



## SHELTON PARKS & RECREATION COMMISSION MINUTES

The Shelton Parks and Recreation Commission held a regular meeting on Thursday, January 21, 2016 at 7:30 pm at the Shelton Community Center, 41 Church Street, Shelton, CT.

### **Commission Members**

John Papa, Chairman  
David Zamba, Vice Chairman  
Lorenzo Durante (Absent)  
Michelle Haywood  
Stanley Kudej (Excused)  
Debra McGlone  
Jeff Van Scoy  
Gary Cahill (Excused)  
Joseph DeFilippo  
Terrance Gumbs  
Harry LaBonda (Absent)  
Robert Zuraw

Ronald Herrick, Jr., Director of Parks and Recreation  
Dean Cawthra, Parks Superintendent  
Brett Beatty, Recreation Supervisor  
Bill Manion, Recreation Supervisor  
Jonathan Taylor, Aquatics Director

Chairman John Papa opened the meeting at 7:30 with the Pledge of Allegiance.

**PUBLIC PORTION:** No one present for the Public Portion.

### **ACCEPTANCE OF MINUTES**

**Robert Zuraw made a motion to accept the December minutes, seconded by David Zamba. All were in favor, motion carried.**

### **CORRESPONDENCE**

- Ron Herrick spoke about a letter to George Stachowicz, Shelton Public Works, on behalf of the Parks and Recreation Department, thanking for the great job creating additional parking at East Village Park. There was vandalism shortly after, and Dean Cawthra said that he will repair it in the Spring.

- Ron Herrick also mentioned that Police Chief Sequeira took care of closing the parks on January 19 for the Winter.

## **STAFF REPORTS**

### **Director's Report:**

Ron Herrick spoke about the budget, and they are a bit ahead. Ron also spoke about the gymnasium floor bid, which came in, and was approximately \$93,000. It is possible for work to start sometime after mid-March. Mayor Lauretti was notified about it, it is LOCIP eligible and the City does have the funds available. Ron Herrick also spoke about the outdoor courts, which need to be redone again, and possibly mirror what was done at the East Village Park courts because it was done well. Wi-Fi should also be in soon at the Community Center. UCONN men's game, as of last Friday, had 14 people confirmed, so the bus was canceled and the tickets were sold at a discount. Ron Herrick stated that the new truck should be there in the near future. Also, the Christmas decorations were taken down and there were not many issues this year.

### **Aquatics Director's Report:**

Jonathan Taylor discussed swim lessons, which started a couple weeks ago. The numbers are down a little bit, partly due to changes in schedules with the instructors. Also, this time of year people start thinking about swim lessons and they pick up around March, early April. He is working on the dates now, and it looks like it is going to be the first week of April for the first session, but he is going to make sure it works before he publishes it. Everything else is going smooth with the lessons. They had a 5 day lifeguard course that Jonathan taught over Christmas Break, 6 hours a day for 5 days, which brought in \$1,500. Also, a WSI class was conducted over the break by Pam. 2 staff members participated, 4 total. Therapy also brought in \$200 since the last time. The lane lines that were talked about last month were ordered Friday, and will be delivered on Monday. The cost will be shared between Parks and Recreation, the swim team, and the High School swim team. The cost was approximately \$4,250, our portion taken out of the Recreation Equipment account.

### **Parks Superintendent Report:**

Dean Cawthra went over his list of items to be done/already done. 1) Pick up trash in parks, fields, downtown, and around schools. 2) Close parks for winter. 3) Help Highway Department with Christmas tree pickup. 4) Cut brush where needed. 5) Paint at Pine Rock FD. 6) Remove Christmas decorations.

### **Recreation Supervisor's Report:**

Brett Beatty mentioned that classes are starting this week, there are 21 children's classes, 7 had to be cancelled due to low enrollment, 3 cancelled by instructors. 31 adult classes are running, only 2 cancelled so far, and 15 have met minimum. A lot of free classes were offered this January.

122 people signed up for free classes. Several instructors thanked him because a good amount of people signed up for classes because of it. Brett Beatty is also working on the Spring schedule and Summer camps now. Schedules should be out around the end of February. The web site is up to almost 2,000 hits, which is good. Our new Facebook page is up to 250 people and 21 followed this week.

**Michelle Haywood made a motion to accept all Staff Reports, seconded by Joe DeFilippo. All were in favor, motion carried.**

### **COMMITTEE REPORTS:**

**Finance Committee:** Terrance stated that there was a glaring expense from Huntington Landscaping, \$800.00, Licensing for music on the green, and the Backyard park bench on the Green.

