

**TOWN OF DARIEN
PARKS AND RECREATION COMMISSION
MINUTES OF REGULAR MEETING
JUNE 20, 2012**

ATTENDANCE: Jane Branigan, Chair; Susan Daly; Robert Marchesi,
Marianne Gutierrez, Susan Graham.

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

CALL TO ORDER

Despite the presence of a quorum, Chairman Branigan began the meeting as an information session at 7:40 p.m. There was a quorum present at 7:55 and the meeting was then called to order.

Approval of Minutes

Meeting of May 16, 2012

Corrections: Page 2, paragraph 1, 2nd sentence, change New York Times to Darien Times.

3rd sentence: ..Darby reported that they re short on teen volunteers due to the SAT testing and are seeking additional volunteers...

Page 3: Paragraph 3: Correct spelling of Chagallis to Shergalis.

**** MS. DALY MOVED TO APPROVE THE MINUTES OF THE MEETING OF MAY 16, 2012 AS AMENDED WITH CORRECTIONS NOTED.**

**** MS. GUTIERREZ SECONDED.**

**** MOTION PASSED UNANIMOUSLY**

Update on Weed Beach Master Plan Project

Ms. Swiatek reported that the Beach is open and operating and they are working on systems issues including electric and plumbing. She reported that she has been made aware of the need for fire alarm installation and explained the need to address installation of two phone lines per alarm required for the warming hut and bath house. Ms. Daly asked if there was already an alarm there, and Ms. Swiatek

explained that there is a sprinkler system for the Concession but never one in the old bath house.

She added that alarms were not previously required, but now due to the wood frame of the structures, alarms are required for code compliance. She added that there is an alarm but it is not hooked up to a monitoring agency and suggested that this be done, as a sounding alarm alone would require someone having to report to the Fire Department, and that is really not sufficient.

Ms. Swiatek reported that she would research into specifics relative to costs of phone line installation and monthly recurring charges and will apprise the Board with more information. It was the consensus of the Board that it would be negligent not to have the alarms systems installed.

Ms. Swiatek reported that the playground surfacing is done and looks great, and Susan Daly did an awesome job with this project. Ms. Daly showed a digital photo of the surface and it was noted that the color is correct and everything looks great.

Ms. Swiatek reported that the overflow parking lot is under construction and they are putting back the storm drains. She reported that the wrong plants were ordered and the garden club is working on them being replaced and then having the correct ones planted. She added that weeds are popping and until the grasses take over, they re working on what can be used to control the weeds until the grasses take over. She added that the final painting of the parking lines is being completed and the parking stops are on the way, so the lots are shaping up nicely.

Discussion on tennis court conditions – Weed Beach, Cherry Lawn Park

Ms. Swiatek stated that Cherry Lawn courts are being rebuilt with asphalt, but the condition of the tennis courts at the beach have now surpassed the conditions at Cherry Lawn. She explained that with tree roots and bird baths due to the water basin below the surface, the courts are really in bad shape. She stated that a quote of \$50,000 for

crack repair has been received, but she feels that is high and recommends that the courts be replaced. She explained that the courts are at the end of their lifespan and would like to add the replacement of the courts to the next phase of the project. She suggested that the patch repair be done for safety for now until funding for the renovation is developed. She added that she has asked for data on the lifespan of asphalt courts in Connecticut as part of the support documentation.

Director's Report. Ms. Swiatek presented her report for the record as follows:

PARKS AND RECREATION COMMISSION
 June 20, 2012
 Director's Report
 Respectfully submitted: Susan M. Swiatek, Director

Administration:

1. Maintenance. Spring facility preparation has been well underway. All fields are open and playable.

Wk end May13	Set up/break down rec event	Youth Commission
	Employee to NRPA school	
	Repair benches, wk on fit trail	Weed
	Remove pumps	Tilley
	Repair guardrails	Woodland

Wk end May20	Clean & set up gatehouses	Both beaches
	Improvements playground	CL
	Install swim buoys	Both beaches
Wk end May 27	Assemble new stage for parade	Monuments & ceremonies
	Move new guard chairs	Both beaches
	Remove damaged roof materials	Weed djst shed
	Large stage prep	Monuments & ceremonies
	Move supplies	Both beaches
	Create safety fall zones playground	Weed
	Install knox boxes for FD	Both beaches

Wk end June 3	Set up grand opening	Weed
	Install refuse containers, etc	Weed
	Break down/store all staging	Monuments & ceremonies
Wk end June 10	Recreation prep – bocci court	Senior center
	Sailing area clean up, ramps out	Weed DJST

2. Administration. Summer program registration continues. The office has processed an average 202 registrations per day for the last four weeks, only 10% of these come in on-line, and those still require staff to process.
3. Recreation. See Assistant Director's Report.
4. Project Bids. Work on development of bids for 1. Tennis court repairs, 2. Gym divider door, 3. Paddle courts continue.

