

## Park and Recreation Commission

Thursday, November 7, 2019

### Minutes

Meeting Called To order by Chairman Christopher Hurlbert at 7:02

#### Members Present:

Christopher Hurlbert (Chair), Frank Wolak (Secretary/Regular Member),  
Hannah Malcolm (Park and Recreation Director/Non-Voting member), Brian  
McDermott (Regular member)

#### **Quorum was met**

#### Public Comments

None

#### Approval of Agenda

##### ***Motion to Approve Meeting Agenda***

***By Brian McDermott. Seconded by Frank Wolak***

***Vote: Unanimous***

***Motion Carried***

#### Approval of Minutes from previous meeting

***Motion to approve minutes of October 3, 2019 meeting that was texted to members.***

***Motion Made by Brian McDermott. Seconded by Frank Wolak***

***Vote: Unanimous***

***Motion Carried***

#### Finance Report

See attached for detail.

Peckham: \$24,679.90

Beseck: \$5,342.89

Capital: \$55,330.00

Park and Recreation Activity Fund: \$15,200

#### Old business

##### Park rules update

Brain explained that First Selectman Ed Bailey is likely to set up at meeting in January to discuss the rules with our town attorney.

Expected to vote on this in April

## Upcoming/recent events

Halloweenfest/Trunk or Treat- The commission was pleased with the turn out. The turn out was a perfect amount. The event costed \$1,137 with the majority of the cost being spent on bounce houses (\$475) and Prizes of (\$457). The commission discussed advertising with large plastic banners for future trunk or treats. Hannah showed examples that they use for summer camp and that the Lions use for Sprint into Spring 5k and use a patch to change the date of the event. Cost of this would be less than \$100 per banner. Discussion for purchase and design will occur at another meeting.

Gingerbread House Workshop – Date of event 12/2 at 5:30-7:30. The commission has seen the event and flyer posted on Facebook that Hannah created. In previous years this activity had over a dozen attendants and was in the Senior Center Kitchen. If we have more sign ups Hannah will set it up in the downstairs auditorium which is reserved just in case.

When to set up the lights- Commission will set up the lights for the Christmas tree on November 24<sup>th</sup> at 9am. If it is too cold or the weather is bad, they will move the time or date. Hannah was tasked with checking out the lights on the tree, double checking that the power was still on, and getting any lights that we might need for the trees. The commission also discussed another method to putting the lights on the tree. They will think about better logistics for 2020.

Christmas Tree Lighting- Date of the event 12/8 at 5:30. The event will have the same schedule as the years in the past. CRHS band will be there to lead carols. Joe Liseo from Harvest Woods Audio will be there to do audio and production. Joe is going to charge \$50 for the event. Chris brought up the idea to have a coat drive or a nonperishable food drive at the tree lighting. It was ultimately decided that there will be a canned food drive. Hannah is tasked with informing the public and making an area to donate the food.

## Facility Captains checkup / Park Updates

Dinosaur Park – Brain said that he will leaf blow the dinosaur park before it snows.

Peckham – Chris asked about the water at the park and if it was turned off. Hannah spoke with John Wyskle who completed it last week.

Town Public Works Foreman John Wyskle is officially retired from the Town of Middlefield. He does not want a party from the town. Jayson Wickham is taking over as interim foreman. Commission discussed Thanking John for his service to the park and rec department.

***Motion to Send a \$25 Dunkin Donut Gift Card and a Thank you Card to John Wyskle for his retirement.***

***Motion Made by Frank Wolak. Seconded by Chris Hurlbert  
Vote: Unanimous***

***Motion Carried***

## Programs updates

Hannah stated that registration has begun for ski club, two classes of clay club at Brewster, three sessions of three different sports camps, men's pickup basketball drop in, and art club at Lyman.

Chris informed the commission that him and Carrie Anderson are looking to start up a previously popular program called "Biggest Loser." This will be starting up around January. The goal is to have people sign up for a weight lose competition. The program will include fitness classes, educational sessions, and will conclude during Old Home Days where a winner will be crowned.

## Policy update for negligent payments

The commission discussed this point once again and came up with some parameters. Parameters include making a \$35 fee, adding on to the fee every month, and including a contingency if there is a payment made then it can be waived. Hannah was tasked with

coming up with a policy in line with what has been discussed.  
Discussion will be continued next meeting.

#### Wish List

Hannah sent out a Facebook announcement asking the public for ideas. Many came back asking for more yoga and exercise classes. Hannah will reach out to Sue Shade or other instructors and create a program. Other ideas included fixing the walking path at Peckham, creating a bike trail around town, and Toddler classes.

#### New Business

##### New PA system discussion

Frank brought up the idea of a better PA system so that we could one day run the Christmas tree lighting production. Hannah assumed that this would cost about \$700 and maybe they could budget for this as a capital expense to be shared with other departments that might want to use the system. Chris expanded on this idea by asking about the large “blow horn” speakers that are stored in the pavilion. It was decided that these will be tested by a professional who will see if they can be used and mounted on the pavilion.

***Motion to approve \$50 for PA system for Tree Lighting on December 8<sup>th</sup>. (Pay \$50 to Joe Liseo’s company, Harvest Woods Audio)***

***Motion Made by Brian McDermott. Seconded by Chris Hurlburt***

***Vote: Unanimous***

***Motion Carried***

#### Permits

None

#### Looking ahead

No December meeting (as scheduled)

No Discussion

Ice skating event

Scheduled for January

Old Home Days

No discussion

Final Thoughts

No Discussion

Adjourn

***No Motion to adjourn. Meeting was dismissed by Chris Hurlbert***

***Respectfully submitted by Hannah Malcolm***

***11/11/2019***

# **Middlefield Park and Recreation Financial Report As of November 7th, 2019**

## **Line Items/Budgeted Accounts**

How it works: These are the items that the town funds, but we have control over. This is money that the BOF asked us to budget for. This money is used to help maintain and improve the parks. The capital budget is an amount that does not get touched unless a big item is due to be improved such as the playscape.

Peckham Park: **\$24,679.90**

Lake Beseck: **\$5,342.89**

Capital: **\$55,330.00**

## **Park and Rec Activity Fund:**

How it works: Hannah Collects money from instructor run programs, donations, pavilion fees, and other miscellaneous income. The only money going out (expenses) is money that we have to pay back the instructors for running the camp. Park and Rec will typically collect \$5-\$10 per person for each club that runs through us. Other expenses that are removed from this fund is money that we used for events, donations, and items that the commission has found necessary to buy.

**Funds that we have accumulated for our use: \$15,200**

*Money in Liberty Account but not yet usable*

Funds in transit= \$6,740

Funds going to vendors= ~6,100

Will be profited into our account= ~\$640