**Ad Committee:** Will begin April 21, 2016.

**Gazebo Committee:** David Zamba stated that he has been in search for bands for the fireworks.

**Field Maintenance:** Jeff Van Scoy stated that next month he may look into getting some prices for the Nike Site infield.

**Park Improvements:** Chairman Papa stated that there is going to be another walk around. Michelle Haywood stated that in the Spring the dog park can use more mulch because it can get muddy. Robert Zuraw stated that redoing the driveway at Riverview should be addressed, and that it has been talked about for the past 5 years. Chairman Papa also brought about the parking lot at the East Village Recreation Center, which is in bad shape as well.

**Robert Zuraw made a motion to accept all Committee Reports, seconded by Jeff Van Scoy. All were in favor, motion carried.**

### **CHAIRMAN'S REPORT**

- Chairman Papa spoke about Capewell Park, and the soccer field is owned by open space and not the park, so where they wanted to put their parking and driveway/egress cannot be done. They need to realign, maybe do 1 field as opposed to 2 fields. Ron Herrick stated that behind the existing field it can be done, but they would need a soil survey to do so.

**Michelle Haywood made a motion to accept the Chairman's Report, seconded by Debra McGlone All were in favor, Motion Passed.**

**OLD BUSINESS:** Ron Herrick spoke about the clock on the Green, Verdin Clocks sent a set of specifications that the City can use, if they are going to go with them. The rough estimate is around \$18,000. Chairman Papa stated that \$18,000 is too much for a clock on the Green. The

Committee agreed unanimously. David Zamba stated that if the City would kick in half, he would consider it. Under further discussion, the Committee discussed the dogwood tree that would potentially have to be removed, and David Zamba disapproved of that.

## **NEW BUSINESS:**

### **a. 2016-2017 Budget Approval**

Chairman Papa stated that there was an increase of \$50,000, which was largely in part due to Regular Payroll, which was due to recent full time hires. Sports and leagues is going to say about the same. Ron Herrick elaborated that there is a small increase with the part-time payroll, coverage will be the same, and Summer maintenance staff has a little increase. Ron Herrick elaborated that the summer maintenance staff was originally intended to hire college students, but evolved into year-round pay because they are no longer in college. The \$31,000 doesn't cover it, but transfers occur. Chairman Papa stated the responsibilities that Parks and Recreation hold. Ron Herrick stated that there are a couple items that need to be changed, and that it is about 99% correct. Chairman Papa stated the Park Maintainer's responsibilities, which are to shovel snow, cut grass, etc. at all of certain locations. Chairman Papa also stated that there are positions that are listed, such as Assistant Director and Aquatics Specialist, which brings about \$100,000 that could be transferred.

**David Zamba made a motion to submit the 2016-17 Parks and Recreation Department proposed budget of \$1,609,824, seconded by Robert Zuraw. All were in favor, motion carried.**

Ron Herrick went through the Capital Outlay, and certain things such as the Gymnasium floor can be taken off. Ron Herrick also mentioned the Dog Park, which is done but it is now taken care of by the Dog Park Supervisor. Ron Herrick also went over the goals outlined, which are "to continue to provide recreational programs for residents of all ages and to continue to add additional programming at the [Shelton] Community Center through our exercise swimming craft and athletic activities, continue safety compliance programs at our athletic areas and playgrounds, install new equipment, safety fences, and continue weekly inspections. Also, provide continued maintenance of our athletic and recreation facilities, in order to keep them in safe and useable conditions. Also, maintain an area to be used by the youth lacrosse program, look at the artificial turfs for youth sports and the new field hockey program, which began for High School girls last year. We would also like to plan for public recreation area at the Klasic property on Long Hill Avenue, and fill vacant positions in the department, have a band-shell stage set up at Veterans Memorial Park to improve our concerts and fireworks displays, repair the [Shelton] Community Center Gymnasium floor replaced, repair the [Shelton] Community Center parking lot, and improvements completed at the White Hills Recreation Building (the roof, in particular).

**Robert Zuraw made a motion to adjourn the meeting at 8:15 pm, seconded by Jeff Van Scoy. All were in favor, motion carried.**

Respectfully Submitted,

---

*Nicholas Twigg*

Nicholas Twigg  
Clerk

1 tape on file in the City Clerk's office