Project Status:

- a) Weed Beach Master Plan Project. The project is in punch list phase at this time. Job meetings continue on site. The site opened memorial day weekend, Grand Opening was June 2, 3 and was a great success thanks to Susan Daly and Courtney Darby.

Director's Report – continued

- b) Equipment Replacement. No change since March report
- c) Weed Beach Fitness Trail. Completed.
- d) Renovate Gallagher Field. No change at this time.
- e) Tennis Courts - Cherry Lawn, Weed Beach. Specifications for re-construction of the one single court, and repairs to the three other courts at CL and work at Weed are process at this time. A meeting was held and a proposal for the work obtained from a CREC approved company – this would negate the need for bid. The proposals were on target but beyond available funds due to the condition of the Weed Beach Courts. More discussion is needed for direction.
- f) Paddle Courts. Specifications for the 4th year of improvements to the courts are in development for a summer 2012 bid.
- g) Divider Door. Specifications for removal and replacement of the divider door are in development for a summer 2012 bid

Assistant Director's Report

**Darien Park and Recreation Commission
June 20, 2012
Assistant Director's Report
Respectfully submitted by James Coghlan** ✓

Summer Programming

Our summer programs will begin the week of June 18th with New Level Tennis Lessons (adult and pee-wee), Blue Wave Kickers Soccer Camp, New Level Tennis Camp, Adult Boot Camps, Flag Football Camp, Future Stars Basketball Camp, and Horsemanship Camp. The following is a breakdown of the number of participants in our summer programs (through June 14th):

Adult Tennis Lessons – 75
 All Star FC Soccer Camps - 20
 American Red Cross Swimming Lessons – 59
 Blue Wave Kickers Soccer Academy - 11
 Blue Wave Kickers Soccer Camps – 180
 Boot Camp – 11
 Family Fishing Lessons - 34
 Flag Football Camp - 37
 Future Stars Baseball Camp – 8
 Future Stars Basketball Camp - 26
 Future Stars Cheerleading Camp – 7
 Guitar Lessons – 8
 Horsemanship Camp - 9
 Junior Tennis Camp – 60
 Karate - 2
 Overtime Athletics Sports Camp - 24
 Pee-Wee Summer Tennis – 46
 Techstars Camps – 8
 Tiny Tots Soccer - 46

Total 671

The number of registrants in these programs is up approximately 35% from last year at this time.

Summer Staff

Our lifeguard orientation was held on Thursday, May 24th at the Town Hall. Eighteen of our twenty-two lifeguards attended. I will be meeting with the other lifeguards to run them through an orientation over the next couple weeks.

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

Assistant Director's Report – continued

Mr. Coghlan stated that program participation is up 35% over last year., and provided the following comments regarding the lifeguards.

Meghan Varley will be returning as Waterfront Coordinator this summer. Her responsibilities include supervising the lifeguards, helping to administer in-service trainings, preparing schedules, and entering payroll. Meghan is a former lifeguard and is now a 5th grade teacher for the Greenwich Public Schools. She 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 focusing on areas such as our emergency response plans and Waterfront Lifeguarding.

Alexandra Bosee and Danielle Zuber will be teaching American Red Cross Swimming Lessons this summer at Weed Beach for the Department. Both are certified as a Water Safety Instructor and should do a wonderful job with the lesson program.

OTHER BUSINESS

Ms. Swiatek reported that she wanted the Board to be aware that some of the new Tulip and Sycamore trees are not fully blooming and she had an arborist make a proposal that included fertilization. She added that if trees could not be saved, and removal is recommended, she would delay that until the fall.

NEXT MEETING:

July 11, 2012: Regular Meeting at 7:30 p.m. to be held at Weed Beach.

Adjournment

** **MR. MARCHESI MOTIONED TO ADJOURN**
** **MS. GUTIERREZ SECONDED.**
** **MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services