

DRAFT MINUTES/APPROVED

To: Parks & Recreation Commission Members
From: Eileen Pettit, Assistant Director of Recreation
Re: Parks & Recreation Commission Meeting March 17, 2014

Meeting was called to order by Chair, Mary Lou Stamp at 5:26pm.

I. Attendance:

Commissioners Present: Joe Cappucci, Al Centone, Suzanne Lewis, Frank Montagna,
Susan Puzycki, Mary Lou Stamp.
Staff Present: Eileen Pettit, Assistant Director of Recreation
Lynn Sadosky, Director of Public Works
Victor Palma, Director of Field Operations
Jennifer Klein, Secretary

II. Acceptance of Minutes:

Frank Montagna made a motion to accept the Minutes of January 27, 2014, seconded by Suzanne Lewis. All were in favor and the Minutes were accepted unanimously.

III. Correspondence:

Ms. Stamp shared an email that was sent to First Selectman Michael Freda from North Haven resident, Jennifer Iannuzzi, with concerns that the "Sugar Bakery" truck is being asked not to return as a vendor for the Music Under the Stars concert series.

Ms. Stamp mentioned that she received correspondence from Gary Takach from the Masons regarding what they plan to sell.

These items of correspondence are addressed under *Old Business*.

IV. Director's Report

Eileen Pettit, Assistant Director of Recreation

Registration for Spring recreation and pool programs continues. Programs will begin in April.

The Annual Easter Extravaganza will take place on Saturday April 12, 2014 at the Recreation Center from 10:30-12:00 p.m. The indoor event will include pictures with the Easter Bunny, face painting, top hat and bonnet contest, entertainment and refreshments provided. At the conclusion of the event, each child will receive a bag of chocolate eggs.

The 21st Annual Fishing Derby is scheduled for Saturday, May 3, 2014 at Sinoway Pond on Upper State Street. Ms. Pettit expects close to 300 children to register for this event once again this year.

The Summer brochure will be going to the printer next week. The brochures will be distributed to all the elementary schools in the next few weeks. Registration for summer begins on May 5, 2014.

The summer employment program continues. Applications were being accepted beginning December 16, 2013 and closed last Friday March 14th. All the new applicants will be interviewed to fill the vacant spots. These positions are for playground counselors.

Adult softball: League play will be on Mondays and Wednesdays for Men. Monday there will be an 8 team league and Wednesday there will be a 9 team league. Tuesdays will be used for makeup games if needed. Opening day is April 14th.

Summer concerts: There will be 12 concerts in the Music Under the Stars series. The concerts are on Tuesdays beginning June 10th and ending on August 26th. In addition to Music Under the Stars, the North Haven High School concert will be on Monday, June 16th.

Lynn K. Sadosky, Director of Public Works

Public Works commenced with the scheduling for North Haven Youth Lacrosse on the Aces, Vanacore, Recreation and Middle School fields. Fields are needed from April 1 through June 15, 2014. The special arrangement between the North Haven Fairgrounds and the North Haven Lacrosse Team to utilize a field for practice adjacent to 189 Pool Road continues this year.

Public Works commenced with the scheduling for North Haven Soccer Club on Memorial, Rock Road and Ridge Road fields. Fields are needed from March 29, 2014 through the summer months (July and August included for Summer Soccer Camps).

Public Works commenced with the scheduling of the Recreational Special Olympics for the Vanacore Field Track from March 16, 2014 through June 1, 2014 (Sunday's only).

Public Works commenced with the scheduling of the Recreational Special Olympics for the Grover Wyman Field for Flag Football from September 21, 2014 through November 9, 2014 (Sunday's only).

Public Works commenced with the scheduling and field preparations for the Recreation Special Olympics for Green Acres softball field (Wednesday's only) from July 2, through September 3, 2014.

Public Works commenced with the scheduling for Adult Recreation Softball at the Gateway Complex and Grover Wyman fields. Fields are needed from April 14, through August 28, 2014.

Public Works commenced with the scheduling for North Haven Girl's Softball Sundown League for Gateway Fields 2 – 7. Fields are needed from April 26, through July 31, 2014.

Public Works commenced with the scheduling for Max Sinoway Baseball at Montowese, Gateway, Green Acres, Clintonville School, Brook and Bailey Road fields. Various fields (not all) are needed between March 1 (weather permitting) through July 31, 2014.

Max Sinoway is hosting its annual Opening Day Festivities at Montowese Fields on April 26, 2014.

Public Works commenced with the scheduling for American Legion – Junior and Senior Leagues at the North Haven Sports Complex (DeMayo Field) and Bailey Road field. Fields are needed from March 22 through July 31, 2014.

Public Works commenced with the scheduling for the North Haven Track (Runners) (BOE) for Vanacore Field Track from March 17, through June 20, 2014.

Public Works commenced with the scheduling of North Haven Freshman Baseball (BOE) at Bailey Road field from March 17, through June 2, 2014.

Public Works commenced scheduling for the North Haven Junior varsity Baseball and Softball (BOE) for Brook Field and the Sports Complex (DeMayo Field) from March 20 through June 13, 2014.

Public Works commenced scheduling for North Haven Boys and Girls Tennis (BOE) at the North Haven Sports Complex from March 20, through June 13, 2014.

Public Works will support the efforts of the Annual Earth Day Celebration as sponsored by the North Haven Conservation Commission on Saturday, April 5, 2014 in the North Haven Middle School.

