

**TOWN OF DARIEN
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING
WEDNESDAY, DECEMBER 14, 2011**

ATTENDANCE: Jane Branigan; Susan Daly; Charlie Goodyear;
Mary Flynn; Erika Morris; Bob Marchesi

STAFF: Susan Swiatek, Director; Jim Coghlan, Assistant Director

OTHER:

CALL TO ORDER

Ms. Branigan called the meeting to order at 7:35 p.m.

APPROVE MINUTES OF REGULAR MEETING NOVEMBER 16, 2011

The changes to the minutes of the regular meeting of November 16, 2011 are as follows:

On page 1, under APPROVE MINUTES, change “an FOI complaint” to “a FOIA complaint”.

On page 2, 2nd paragraph, the 2nd sentence should read: “She said the Garden Club has been working with the Town’s landscape and engineering contractor to design a plan.”

On page 2, under BUDGET PROPOSAL FISCAL 2013, the 2nd sentence should read: “The cost to provide propane to the firepit should hopefully be offset with revenue.”

On page 2, under BUDGET PROPOSAL FISCAL 2013, the last sentence should read: “She is on the third quote, and she has received an oil repair and replacement quote, as well as propane and electric.”

On page 2, under REPORTS, 3rd paragraph, move “Work on the gas line at Town Hall has been completed” should become the 4th paragraph, and the last sentence should read: “The maintenance crew is still working on tree cleanup” should become the last paragraph.

On page 3, under Assistant Director, last paragraph, change “children” to “adults”.

On page 3, under Sub-Committee, 1st paragraph, change “maps” to “signage”.

On page 3, under Sub-Committee, 1st paragraph, the last sentence should become the last paragraph, and it should read: "In other business, it was mentioned that they are putting in a sewer line connection as well as a conduit for electricity and water at the boat club at Pear Tree Point."

On page 3, under ANY OTHER BUSINESS, last paragraph, 2nd to last sentence, change "budget" to "purview".

**** MS. DALY MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2011 AS AMENDED.**

**** MS. FLYNN SECONDED.**

**** MOTION PASSED WITH FIVE (5) VOTES IN FAVOR (DALY, FLYNN, GOODYEAR, MARCHESI, MORRIS) AND ONE (1) VOTE ABSTAINED (BRANIGAN).**

UPDATE ON WEED BEACH MASTER PLAN PROJECT

Ms. Swiatek adjourned the meeting at 7:45 p.m. so that she, Mr. Coghlan and the Commissioners could attend the Update on the Weed Beach Master Plan Project, presented by Ms. Debbie Parnon to the Board of Selectmen.

Ms. Swiatek, Mr. Coghlan and the Commissioners returned at approximately 8:00 p.m.

Ms. Swiatek said that they have a site meeting every Tuesday at 10:00 a.m. in the construction trailer with the architect, engineer, Mr. Ryan, and the construction on-site manager from Wernert Construction. This keeps everyone on task and gives them the ability to solve any problems quickly. She said she has extended an invitation to the Town's IT Department because they are looking at bringing data into their facilities. She explained there is a change order that hasn't been vetted out yet. The site is very flat and there could be potential issues with sewer lines because of the flat pitch. She said she is trying to think of a solution to help keep the lines pumped and/or flushed. She said the contractor has been very easy to work with and very responsive. She mentioned that they had received a very high water bill, and when she brought it to the contractor's attention, he found the source of the leak. They are still on time for an anticipated April completion date. The warming hut is framed in. She did a walk-through the day before to determine where the electrical outlets will be placed. The framing of the bathhouse and the concession stand has begun. She mentioned that the company has done a great job in allowing the attendants to have access between the paddle tennis courts.

