

**TOWN OF DARIEN
PARKS AND RECREATION COMMISSION
SPECIAL MEETING
JUNE 18, 2014**

Location: Weed Beach Paddle Building

ATTENDANCE: Mary Flynn, Chair; Marianne Gutierrez, Robert Marchesi,
Jane Branigan, Erika Morris

STAFF: Susan Swiatek, Director; James Coghlan, Assistant Director.

CALL TO ORDER

Chairman Flynn began the meeting to order at 7:30 p.m. and stated that due to the lack of a quorum, the meeting would be informational until other members arrived.

There was discussion over the issue of a request to form a “Dog in the Park” Committee.

Ms. Morris joined the meeting at 7:40 p.m.
Ms. Gutierrez joined the meeting at 7:45 p.m.

At 7:45 p.m. Chairman Flynn stated that there was now a quorum present and called the special meeting to order. She asked the record to note that the meeting was being held at the Weed Beach Paddle Building.

Approval of Minutes

Meeting of May 21, 2014

Ms. Flynn requested changes as follows:

Page 2, paragraph 2, and sentence 4: changed open next week to ‘they are hoping to have the Certificate of Occupancy by end of June.’

Paragraph 3, sentence 1: add DJST before building.

Page 4: Election of Officers. In the first motion, change Marchesi to Crouch. In the second motion, change Flynn to Morris.

- ** **MS. BRANIGAN MOVED TO APPROVE THE MINUTES OF THE
MAY 21, 2014 MEETING AS AMENED WITH CORRECTIONS NOTED.**
- ** **MS. GUTIERREZ SECONDED THE MOTION.**
- ** **MOTION PASSED UNANIMOUSLY**

Director’s Report:

Ms. Swiatek presented her report as follows:

Administration:

1. Maintenance. All athletic fields are in use at this time. Buildings are in operation. The new FT maintenance position in the budget was approved and posted internally. The position will be filled for a July 1st start.

May	Clean up field after sewer break flood	Town Hall fields
	Grounds spring clean up	Police Dept
	Work on repair to damaged irrig system from tree company	Town Hall fields
	Remove old footings from paddle tank	WD
	Place Adirondack chairs on beach	PT
	Ready and install all swim buoys	Beaches
	Prepare stage & review stand/set up/remove and put away	Recreation-parade
	Repair/re-install buoy damaged	WD
	Life guard chairs out	Beaches
	Clean DJST area/move materials	WD
	Water company, install new valve pit damaged	Tilley
	Inspect broken pumps	Tilley
	Check for leak problem NOT FOUND	PT

2. Administration. Summer registrations are underway; we have a steady stream of people in the office daily. Facility permits are being processed. There are at least a dozen in the Q at any given time. Beach permit sticker sales are underway. Gate Attendants are on duty at both beaches.
3. Beaches & Recreation. Life guards are on duty on weekends at this time. Seven day per week duty begins in Friday Jun 20. Training, operations can be found in the Assistant Directors report.
4. Mather Center. Building is expected to be occupied in early July. Opening to the public will be subject to building status and the move from Edgerton. Rentals will not begin until all attendants have been hired and trained. It is a difficult time of year for Parks and Recreation to be taking on the operation of a new facility.

e) Demolition 4 Short Lane- Handled by the Town Administrator, Karl Kilduff.

f) Water Line at Pear Tree. A severe water leak is occurring at Pear Tree that we have not been able to identify. We have been in touch with Aquarion Water Co. and a local plumber. At this time we are already over budget for this facility due to this leak.

Planting Gift — Cherry Lawn. The gift from the Garden Club of Darien received final acceptance on June 9th from the RTM and work began June 10th, at the time of this report stump grinding has begun. The Dept is working with the club on materials and locations for plants.

