



Easton Park & Recreation
December 11, 2017
Special Commission Meeting Minutes

Attendees: Phil Tamallanca, Kirsten Ceva, Tom Cable, AJ Martinich, Robert Klem, Ray Longo, Danielle Alves, Lisa Farasciano

Absentee(s): Dave Gombos

Guest(s): See attached

Meeting called to order @ 6:38pm

Minutes

The October 2017 minutes were distributed and reviewed.

Robert Klem - Accept

Kirsten Ceva - Second

All in favor of accepting the minutes

The Clubhouse - Vets Field

The Clubhouse and Rob Maquat came to the meeting to broach the subject of possibly building a structure at the Vet's Park location in Easton. Phil Tamallanca states that we would need to discuss it as a commission and discuss about our storage space. Between now and our next meeting The Clubhouse would need to submit more info of what they are looking to do. They are currently in Fairfield, but long term they want to run out of Easton.

Dog Park

Bernadette Coughlin is asking the commission to have the Aspetuck Wildcat lights moved to the dog park. Aspetuck Wildcats are okay with them being moved back, but the commission wants to know who will be responsible for them. Aspetuck needed a waiver from someone at the Dog Park.

Robert Klem makes a motion that Park and Rec will take a certain amount of liability for the Aspetuck Wildcat lights at the dog park. The lights must also have a combination lock.

AJ Martinich seconds

All in favor

Financial Reports

Operating Budget – November & December 2017 reports distributed and discusses briefly.

Activity/Capital Account – Danielle Alves discusses the accounts.

Field Usage Account – All reports distributed and discussed. Danielle Alves discusses how the report will run from now forward. Robert Klem wants to see what the season estimate is included in monthly reports.

Kirsten Ceva - made a motion to accept the Operating Budget, Activity/Capital Accounts and Field Use Account for November & December 2017.

Ray Longo - Second

All in favor



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Recreation & Extended Day – Danielle Alves discusses.

Unfinished Business

BOS Subcommittee for Park & Rec Dept Review

Commission reviews recommendations.

- 1) Vacation Time and Overtime - Put a policy in place so the Supervisor and Maintainer cannot take vacation at the same time. Also that overtime has to be approved by the Director.

Phil Tamallanca makes a motion that the two maintainers (Supervisor & Maintainer 1) cannot plan or take vacations at the same time. Along with overtime must be approved by the Director of the department.

AJ Martinich second

All in favor

- 2) Dialogue with other groups within Easton to prevent duplicate programs - Director of the department should reach out to other groups to find out what programs they are running. Phil Tamallanca tabled this till the next meeting.
- 3) Board of Finance to provide oversight for Field Use account - Phil Tamallanca states we can present it quarterly to the BOF. Danielle Alves feels that we can present it semi-annually. Robert Klem states that without the field use account many of the fields would not be taken care of on the department operating budget alone.

Robert Klem makes a motion that the wording should state that the BOF should provide oversight of the Field Use Account fund expenditures and review purchase practices twice a year.

AJ Martinich seconded

All in favor

- 4) Maintenance staff available to other departments -

Robert Klem makes a motion that the maintenance staff makes itself available to other departments to help with odd jobs and projects, must be requested through the Park and Rec Director as time permits.

AJ Martinich second

All in favor

- 5) Unplanned Outsourcing Plan - Robert Klem discusses. Phil Tamallanca discusses. Danielle Alves states that we should have a policy on the website so that companies can submit their info, insurance, and pricing so we can access that info easily and efficiently. Also a conversation with the Director and the Maintenance staff would have to be had per outsourcing issue.

Robert Klem makes a motion for the Park and Rec commission should continue to develop an outsourcing plan.

Tom Cable second

Kirsten Ceva opposed

- 6) Snow Removal - The recommendation states; The BOS should give the maintenance staff responsibility for snow removal for 660 Morehouse for 2017/2018. The BOS may review and revisit possibly adding Helen Keller Middle School for the 2018/2019 year going forward. During a snow event, the maintenance staff should operate in coordination with the Director of Public Works (DPW) and any over-time will be monitored and charged to DPW. Phil Tamallanca and Robert Klem discuss. Mike Clark discusses. Phil Tamallanca discusses that he is concerned if there is a delayed opening or if there is a large storm.

AJ Martinich, makes a motion to have the recommendation state; The BOS should give the maintenance staff responsibility for snow removal for 660 Morehouse for 2017/2018. The BOS and Park & Recreation commission may review and revisit possibly adding Helen Keller Middle School for the 2018/2019 year going forward. During a snow event, the maintenance staff should operate in coordination with the Director of Park & Rec and the Director of Public Works (DPW) and any over-time will be charged to DPW.

Robert Klem second

All in favor

- 7) Office Staff - Recommendation states keep Director and Programmer as is, Secretary, no benefit position, 6 months at 20 hours a week and 6 months at 15 hours a week.

Phil Tamallanca makes a motion to leave the secretary position at 20 hours a week, non-benefited.

AJ Martinich second

All in favor

Robert Klem opposed

Pepsi Sign at Aspetuck Park – Phil Tamallanca states that he feels we should make a Park and Rec logo sign and cover the Pepsi logo since there is no affiliation or sponsorship with Pepsi and the town of Easton. A suggestion is made to replace the entire scoreboard, since it doesn't work. Commission agrees to replace the logo for the time being.

Phil Tamallanca makes a motion to cover the existing Pepsi sign with an Easton Logo.

AJ Martinich second

All in favor

New Business

Postings for Staff - Phil Tamallanca states that he wants to put together a subcommittee for interviewing for the positions of Director and Programmer.

Phil, AJ, Tom - Positing two positions internal.

Robert Klem states that we should post internally and externally.

Phil Tamallanca makes a motion to vote on posting the director's position internally in executive session and to have the candidates interviewed by the commission.

AJ second

Tom Cable, Kirsten Ceva in favor

Robert Klem opposed

Phil makes a motion to post the Programmer job internally in executive session and to have the candidates interviewed by the commission.

AJ Martinich second

Tom Cable, Kirsten Ceva in favor

Robert Klem opposed

Phil Tamallanca makes a motion to post secretary internally and externally.

Tom Cable second

All in favor

2018 Commission Meeting Time - Commission agrees to keep the commission meeting time at 6:30pm for 2018.

Commissioners Comments – Tabled to next meeting

Public – Ann Menusky speaks on the first selectman and the Park and Rec subcommittee. See attached. June Loggie speaks about the same issue. Both attended the BOF and BOS meeting, the First Selectman had recommendations of the sub commission on their agendas for action before the commission was able to even view or discussed. June states that she does not agree with cutting of the staff.

Accidents – Distributed

Phil Tamallanca - made a motion to adjourn.

AJ Martinich - seconded.

All in favor

Meeting was adjourned at 9:35PM.

Submitted by- Lisa Farasciano

A handwritten signature in black ink, appearing to read "L. Farasciano", is written over a faint rectangular stamp.