Public Works will support efforts for the Annual Easter Extravaganza scheduled for Saturday, April 12, 2014 in the Recreation Center.

The Annual Fishing Derby has been scheduled for Saturday, May 3, 2014 at Chapman Sinoway Pond on Upper State Street.

The Groundbreaking Ceremony for the Grover Wyman Bike Path Project in Honor of Connor Kusmit is tentatively scheduled for 1 p.m. on Saturday, May 3, 2014.

The Annual May Market has been scheduled for the North Haven Garden Club on the Town Green for Saturday, May 10, 2014.

The Annual Memorial Day Parade has been scheduled for Saturday, May 24, 2014, along the Town Center and Town Green.

Animal Haven has requested the use of the Town Green for Saturday, May 31, 2014, for their Annual Tag Sale. A proposed Rain date of Sunday, June 1, 2014 has also been identified in their request.

The Annual Summer Concert Series (12 concerts this year) is scheduled to start Tuesday, June 10 (Vinnie Carr and Rich DiPalma) and continue each Tuesday evening through August 26, 2014.

The Pond Hill Baptist Church has requested use of the Town Green for Friday, July 11, 2014 for Movie Night. A proposed Rain Date of Saturday, July 12, 2014 has also been identified in their request.

USAELITE Softball has confirmed their fourth college recruiting softball event for July 16th – 20th, 2014. Like the prior events (2011 to present), it is expected that this event will draw recruits, their families, coaches and members of the public to North Haven for the event. USA Elite requests that the Commission and Town approve of their request again for July 2014.

V. Old Business

Food Vendor letter for the 2014 Summer Concert Series: A letter was sent to the summer concert vendors from the 2013 concert series advising of the decision to reduce the number of food vendors for 2014. The only correspondence received was the email to Mr. Freda from Jennifer Iannuzzi. It was discussed that there was no response from any of the vendors other than Gary Takach saying that they were interested. Ms. Sadosky stated the letters to the approved vendors will be going out soon and they will then be able to fill out the application. If any of the vendors that are not approved come in to get an application, she will advise them of their option to get a hawkers license through the Police Department.

VI. New Business

New Business – Public Works

Grover Wyman Park Playscape Project – the Town plans to enter into a contract with Leathers and Associates regarding the development of Bid Specifications and Plans for the Rehabilitation of the existing Playscape at Grover Wyman Park. Design costs are estimated at \$19,000. It is expected that once the Bid Specifications are finalized that the project will be Bid and under construction this summer. Construction costs are estimated at \$83,000. The project will be funded through State of Connecticut Local Capital Improvement Program (LoCIP).

Canna Park Playscape Project – Weather permitting, Public Works will demolish and scrap the existing swings and level/grade the area proposed for the new playscape. Creative Recreation has ordered the new playscape and swing sets from Miracle Play Equipment and as soon as Public Works contacts Creative they will formalize the order, which will take approximately 3 weeks to receive from the manufacturer. Once received the playscape and swing sets will be installed within a 1 – 2 week period. The project is funded through a Small Town Economic Assistance Program (STEAP) Grant.

Recreation Field Rehabilitation Project – Public Works has completed the bid specifications for the Rehabilitation of the Recreation Field, which will include the installation of an irrigation

system, associated water and electrical utilities, soils testing, soils enhancements and fill brought to the site and prepared to the approximate size of a boy's Lacrosse field. The Department awaits funding approval through the State of Connecticut's Local Capital Improvement Program (LoCIP). The project is estimated to cost approximately \$60,000. Pending funding approval and Bid results – the project is likely to be constructed within 2 – 3 weeks time, however grass growth will vary with the construction season.

Mill Road Field Irrigation System – Public Works is developing Bid specifications and Plans for the installation of an irrigation system and associated water and electrical utilities related thereto. Once these documents are finalized a funding request will be submitted through the State of Connecticut's Local Capital Improvement Program (LoCIP). The project is estimated to cost approximately \$40,000. Pending funding approval and Bid results – the project is likely to be completed within 2 weeks time.

Small Town Economic Assistance Program (STEAP) Grant Applications – Public Works is currently preparing grant applications due to the State's Office of Policy and Management (OPM) on April 15, 2014. Applications related to Parks and Recreation include: Refurbishment of the Vanacore Field Track, Visitors Bleachers, Perimeter Fencing (\$250,000); Refurbishment of Montowese Park Playscape, Bleachers, Fencing, Parking Areas, Flag Pole, Split Rail fencing and creation of Picnic Viewing Area (\$400,000); and Memorial Park Playscape, Swings and See-Saw (\$150,000).

Discussion of Jimmy V Foundation Tournament: Mr. Palma presented concerns to the Commission regarding the use of fields by the Jimmy V. Foundation including bringing alcohol and leaving empty bottles and cans. He asked the Commission to get in touch with the contacts for the Jimmy V. Foundation and advise them that alcohol is not allowed at the fields. After a lengthy discussion of the Commission, it was decided that Ms. Stamp and Ms. Sadosky will send a letter to the contacts letting them know in advance that alcohol is not allowed on the fields.

VII. Public Participation:

None.

VIII. Adjournment:

Chairman Stamp asked for a Motion to Adjourn. Motion made by Al Centone, seconded by Joe Cappucci. All were in favor and the meeting was adjourned at 5:54pm.

The next meeting will take place on Monday, May 19, 2014 at 5:30pm.