

**TOWN OF DARIEN
PARKS AND RECREATION COMMISSION
MINUTES OF REGULAR MEETING
JUNE 19, 2013**

ATTENDANCE: Jane Branigan, Chairman; Mark Crouch, Susan Daly, Mary Flynn,
Andrew Hunter, Erika Morris

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

CALL TO ORDER

Chairman Branigan called the meeting to order at 7:35 p.m. and stated that there was a quorum present.

Chairman Branigan stated that there was a re-order of the agenda to accommodate members of the public in attendance, to move up item 2 as first on the agenda.

Discuss and take action on request from Darien Junior Football
For Five Year Permit for Temporary Lighting on Holahan Field:

Mr. Jim Foley submitted his presentation and he reviewed the background and procedures taken with the lighting proposal. He explained that on September 27, 2011 the Darien Planning and Zoning Commission approved a project for the Darien Junior Football League (DJFL) to operate a total of three generator powered temporary and portable lighting units set at a maximum height of 20-feet at Holahan Field for up to a maximum of 30 days in October and November 2011 and 2012 from 5:30 pm to 7:00 pm. On October 2, 2012 the special permit was modified to allow for temporary portable lights to be set at a maximum of 30-feet as allowed by the zoning amendment passed by the commission on August 5, 2012. This project was conducted under defined guidelines and monitoring by DJFL representatives for the third and fourth years at this site. Discussion ensued over the issue of timing and whether this should be done in terms of perpetuity, and it was agreed that the term should be at least five years.

**** MS. FLYNN MOVED TO APPROVE THE REQUEST FROM DARIEN JUNIOR FOOTBALL AS PRESENTED FOR A PERIOD OF LEAST FIVE YEARS FOR A PERMIT FOR LIGHTING ON HOLAHAN FIELD. THE TIME PERIOD IS BEGINNING THE SECOND MONDAY IN OCTOBER FOR A MAXIMUM OF 30 HOURS MONDAY THRU FRIDAY UNTIL THE WEEK BEFORE THANKSGIVING IN NOVEMBER FROM DUSK TO 7:00 PM.**

**** MS. DALY SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY**

Discuss and take action on the following gift/grants:

Donation of Adirondack Chair for Weed in memory of a friend — Carol Herbert

Chairman Branigan noted that this was for information only and no vote was needed. Ms. Swiatek noted that she will put this in her report for monitoring the status.

Donation of a tree and plaque for Weed Beach in memory of Christine Curti:

Ms. Anne McGrath provided an overview of the donation and there was a discussion on the consistency of standards for the plaques. Ms. Swiatek suggested that the type of tree be subject to recommendation by the Tree Conservancy.

- ** MS. MORRIS MOVED TO APPROVE THE DONATION OF A TREE AND PLAQUE FOR WEED BEACH IN MEMORY OF CHRISTINE CURTI.**
- ** MR. HUNTER SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Approval of Minutes

Meeting of May 15, 2013

Page 1: Correct Barker with Baker. In paragraph 3, end the last sentence after Commissioners. In the last paragraph, first sentence change to read Point, to be dedicated to a recently deceased classmate...

Page 2: Paragraph 3, last sentence, add “prior to implementation of” after review.

Page 4: First paragraph: Delete “is” and replace “e” with “e-mail”

- ** MS. MORRIS MOVED TO APPROVE THE MINUTES OF THE MEETING OF MAY 19, 2013 AS AMENDED WITH CHANGES NOTED.**
- ** MS. FLYNN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY**

Report on status of storm damage and repairs in parks

Ms. Swiatek reviewed the repairs as listed in her report, and explained that regarding Storm damage and updates, the repairs continue. Both beaches are open and operating including all buildings. Sail building demo and site cleanup remains. Sea grasses on islands survived, trees did not. We have removed most and will provide a material count at some point. New electrical lines have been installed, and pumps services and re-

installed at Pear Tree. We are still trying to satisfy FEMA reporting requirements which seem to change weekly.

Establish Commission Park Gift Sub-Committee

Commissioner Flynn reported that she has done research on this and she referred to a policy provided in the agenda packet and information based on the BOE gift policy. Ms. Flynn stated that there needs to be standards and rules set to govern how donations are accepted and noted that follow up maintenance planning is key for donations. There was discussion and it was noted that there needs to be more specific as the draft policy is too generic, and the objective to avoid having the maintenance onus on the Commission. It was agreed to put this item on the agenda for review and action at the next meeting.

Director's Report:

Ms. Swiatek presented her project status report as follows:

Administration: Spring programs began and summer registration is continues. Beach permit sales are up most likely due to ease of process and c-reminders. Gate attendant started at Weed first week of May. This is later than normal due to storm repairs

Administration:

1. Maintenance. All parks are open for play. Beach maintenance has begun. sifting underway, daily ball field conditioning underway.