DISCUSS AND TAKE ACTION, BUDGET PROPOSAL FISCAL 2013

Ms. Swiatek distributed copies of the 2013 Fiscal Year Operating Budget. She said she is waiting for the commodity recommendations. She doesn't expect any major changes to

the operating budget, other than addressing the new warming hut building at Weed Beach and the expenses for cleaning, heat, propane and electricity. She said there is a recommended rate change for the Waterfront Coordinator, which has not been increased in four years. The paddle court attendants are looking for a 3% increase as well as increased hours. With the anticipated expanded use of the paddle tennis courts, they plan on having the hours go from 9:00 a.m. - 2:00 p.m. and 5:00 p.m. - 10:00 p.m. The weekend hours will remain 8:00 a.m. - 8:00 p.m. on Saturdays and 8:00 a.m. - 6:00 p.m. on Sundays, with the proposed offer of having paddle tennis parties from 8:00 p.m. - 10:00 p.m. on Friday and Saturday nights. There was a recommended increase of 3% for seasonal employees. Facilities maintenance has a projected 16% increase for cleaners, plumbers, etc. for Weed Beach, in addition to additional cleaning for the warming hut. If the building is going to be open year-round, it has to be cleaned everyday. She has requested a quote from the private cleaning service. Water and sewer charges will increase. She said she is not year clear on the electrical figures.

Ms. Swiatek then discussed the 5 year Capital Budget plan with the Commissioners. It was agreed to keep in the \$48,000 expenditure for new beach sand at Weed Beach and removed the Ross Property repairs and the Jr. Sailing portable ramp. It was further agreed to keep the tennis court warranty expense; keep the fencing expense in as a placeholder in 2-3 years; and back off the gazebo repairs at Cherry Lawn Park for 1 year. It was suggested to change the \$30,000 for the Diller Property to \$5,000 for the first year for park improvements, and perhaps have it done in incremental installments. A suggestion was made to have trail clearing projects and overall park cleanup possibly become Eagle Scout projects.

**** MS. FLYNN MOVED TO APPROVE THE OPERATING BUDGET FOR FISCAL YEAR 2013 RECOGNIZING THAT ADJUSTMENTS WILL BE MADE FOR COMMODITIES.**

**** MS. MORRIS SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Ms. Swiatek spoke about the provided fee sheet. It was agreed that some of the fees would have to be raised, and it was further agreed that a public hearing will be held next month.

**** MS. DALY MOVED TO APPROVE THE CAPITAL BUDGET FOR FISCAL YEAR 2013 AS AMENDED.**

**** MR. GOODYEAR SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

REPORTS

a) Director

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Ms. Swiatek said the Jr. Sailing Building Group has come up with a little more than half the cost for making renovations to the heating and hot water systems. The oil tank has to be removed, and it was suggested that the oil be transferred to the Town Hall tank. Ms. Swiatek provided pictures of the new sod field at Baker Park. Mr. Sandy Rich is the new turf maintainer and was involved in that project. He has been attending training sessions on turf maintenance. Ms. Swiatek explained that Baker Field received the new sod field because the existing field was in poor condition.

b) Assistant Director

Mr. Coghlan said the program revenue is consistently increasing.

- Discussion on new paddle warming hut building use

Ms. Swiatek, Mr. Coghlan and the Commissioners reviewed a rough draft of building use guidelines for the new paddle tennis warming hut building. They discussed guidelines, policies and fees for its use. It was agreed to have a set fee. The building use guidelines will take effect at the start of the next paddle tennis season.

c) Chairman

There was no Chairman's Report.

d) Sub-Committee

Ms. Swiatek said the Dog Rules & Regulations signs are up in the parks, and she is not pleased with some of them. She said that another doggie bag stand was purchased and will be put in the off-lead area.

ANY OTHER BUSINESS (TWO THIRDS VOTE REQUIRED)

PUBLIC COMMENT

There was no public comment.

ADJOURN MEETING

**** MS. MORRIS MOVED TO ADJOURN.**

**** MS. FLYNN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting ended at 10:00 p.m.

Respectfully submitted,

Carolyn Marr
Telesco Secretarial Services

**NEXT MEETING: Regular Meeting January 18, 2012 7:30 p.m.
Darien Town Hall, Room 119**