity area more comfortable and inviting and to make it easier to clean she would like to see matching vinyl chairs and also wishes for a few computer stations.

The fitness room is in need of some touch-ups, however there is only one machine that needs replacing, all TVs are all working, however there is a need for camera's located at each end of the room to provide for safety while there are people working out.

The current arrangement of books located in the hallway is well used and if bookshelves were arranged would make it look less messy, since right now there are cartons on a table as makeshift bookshelves.

The storage room is filled to capacity and she is hoping to make the time to sort out all the extra equipment and categorize better what they have and use, getting rid of worn and obsolete things.

In the Lobby, the floor is getting shabby and the tiles are worn and doesn't present its self as being welcoming. Now that they have coffee klatch in the morning, she'd like to have matching chairs there, also. There are water leak marks on the ceilings and Lauren said that a new roof was being looked at with Council

The gym needs some work inasmuch as the painted lines on the floor are spotty and need to be updated since the addition of so many new sports activities, such as Pickle ball which is played on Thursday evening and on Sunday. The Basketball backstop needs painting and walls need painting.

The kitchen layout Co. 3 is replacing the old stove and grille top with a larger one piece unit. The air conditioner feed going out the window was questioned, as well.

Public Comment – None

Adjournment: The meeting was adjourned at 7 pm, on the motion by John Onofrio prior to the Walk through which took about an hour more, ending at 8 pm.

Respectfully submitted,

Mary Leigh Bianchi

Clerk