

**TOWN OF DARIEN
PARKS AND RECREATION COMMISSION
MINUTES OF REGULAR MEETING
MARCH 20, 2013**

ATTENDANCE: Jane Branigan, Chair; Susan Daly, Mary Flynn,
Marianne Gutierrez, 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.

Discuss and Take Action:

Eagle Scout Project, Stony Brook Park Guest: David Ziga

David Ziga presented his Eagle Scout project and outlined the details of his proposal to repair the stone bridge at Cherry Lawn Park. He displayed his painting of the bridge area and reviewed the handout of project elements including timing, materials, and funding requested. He fielded questions and comments from the Commissioners and explained that the repairs to the bridge can be done over two weekends prior to May.

- ** MS. DALY MOVED TO APPROVE THE EAGLE SCOUT PROJECT PROPOSAL AS PRESENTED BY DAVID ZIGA TO REBUILD THE STONE BRIDGE AT CHERRY LAWN PARK.**
- ** MS. MORRIS SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Discuss and Take Action:

Eagle Scout Project, Stony Brook Park Guest: Andrew Fletcher

Andrew Fletcher presented his Eagle Scout project and outlined the details of his proposal to clear and develop land trails and benches at Stony Brook Park. He reviewed the handout of the proposal and explained that he will create signs to be placed along the trails with information about the park. In addition there will be benches and doggie bag dispensers placed along the trails. He answered questions and comments from the Commissioners and reviewed the expected timing for completion is mid April, and that funding is covered.

- ** MS. DALY MOVED TO APPROVE THE EAGLE SCOUT PROJECT PROPOSAL AS PRESENTED BY ANDREW FLETCHER TO DEVELOP LAND TRAILS WITH SIGNS AND BENCHES AT STONY BROOK PARK.**
- ** MS. MORRIS SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Approval of Minutes

Meeting of February 13, 2013

- ** MS. MORRIS MOVED TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 13, 2014 AS SUBMITTED.**
- ** MS. FLYNN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY**

Meeting of December 12, 2012

Corrections: Page 1, paragraph 3: add a period at the end of the sentence.

- ** MS. MORRIS MOVED TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 12, 2012 AS AMENDED WITH CORRECTION NOTED.**
- ** MS. FLYNN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY**

Report on status of storm damage and repairs in park.

We continue to gather estimates for repair work. The funding request approved by the Commission in January has been delivered to the Boards of Selectmen and Finance. Some funds were approved, and the purchase order for a general contractor has been issued to begin building repairs. They met with the contractor and are getting GSA prices for electrical and plumbing repairs. She added that one of the key goals is to have the gate operational at Weed Beach for April 15 and for Pear Tree in May.

Review status budget submission FY 2014

Ms. Swiatek reported that much of the budget has been submitted and is in the hands of the Board of Finance, and much cut from items such as software. The subject of generators was brought up and Ms. Swiatek reported that this has been cut from the Board of Education capital budget. She reviewed where there is remaining money to fund projects, and there was a discussion over the process and frustrations, and hopes to have the final approved budget at the next meeting.

Discuss and Take Action on Darien Parks and Recreation E-Blast and Website Policy.

Ms. Swiatek reviewed the draft policy and highlighted areas on non-profit events and community information. Discussion ensued over what should be included and it was suggested that only Parks & Recreation events be included in e-mail reminders. Ms. Swiatek noted that she will make revisions as noted and bring back next month for further review and discussion.

Director's Report:

Ms. Swiatek presented her project status report as follows:

- a) Weed Fire Alarm system. All phone lines installed. Meeting with Alarm Company took place; purchase requisitions have been submitted.
- b) Renovate Gallagher Field: Completed. Grand opening celebration with Darien Little Leagues scheduled for April 21st Commission members are invited to attend.
- c) Tennis Courts Weed 1-3 — Additional quotes for repair work where obtained. Surfacing cannot be done until temperatures are adequate.
- d) Paddle Courts. Storm damage repair work still remains on the court skirting.
- e) Mather Center. Construction of the Mather Center is slated to begin in April. 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 Beaches. New picnic tables for the beaches, bathhouse furniture, benches, chairs, and some refuse containers are on order. Additional interior furniture remains and additional refuse containers.

The project schedule of maintenance and status report was presented as follows:

1. Maintenance. Crew continues to perform storm clean up tasks and equipment maintenance, also tree work at various locations and snow plowing.

Wk end Feb 10	Work on trail clean up – storm	Weed
	Move sand back to beach	WD, PT
	Set up furniture	Weed
	Snow removal	
Wk end Feb 17	Paint LG chairs	Beaches
	Snow removal	
Wk end Feb 24	Assist Sewer Dept tree removal	Short lane
	Remove/demo sheds – sailing area	Weed
Wk end March 3	Remove grills, repair, paint	Beaches
	Remove, repair, rebuild picnic tables	Beaches
	Remove snow parking lot – down town snow from DPW	PT
	Repair old sifter machine	equip
Wk end March 10	Re grade beach with DPW help	PT
	Remove all nails from to reuse shingles	PT
	Snow removal	

2. Administration Spring and summer registration began in March 6 Improvements to system include elimination of paper application, c-blasts to increase on-line purchasing Jim Coghlan worked on all changes.

4. Storm damage. We continue to gather estimates for repair work. The funding request approved by the Commission in January has been delivered to the Boards of Selectmen and Finance. Some funds were approved. Purchase order for a general contractor has been issued to begin building repairs.

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

Spring & Summer Programs:

The spring and summer brochure was mailed out to all Darien households on February 28th and registration as well as beach permit sales began on Wednesday, March 6th.

The attached charts show:

1. The amount of money brought in through program registration and beach sticker sales through the first eight days of registration
 2. The number of beach permits processed through the first eight days of registration
- Online registration continues to be successful. On the first day of registration we processed 85% of our program registrations and 82% of our beach permits online. Through eight days of registration we have processed 85% of program registrations and 63% of our beach permits online. My hope is that 30— 40% of 2013 beach permit sales will take place online.

Summer Staff Recruitment

Letters were sent out in mid-February to twenty of our lifeguards asking them their interest in returning for the summer of 2013. We have received sixteen responses with fourteen of the guards desiring to return, six applications from certified lifeguards desiring to work for the Department this summer. Interviews will be conducted starting the week of March 18th. We typically have nineteen or twenty lifeguards on staff each summer.

Meghan Varley will be returning as Waterfront Coordinator. Her responsibilities include supervision of lifeguards, payroll, and preparing the weekly lifeguard schedule. We are also attempting to hire another part-time Waterfront Coordinator to share these duties. Lexi Bosee will be returning as a Red Cross Water Safety Instructor for swim lessons. Lessons run Monday-Thursday 10AM-2 PM at Weed Beach- 6 weeks starting June 24th.

Mr. Coghlan added that the 2012-2013 paddle court season was great, up 114% vs. projections, and they are considering a summer paddle program.

Chairman Report

Ms. Brannigan stated she was happy to back and thanked Ms. Daly for conducting the meeting last month.

Chairman Brannigan reported that it is time to look at membership on the Commission. She explained that there needs to be two more members to replace those that have not been reappointed to the Commission.

There was discussion on the date of April 17 listed on the agenda and noted that there had been a change to move the meeting to April 10, 2013 to avoid conflict with spring break.

OTHER BUSINESS - None

NEXT MEETING:

April 10, 2013: Regular Meeting at 7:30 p.m. Room 119 Darien Town Hall.

Adjournment

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

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

Respectfully submitted,

Marilyn Knox,
Telesco Secretarial Services