

## Park and Recreation Commission

Thursday, April 2<sup>nd</sup>, 2020

### Minutes

Meeting Called To order by Chairman Christopher Hurlbert approximately 7:05

#### Members Present:

Christopher Hurlbert (Chair), Cindy Sanchez (Regular Member), Hannah Malcolm (Park and Recreation Director/Non-Voting member), Carrie Anderson (Regular member), Dave Lowry (Alternate Member)

#### **Quorum was met**

#### Public Comments

None

#### Approval of Agenda

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

***By Chris Hurlbert. Seconded by Carrie Anderson***

***Vote: Unanimous***

***Motion Carried***

#### Approval of Minutes from previous meeting

##### ***Motion to approve minutes from February meeting.***

***Motion Made by Chris Hurlbert. Seconded by Carrie Anderson***

***Vote: Unanimous***

***Motion Carried***

#### Finance Report

Account amounts were not discussed due to time restrictions for meeting.

#### Budget workshop report

Hannah explained that she met with the BOF over Zoom to discuss the budget. Frank and Dave were in attendance on this meeting.

Hannah reported that the BOF asked for suggestions to reduce the budget incase there was a need due to the COVID-19 epidemic.

Hannah's suggestions included reductions to the capital budget for bleachers, playground equipment, and furniture.

#### Old business

##### Events

A discussion surrounding the cancelation of events due to the COVID-19 Pandemic were discussed. Many groups who had

reservations had requested their permits be returned. It was decided to cancel any event at Peckham for the foreseeable future.

#### Facility Captains Check up/Park Updates

Hannah was recently disinfecting the playscape and monitoring the skate park but suggested discussing closing the facility due to the unknown issues pertaining to COVID-19. Hannah is also able to spend more time tending to the park. Patrick McDermott has been steadily helping at Peckham to maintain the facility.

There are plans to put weed mats into the lake.

#### Park Rules Update

Discussion to close certain facilities due to the COVID-19 Epidemic were discussed. Hannah advocated to close certain facilities and informed the commission that they have the power to create an emergency rule for this matter

***Motion to enact an emergency rule at Peckham park for the closure of all activities at the park except for walking and the use of the walking path. Effective closure of the basketball courts, skate park, the baseball fields, the soccer fields, and the playground starting April 3<sup>rd</sup> 2020, or until the State of Connecticut lifts the Covid-19 regulations for grounds and group activities.***

***Motion Made by Dave Lowry. Seconded by Chris Hurlburt  
Vote: Unanimous***

***Motion Carried***

The commission discussed the ability for Durham to use the facility for a greater cost. Hannah was tasked with talking to town counsel regarding the ability to accept only Durham Residents.

#### Program Update

A proposal for a virtual race was discussed and Hannah was given the green light to go forward with this idea.

Spring programs are on hold for now but will likely be cancelled.

Summer camp was discussed and the potential to open the camp early should there be an opportunity for this program. A decision and further discussion was held off until more information and guidance is had.

Wish List

Hannah shared that she was now more available to do extra work and projects around the park. The list was tabled until next month's meeting.

Permits

None due to new regulation to cancel events.

Looking Ahead

There is the potential for special meetings to occur if the commission needs to make more emergency rules due to the COVID-19 Epidemic.

Final Thoughts

None

No Discussion

Adjourn

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

***Respectfully submitted by Hannah Malcolm***

***05/27/2020***

# **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

