

**Town of Middlefield
Park and Recreation Commission**
Thursday, January 8, 2026
6:30 pm - Community Center

1. Call To Order @ 1848

2. Members Present

- a. Chris Hurlbut
- b. Carrie Anderson (left at 1940)
- c. Tina Olszewski
- d. Jessica Poetzsch
- e. Amanda Caccamo
- f. Lori Helmedach

3. Public Comments

4. Approval of the January Agenda

- 1st: Lori Helmedach
- 2nd: Amanda Caccamo

Approved? Yes

5. Approval of Previous Meeting Minutes

- 1st: Tina Olszewski
- 2nd: Lori Helmedach

Approved? Yes, with the one change under Old Business, Section v. - Chris Helmadach should be changed to Chris Hurlbut

6. Finance Report

- a. Budget line items
- b. Capital
- c. General Fund

No firm numbers yet. Mary still working on updating RecDesk and reconciliation with PayPal transfers. Expected to be done by the end of next week. Will be working on the budget for the next fiscal year.

7. Old business

- a. Facility Captains checkup and Park Updates
 - i. Pavilion Rental changes
 - a. bathroom upgrades - flashing, walls and toilets, replacement of door frames to meet ADA standards, locks on timers. Health department will come do an inspection on kitchen to determine upgrades.
 - ii. Facility Captain Checkup

- a. tree fell at Peckham Park - it was cut up and taken care of by the town employee
- iii. Updates on storage space requests from Coginchaug Soccer & the Cub/Troop 33 Scouts
 - a. Mary met with Andrew to determine need. Mary asked Andrew to wait until all policies are in place.
- b. Programs updates
 - i. Sports Camp - how is it going?
 - a. Sports camp is going well - no issues, all sessions completely booked.
 - ii. Any other winter programs
 - a. Skiing? Powder Ridge is ready to go. Lessons? Tubing? Rental/non rental option?
 - b. Mary shooting to have all program brochures ready by the third week in January. Everything to be submitted to Bob & AI to sign off on.

8. New Business

- a. Upcoming Spring Programs
 - i. Mary shooting to have all program brochures ready for February.
 - ii. DMYFS requested Park & Rec help with some more high-risk activities - fencing, rock climbing, etc...
- b. Commission Positions
 - i. Vote on positions - Mary to remind Bob that the empty position needs to be filled. Chris to reach out to Cindy to determine intentions on remaining.
 - Chairperson: Chris Hurlbut
 - Vice-Chairperson: open
 - Treasurer: open
 - Secretary: Tina Olszewski
- c. Policies & Procedures going forward
 - i. Mary working on draft policies/procedures going forward. Mary will send to committee members to review and will schedule a public hearing/speak under public comment.
- d. Park Rules - update/finalize rules
 - i. Mary working on draft of rules going forward. Mary will send to committee members to review and will schedule a public hearing/speak under public comment.
- e. Peckham Pavilion Rental Rates for 2026
 - i. Pricing to stay the same for now depending on possibility of bathrooms being included.
- f. Part time employee roles/responsibilities/hours
 - i. Mary working with AI to determine employee job roles/responsibilities.
- g. Kubota maintenance

i. Mary will request a bid for a maintenance plan from the company Kubota was purchased

9. Looking ahead

a. Valentine's Day Event - to be held on Feb 14, all rooms reserved at the Community Center, will determine movie and order pizza

b. Old Homes's Day - 250th Anniversary

i. May 29 and 30, 2026. Discussion between fireworks or laser light show, non-profits given free spaces, other vendors charged a fee.

10. Final Thoughts

a. Mary thinking of a proposal to Durham Park & Rec/Community Center to collaborate for after school programs for the middle and high school kids.

b. Possibility of working with River Valley Transit Authority for bus transportation for kids to get to club activities.

c. Graffiti at the park - Mary and Pete attempted to remove. Possible contractor to remove. Per Bob it needs to be reported to the police, info given to DMYFS to work with the family.

11. Motion to Close @ 2035

1st: Lori Helmedach

2nd: Tina Olszewski

Approved: Yes