Director's Report -- continued

Project Status:

- a) **Tennis Courts Weed 1-3.** We continue to await receipt of the small grant for repairs from the USTA.
- b) **Mather Center.** Final work is in process at this time. New furniture will be delivered in June. Evening and weekend attendants were selected and although a long delay, they still are interceded in working. Those positions are currently in the Park and Recreation budget. Training will be required soon.
- c) **DJST Building Project.** DJST fundraising efforts are underway. Presentation to the P&Z Commission for temporary operations was scheduled for the week of May 12th.
- d) **Bids.** Security, cleaning and refuse dumpster bids have been awarded and are in operation at this time.

Recreation See Assistant Director's Report.

Storm damage. Photos were included to show the Pear Tree Beach Parking Lot Snow from Down Town. There was discussion on a resident request to have this removed.

Assistant Director's Report

Mr. Coghlan provided the report as follows:

Summer Programming:

Our summer camps and programs will begin the week of June 23 with Blue Wave Kickers Soccer Camp, New Level Tennis Camp, Future Stars Basketball Camp, Flag Football Camp, Horsemanship Camp, Adult Fitness Classes, New Level Tennis Lessons (adult and pee-wee), Swim Lessons, Youth Soccer Clinics, and Guitar Lessons. The chart was provided with a track of the breakdown of the number of participants in our summer programs (through June 12th)

Summer Staff

Our lifeguard orientation was held on Wednesday, May 21st at Weed Beach in the paddle tennis building. Fifteen of our nineteen lifeguards attended. I have since met with two others and will be meeting with the remaining lifeguards to run them through an orientation over the next couple weeks.

Items covered during our orientation included expectations of all summer staff, blood borne pathogen training, standard operating procedures, beach rules & regulations, and emergency response plans.

There was discussion on security guards and the difficulty with fully staffing lifeguards and possible reasons for that attribute to the low number of applicants this season.

Sub-Committees/Study Groups

Gift Committee

Ms. Morris provided her report, summarized as follows:

- Photos of plaques and vendors proposals were presented and reviewed. It was agreed to purchase plaques with stakes that can be printed at a cost of under \$100 at the expense by the donor, and have them available for printing twice a year.
- Gift for Cherry Lawn: Stuart Smith, Cherry Lawn neighbor would like to gift \$1,000 to the Park. Pending reply to contact attempts.
- Anne DaSilva made a donation in early 2013, has chosen a location and tree and donated \$750 for the cost. The Tree Conservancy will purchase, take delivery, install, and water the tree for a 2 year period. The tree will be ordered with others for schedule efficiencies. The planting would take place sometime in April; cost will be approx. \$750. Laurie Tuck of the Tree Conservancy liaised during this process. The plaque will be at the discretion of the Parks and Recreation Commission.
- Tree Conservancy pamphlet is completed. Ms. Morris will drop off copies to the office.
- Celebration of Selig's Woods was very successful with many vendors, plant and environmental experts in attendance.

Discussion on Future Commission Working Committees

Ms. Flynn reported the following committees and proposed charges have been recommended:

- Finance Committee – To work on the budget, funding issues, fee structures.
- Operational/Organizational Programming – Paddle Tennis
- Strategic Planning – 4 Short Lane, Pear Tree/Departmental Staffing
- Dogs in the Park Committee – Address/Outline of this long term issue

Ms. Flynn stated that a write up specific roles will follow with a time line plan to gather information, study and recommend action to the Commission.

Creation of Commission Member Town E-mail

Ms. Flynn stated that for FOI issues, the First Selectman has requested Boards and Commissions to use the Town e-mail system. It was discussed that this is for individual protection against personal e-mails being subject to FOI guidelines. Ms. Flynn reported that an e-mail with instructions on usage and password creation will be sent to members, for activation in September.

NEXT MEETING:

July 16, 2014: Regular Meeting at 7:30 p.m. Room 119 Darien Town Hall. It was noted that there will be no August meeting, unless a special meeting is required.

Adjournment

**** MS. MORRIS MOVED TO ADJOURN
** MS. GUTIERREZ SECONDED.
** MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services