



TOWN OF EASTON
Park and Recreation Commission Special Meeting Minutes
Easton Park & Recreation Office
February 20th , 2024 – 6:30 PM

Meeting called to Order at 6:34pm by Chairman Rocky Sullivan
Minutes recorded by Kacey Gormley
Present: Rocky Sullivan, Carolyn Oppenheim, Kacey Gormley, Dave Gombos, Danielle Alves, Eleni Yiannakides
Absentee(s): Chris Barcello, Kerry Caylor, Nick Jhilal, Lisa Farasciano
Guests: none

- 1) Discussion and approval of the minutes of January 23rd Special Commission Meeting.**
 - a) Carolyn made a motion to accept the meeting minutes; Kacey seconded. All approved.
- 2) Discussion and approval of the Financial Reports from January 2024.**
 - a) **Operating Budget, discussion and approval.**
 - i) Of note this month: CRPA/NRPA membership fees paid in Education; Overtime was for snow removal - DPW to cover; additional Maintenance Crew this month was called in to help with snow removal
 - ii) Kacey made a motion to approve the Operating Budget from January 2024; Dave seconded. All approved.
 - b) **Field Use Report, discussion and approval.**
 - i) Of note this month: all payments have been received for Fall/Winter; RELAX no longer requesting field space; next month we will have expected Spring numbers, mid-April fields open;
 - ii) Truck maintenance (engine repair) noted in expenses; commission members asked about progress on restructuring truck maintenance within the town umbrella, members noted that this topic should be presented during a Board of Selectmen meeting for review - plan to present after budget season
 - iii) Carolyn made a motion to approve the Field Use report; Rocky seconded. All approved.
 - iv) **ECC field use request, discussion and approval**
 - (1) Director had received field use request for summer programming, ECC needs to know by May
 - (2) After discussion, commission members decided to keep the field use rate the same as last year with no changes.
 - c) **Discussion and possible action on operating budget and capital plan for 2024-2025**

- i) **Side Note:** Director informed commission members that screen has been ordered and we will be using the movie night projector in the future for meeting/financial presentations instead of copied papers

- ii) **Budget Presentation**

- (1) Operating for Fiscal Year - as requested at previous meeting, Director restructured budget presentation to reflect the school maintenance in the Maintenance and Repair category which accounts for the 16.67% increase; Director reviewed other percentage changes that were discussed at last month's meeting; Operating wages are set by union standards, including increases, and cannot be adjusted by commission
- (2) Capital Projects - discussed six items for 2024-2025 budget; clarification requested for Aspetuck Playground Replacement and Director highlighted that there is a request to earmark funds in 2024-2025 AND 2025-2026 and 2026-2027 in order to complete the project.
 - (a) Aspetuck Park - plan to keep putting funds aside for renovations and possible change in layout; plan to set aside \$100,000 over a few budgets
- (3) Five Year Estimate of Future Capital Project Requests - seven items reviewed with clarification given for Power Turf Reno Resurface Machine which is an infield baseball machine that has been a topic of discussion with the maintenance supervisor and crew; commissioner suggested that we look into adding a line item of Annual Athletic Field Reno to the Five-Year plan, similar to the Annual Baseball Field Reno rotation, to maintain the levelness and drainage for our heavily used athletic fields - Director to research costs and time allotments required.
- (4) Kacey made a motion to accept the operating budget and capital plan for the 2024-2025 budget presentation to the Board of Finance; Carolyn seconded. All in favor.

- 3) **Maintenance and Field Info Review** - discussed above in budget and capital projects

- 4) **Recreation and Extended Day Review**

- a) **Discussion and approval of the Activity Account from January 2024**

- i) Tabled for next meeting; unable to fully discuss because staff still awaiting reconciliation from town for Activity Account.

- b) **Discussion and approval of monthly accident/incident reports.**

- i) Commission members reviewed Extended Day summary as well as accident/incident reports provided; Kacey made a motion to accept the accident reports from January and February; Carolyn seconded. All approved.

- 5) **Unfinished Business**

- a) **Tennis PickleBall Court Renovation and Bid**

- i) Concern has been identified by the engineering firm that has been reviewing the project; the company that won the bid does not yet have two of the certifications required to perform the project - to clarify the certifications were not required to put in for a bid, the company has until next week to verify they have the certifications. Director will know more next week on how this will proceed; the Board of Selectmen

may need to be involved if the company with the winning bid does not receive the project. Tentative start date for the renovation is the end of March.

b) Sub-Committee Update

i) Shared the one page Project Charter; commission members noted this was a solid foundational start to utilize this structure for future planning and working groups on specific projects like Aspetuck Park planning.

c) **Discussion and possible action to conduct a charrette style session regarding the Aspetuck Park** - Director recognized that commission members had thoughts on what could/should be done in Aspetuck Park and asked if the department could create a survey to send out; sub-committee members noted that the creation of a comprehensive survey is needed so that we do not lose participation with too many specific surveys; commission members have been in contact with a company that has implemented and evaluated town-wide assessments for other CT Parks & Rec Depts, Director asked for that contact information for more follow-up.

6) New Business

- a) Commissioner asked about our relationship and expectations for Open Space in Easton; Director walks the Open Space 1x per month, all active trails are in good shape currently.
- b) Commissioner asked about the process to request a road sign for Morehouse Fields from DPW

7) Commissioner's Comments

- a) Geese problem noted for athletic fields and since dogs are not allowed on the fields, asked about cleaning process before season - noted the possibility of a paddock cleaner as a tool for fields with heavy geese droppings

8) Public Comment - None

9) Adjournment

- a) Motion for adjournment made by Carolyn, Dave seconded. Meeting adjourned 7:44pm