

**TOWN OF DARIEN
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MAY 21, 2014**

ATTENDANCE: Jane Branigan, Chairperson, Mark Crouch, Robert Marchesi, Mary Flynn, Marianne Gutierrez, Susan Daly, Ericka Morris

STAFF: Susan Swiatek, Director

1. CALL TO ORDER

Chairperson Branigan called the meeting to order at 7:30PM

1. APPROVE THE MINUTES FROM APRIL 9, 2014

The following changes were made:

Page 1, under call to order change "Acting Chairman Daly" to Chairperson Branigan

Page 1, under the Darien JR. Sailing Team update on line 7, to change "Ms. Swiatek pointed out that the town was not doing the demolition of the blue house and that she believed the equipment would arrive via Short Lane" to " Ms. Swiatek said that the town is contracting out the demolition on 4 Short Lane and the equipment would enter via Short Lane"

Page 6, paragraph 2, lines 1 and 2 to remove "and neither of them will be continuing on"

****MS. DALY MOVED TO APPROVE THE MINUTES**

**** MR. MARCHESI SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

2. REPORTS

a. Director

Ms. Swiatek reviewed the Directors report with the Commissioners and said that the all the fields are up and running and in play. She said that they are in the process of doing beach stickers sales and all summer programs. She said this week will be very busy in the office because the current permits expire on May 31, 2014.

Ms. Swiatek reported on the status of the Mather Center and said that the building is coming along, and that the upstairs is much more completed than the downstairs. Ms. Branigan asked if the downstairs kitchen is finished. Ms. Swiatek said "no" but that it is coming along. Ms. Flynn said that she attended the Board of Selectmen meeting, and it was announced that it will be open next week, and ready for move in by Memorial Day. Ms. Swiatek said that the walls and floors are not yet completed, and that she expects that it will be open in late June.

Ms. Branigan asked the status of the building project. Ms. Swiatek said that they are still fundraising, but have gotten their approval from Planning and Zoning to run the summer program in temporary trailers and tents.

b. Assistant Director

Ms. Swiatek said that Mr. Coghlan was unable to attend the meeting and that he is at Weed Beach doing a very in depth comprehensive lifeguard training session. She said that he is almost fully staffed, and he will be setting the schedule tonight for the Memorial Day weekend.

c. Parks Supervisor

Ms. Swiatek said that Mr. Flynn could not attend the meeting due to a family emergency. She distributed his report and said that he will be attending the Commissioner meetings three times per year, and will provide a summary of each particular season he just completed. She said that he will report where his problem areas and challenges are, and what he hopes to accomplish in the coming season. She said that he will be attending the July meeting.

Ms. Swiatek said that while the tree company that was performing work for CL&P and where removing a stump from a tree that was removed several years ago on the Town Hall field, they damaged the irrigation control and stand that services the lights for the monuments, and the irrigation system for the fields. She said that they also damaged the meter, and the tree company will be paying to replace the irrigation control and stand, and that CL&P will be repairing the meter.

d. **Chairman**

Ms. Branigan reported on the garden club presentation and said it was put on the Board of Selectmen's agenda for the May 19, 2014 meeting.

e. **Sub-Committees/study groups**

Ms. Flynn said that she and Ms. Morris attended the Board of Selectmen meeting and the Rules Committee meeting to support the Garden Club of Darien's presentation, and that the Board of Selectman approved it unanimously.

Ms. Morris said that Mr. Smith would like to donate \$1,000 to the Cherry Lawn Park and asked if private donations are accepted. Ms. Swiatek said "yes" if approved by the commission. She said that it can go into the gift fund and be earmarked only to be spent for Cherry Lawn Park, or he can give it directly the Garden Club. Ms. Morris said that she will contact Mr. Smith and give him the options and e-mail the commission on his decision.

Ms. Morris said that a tree and location has been chosen for the donation that Ms. Anne DaSilva had made in 2013. She said that the only item that is outstanding is the plaque, and she distributed a print out of what some other towns are using, and said that there seems to be three common options. After further discussion it was decided to use the memorial marker, and that the size should be approximately six by four. Ms. Morris said that she would choose the sign and e-mail it to the commission. Ms. Daly asked if Parks and Recreation would be responsible if the sign gets damaged. Ms. Morris said "no" and that should be stated in the gift policy.

3. BUDGET FISCAL 2015 UPDATE

Ms. Swiatek said that the budget was passed by the RTM.

4. ELECTION OF OFFICERS- CHAIRMAN, SECRETARY

**MR. MARCHESI MOVED TO NOMINATE MS. FLYNN AS CHAIRMAN
** MS. GUTIERREZ SECONDED THE MOTION
** MOTION PASSED UNANIMOUSLY

** MS. FLYNN MOVED TO NOMINATE MS. DALY AS SECRETARY
** MS. FLYNN SECONDED THE MOTION
** MOTION PASSED UNANIMOUSLY

5. PUBLIC COMMENT

No one from the public was present.

6. ANY OTHER BUSINESS (TWO-THIRDS VOTE)

There was no other business discussed.

7. ADJOURNMENT

** MS. FLYNN MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 8:20PM

Respectfully Submitted,

Dilene Byrd
Telesco Secretarial Services

