Park and Recreation Commission

Andrew Cota, Chairman

Beverly Moran
James Benanto
Ronald Sill
James Butler Sr.
Bruce Sill
John Bittmann

Minutes

(meeting recorded)

Monthly meeting: Tuesday November 12, 2019 in City Hall.

Meeting was called to order at 7:00 p.m.

By roll call, members present: Andrew Cota, James Benanto, Ronald Sill, James Butler Sr., Bruce Sill and John Bittmann. Beverly Moran was excused.

Parks and Recreation Director Dennis O'Connell was present. Athletic Director Matthew Bradshaw was excused. Board of Education member Ken Marcucio was present.

ADDITIONS OR DELETIONS TO THE AGENDA:
Without objection the agenda was accepted as presented.

APPROVAL OF MINUTES:
MOTION made by James Butler Sr. and second by Bruce Sill. Move to accept the meeting minutes of October 15, 2019, as written. Motion carried unanimously.

PUBLIC PORTION:
No one came forward.

2019 DEC 9 AM 8:46

CORRESPONDENCES:
Nothing was presented.

DIRECTOR REPORTS:
Mr. O'Connell reported that the Pop Warner season has ended with the cheerleaders once again going to Disney. They are practicing at the Derby Veteran's Community Center

Registration for basketball was held the last week of October and the first week of November. The girl's program is placed with a travel program with Ansonia. Scheduling is now underway.

The energy efficiency upgrades continue at the Derby Veteran's Community Center. The new lighting is a great improvement. Work continues on the heating system. There are some issues with imbalance of the temperature in certain areas of the building. This is being discussed with the contractor.

The Seymour football game at the new JR Payden Field house went well but the protocols for the use of the building were unclear. The initial plans are to allow the athletic events use of the locker rooms and the restrooms were available. At the game there were visitors desiring to view the game from the upper deck and a question arose whether the elevator needed to be available as per handicapped accessibility. If that is the case, the need for attendants becomes clearer. It was felt that there should be oversight during the events so as to ensure patrons needs are addressed but also that their areas of access are supervised. Members discussed the need to finalize the policies that have been created. With these new issues arising the policies will be researched further to cover the new matters that should be addressed. As the season is ending, there is time to clarify and finalize the documents over the winter.

The Thanksgiving breakfast will be held in the JR Payden great room. This is a special exception to the limits placed on the new facility by the Board of Alderman and Alderwoman. Members discussed how important it will be to develop a chain of command so that the necessary parties are properly informed. Concern was voiced that the Parks and Recreation Commission may be omitted from the scheduling process and that could prove difficult in scheduling staff, processing requests, etc.

Mr. O'Connell reviewed a communication received from the Travelers Risk Control, the city's carrier. Apparently, per the letter, the boiler pressure relieving device is not installed in the vertical position in the JR Payden field house. In presenting the issue to the contractor, he so no problem with the existing installation. Mr. Sarmiento, the Building Official, will be consulted to try to resolve this matter.

Musco Lighting sent email to Mr. O'Connell advising that the Control-Link control appears to be off-line. This could be because of power outage or some other interruption to the system. They asked that it be inspected and resolved.

Mr. Marcucio suggested that the lighting on the field house be reviewed. It does not seem to be timed properly since daylight savings changed.

Mr. Benanto noted that the scoreboard has the capability to display downs and distance on the play. He questioned why it was not being used. Mr. Marcucio could not recall it being used in previous years. He indicated that the officials of the game manage that information. He will speak with the Athletic Director to see if it is possible to add that to the information entered on the scoreboard.

2019 DEC 9 AM 8:46

High School Athletic Director's Report: Mr. Bradshaw was excused.

NEW or OTHER BUSINESS:

Update on the Football/Baseball/Field house Committees and the policies and procedures

The project is winding down with final punch list items being addressed. Materials have been given to the City from the contractors.

Mr. O'Connell indicated that the pitcher's mound is being replaced. There are still concerns as to its weight and the labor-intensive duty it is to put it in place. Another matter still being discussed is the outfield fence for the softball field. Concerns for Title IX compliance have been raised. Mr. O'Connell noted that he would not know where the fence could be stored when not in use.

Mr. Cota reviewed the information that he felt should be included in the rental of the great room. Name, address, email, date of the event. A fee schedule should include resident and non-resident fees, kitchen fees, security deposit, it was noted that the need for Derby personnel should be considered so that those costs are covered by the fees or somehow presented to the renters for reimbursement. Rules have to stress that the user must leave the facility in the condition it was in upon their arrival. It was suggested that inspections be planned with staff so that there is a pre and post event walk-thru. Any decorations should not be attached to the walls or windows, there should be no tape, nails, tacks or any manner of attachment. Members discussed how the trash would be managed. It was noted that the dumpsters are a distance away and it was uncertain whether the renter should have to bring their trash to the dumpsters. Again, the need for an attendant or the custodian having special hours for the event have to be determined. There shall be no smoking at the facility. Alcohol use must be discussed and a decision should be made whether it should be prohibited. The renter will be required to obtain insurance for the event. If there will be music or entertainment, a finish time should be set; it was suggested for 11 pm. Initial discussions were to determine a preferred caterer company; this should be considered to ensure that the kitchen area is keep clean and in good condition. It was stressed that the facilities area of use must be very clear. Rental of the great room does not allow use of the playing fields unless there is a pre-set determination. The patio area use is a possibility but respect of the neighborhood has to be a

consideration. Members were excited for the possible uses of this wonderful new facility and stressed that proper management is key for its success.

MOTION by Ronald Sill and second by James Butler Sr. Move to adjourn the meeting at 8:14 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

These minutes are subject to the Commission's approval at their next scheduled meeting.

2019 DEC 9 AM 8:46