Wk end 5/12/13	work on bathhouse prep	beaches
	Concession hood cleaning	beaches
	Set up regatta event	YC recreation
	Remove, prep list dead plants	WD
	Attend safety training	
Wk end 5/19/13	Prep/renovate bocce ct	SC
	Remove pump/aerator for repair	Tilley
	Clean islands	Tilley

Wk end 5/26/13	Spray bees in playground	CL
	Clean sail area	WD
	Install swim buoys	WD
	Ready stage/stand install	Recreation
	Install life guard chairs	Beaches
	Chain down prop tank, remove bin	PT
Wk end 6/2/13	Put away stage, stand parade	Recreation
	Repairs to gazebo	PT
	Repairs volleyball court	PT

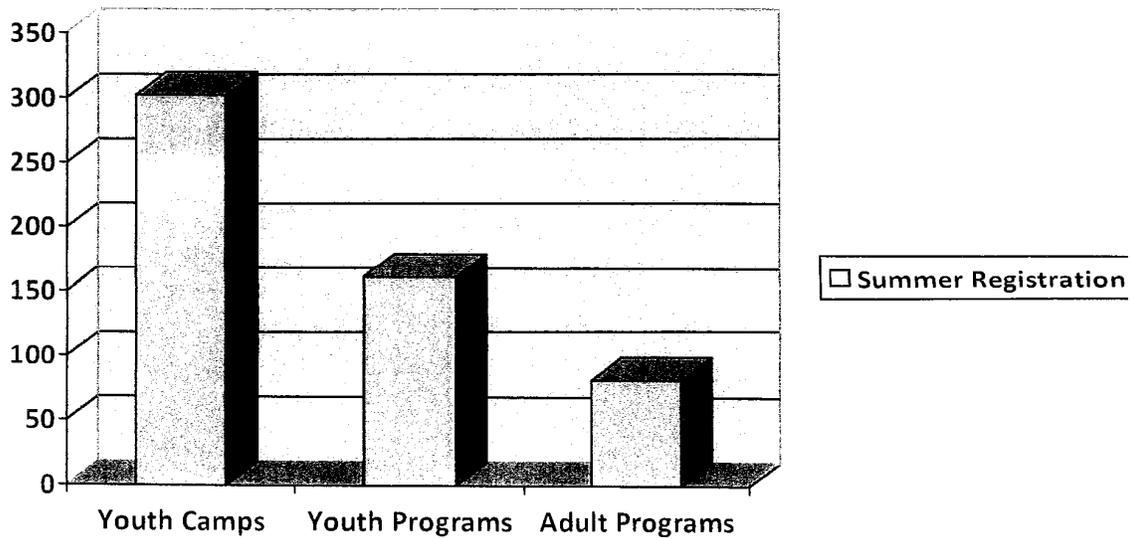
Project Status:

- a) Weed Fire Alarm system. Purchase alarm system is installed.
- b) Renovate Gallagher Field: Completed and field is in use. Grand opening well attended.
- c) Tennis Courts Weed 1-3 — Work will commence on these courts along with courts 4-6 as post tensioned concrete. Summer work is anticipated.
- d) Paddle Courts. Storm damage repair to skirting has been completed. Wiring replaced.
- e) Mather Center. Construction of the Mather Center has not begun at this time. Work should commence shortly. This will most likely restrict our programs making the gym unavailable while work is performed. Work will continue into the summer and fall.
- f) Furniture for Weed Beach. New picnic tables, chairs, benches have been assembled and installed. Furniture for guard rooms has also been installed. Benches and chairs are composite construction. Public seems pleased and is using furniture. Additional interior furniture for paddle building remains and additional refuse containers.
- g) PT Gazebo. The storm damaged roof has been repaired using the existing composite shingles that blew off onto beach.

There was a discussion on the use of furniture and folding tables. It as suggested that Ms. Swiatek should send an e-mail to renters on the subject of furniture use, rental inclusions and removal.

Assistant Director's Report - Mr. Coghlan reviewed his report as follows:

Our summer camps and programs will begin the week of June 24th with Blue Wave Kickers Soccer Camp, New Level Tennis Camp, Future Stars Basketball Camp, Flag Football Camp, Technology Camp, Horsemanship Camp, Adult Boot Camps, New Level Tennis Lessons (adult and pee-wee), Swim Lessons, Youth Soccer Clinics, and Guitar Lessons. The following is a breakdown of the number of participants in our summer programs (through June 13th):



The number of registrants in these programs is down approximately 19% from last year at this time. Most of this decrease is due to the Blue Wave Kickers Soccer Camp directly conflicting with some Darien Summer School camps.

Mr. Coghlan continued to review the lifeguard orientation that was held on Wednesday, May 22nd at the Town Hall. Fourteen of our twenty-one lifeguards attended. I have met with three others and will be meeting with the remaining lifeguards to run them through an orientation over the next couple of 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.

Meghan Varley will be returning as Waterfront Coordinator this summer. This year we will also have a 21 part-time Waterfront Coordinator, Jackie Morgan. Their responsibilities include supervising the lifeguards, helping to administer in-service trainings, preparing schedules, and entering payroll. Both Meghan and Jackie work for

Greenwich Public Schools. This is Jackie's first year with the Department. Meghan did a great job last year and we are fortunate to have her back.

All of the lifeguards have been going through CPR/AED re-certification with me. In addition, we will have several in-service trainings throughout the summer. Our next training is the week of June 17th where the guards will be covering waterfront skills such as using the rescue board and water searches. The following two weeks they will be training on our emergency response plans.

Aimee Rich will be teaching American Red Cross Swimming Lessons this summer at Weed Beach for the Department, She is a certified Water Safety Instructor and should do a wonderful job with the lesson program. Aimee is also one of our head lifeguards.

Chairman Report - None

NEXT MEETING:

July 17, 2013: Regular Meeting at 7:30 p.m. Room 119 Darien Town Hall.

Adjournment

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

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services