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: Monday January 14, 2019 in City Hall.

Meeting was called to order at 7:05 p.m.

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

Parks and Recreation Director Dennis O'Connell was present.

Athletic Director Matthew Bradshaw was excused.

Member Ronald Sill served as temporary chair.

APPROVAL OF MINUTES:
MOTION made by James Butler Sr. and second by Bruce Sill. Move to accept the minutes of December 10, 2018, as written. Motion carried unanimously.

PUBLIC PORTION:
No one came forward.

CORRESPONDENCES:
Nothing was presented.

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DIRECTOR REPORTS:
Parks & Recreation Director's Report: Mr. O'Connell reported that the Basketball program has started. There are three divisions and they are playing games with Ansonia. The numbers are down but that seems to be a trend throughout the region.

Mr. O'Connell noted he will be starting to draft the 2019-2020 Parks and Recreation Department budget. The Board of Apportionment and Taxation did transfer the leftover funds last year from Ryan Field Capital and field maintenance that was requested in anticipation of the new fields and field house. He will be determining what will be needed for the new facility for the end of this fiscal year as well as possibly seeking to have another transfer request to deal with the upcoming fiscal year. He will be ordering storage bins to be delivered in the spring for the storage of the field maintenance equipment and for the athletic equipment.

Mr. O'Connell noted that the usage of the Derby Veteran's Community Center has slowed. Membership numbers have declined.

High School Athletic Director's Report: Mr. Bradshaw was excused. He submitted a written report.

Fall Highlights-
Girls Cross Country Class "S" Champions
All-State Cross Country- Sabrina Hanock and Cassidy Ngaopraseutsack

Soccer- Kristjan Komani and Blerta Balidemaj- NVL All-Copper
Football- Zerion Montgomery broke single game rushing record, All-NVL Defense, and CHSCA All-State Defense
David Chevarella, Nate Bartone, and Julian Delarosa made the All-Copper Football Team

Spring Sports-
The Athletic Department is prepared to reschedule games and practices if the field is not complete.
The Athletic Department should meet with Parks and Recreation Director to coordinate field use and scheduling. This should be done to ensure that we do not schedule two teams for the same field.

NEW or OTHER BUSINESS:
Update on the Football/Baseball/Field house Committees
A committee is being formed to determine the logistics of the operations of the new field house. They will be trying to determine the annual use and the necessary level of maintenance and supervision. In question will be what staffing will be needed. An on-site supervisor is strongly recommended during events in the great room but is that oversight needed on a daily basis? Who will be allowed to use the facility? Who will be cleaning after an event as well as what will be needed for the weekly maintenance? A suggestion was made that a preferred caterer be retained for any events. An annual contract with the caterer could specify the expected services and responsibility of care and maintenance of the kitchen facility and the required health department inspection and oversight.

Members discussed the other needs of the facility. There is to be an expansive collection of memorabilia from the Payden family that will need adequate protection. The overall security of the facility should be determined. Access control and video surveillance were suggested.

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The management of the use of the new fields was raised. Members felt that the use should be by permit only and that no unauthorized use should be allowed. As with the current method of scheduling of the fields, the Athletic director and the Recreation director will work out the schedule. At question will be if there will be any outside programs seeking to use the facilities. It is expected that there will be requests. In making a decision on the requests, the wear and tear on the field most be measured. Any outside use should only be authorized if the revenue that is received is sufficient to cover the maintenance and clean-up costs of the facility. The life of the field surface must also be a consideration and projected future costs for replacement of the surface should be a determined so budgeting of that cost can be incorporated into any capital appropriations. Mr. Benanto suggested that Mr. O'Connell reach out to surrounding towns to find out their maintenance schedules and associated costs.

Mr. O'Connell indicated that the construction of the football field is progressing. Unidentified pipes and ledge have resulted in needed change orders that have raised the costs of the project. These unexpected costs are straining the budget and affecting the final outcome of the project. Revisions are being made to bring the project in on budget.

The flooding issue continues to be discussed between the contractors, their insurance agents and the effected parties. The matter is challenging due to the extraordinary event and the timing of the construction.

Mr. O'Connell indicated that the timeline on completion is dependent on the weather. Projected completion of the baseball field is for the start of the spring program. The football field should be ready for the fall program. The completion of the track is uncertain and is dependent on the football field completion. The field house is scheduled to be completed by June 15th with expectation of Ms. Payden attending the dedication in conjunction with the graduation ceremonies.

MOTION by James Butler Sr. and second by Beverly Moran. Move to adjourn the meeting at 7:50 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.

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