



GORDON OLIVER
CHAIRMAN

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED

TOWN OF ELLINGTON

Parks and Recreation Commission

31 ARBOR WAY P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

THOMAS BOSCARINO
CYNTHIA COSTANZO
KEVIN HAYES
ROBERT LAREW
THOMAS STAUFFER
SHAY DRAKE
CHRISTOPHER WEITZ
JENNIFER MULLIN

Parks & Recreation Commission Minutes of the Special Meeting May 23, 2016 @ 31 Arbor Way

MEMBERS PRESENT: Thomas Boscarino, Jennifer Mullin, Shay Drake, and Chris Weitz.

OTHERS PRESENT: Robert Tedford, Director, Parks and Recreation
Allison Breen, Staff, Parks and Recreation

- i. CALLED TO ORDER: Thomas Boscarino called the meeting to order at 7:01 P.M.
- ii. Review recommended staff assignments for the summer of 2016:
 - a. Minimum Wage Increased to \$9.60
 - b. Crystal Lake – Sandy Beach: Lifeguard Staff
 - i. Lost 2 swim instructors to internships.
 - ii. Abigail Wylie and Mackenzie Marsters are taking water safety instructor (WSI) course and will complete the course by mid-June.
 - iii. Allison Wylie – 5th year and Assistant to the Director

UNANIMOUS CONSENSUS TO AGREE ON THE RECOMMENDED WAGES AND STAFF FOR THE WATERFRONT STAFF, AS RECOMMENDED BY THE RECREATION DIRECTOR AND ASSISTANT RECREATION DIRECTOR.

- c. Summer Day Camp: Camp Directors/Counselors
 - i. All returning day camp staff members who applied were retained.
 - ii. Five new staff recommended for hire out of 13 applicants.
 - iii. Applicants have not been notified yet, but rankings are available on file if necessary.

UNANIMOUS CONSENSUS TO AGREE ON THE RECOMMENDED WAGES AND STAFF FOR THE DAY CAMP STAFF, AS RECOMMENDED BY THE RECREATION DIRECTOR AND ASSISTANT RECREATION DIRECTOR.

- iii. Review proposed/received requests for vendor applications/locations:
 - a. Ice Cream Truck Vendor – Due to extenuating circumstances full payment from 2015 will be received by May 30th and 2016 must be paid by July 31st, with the understanding that the recreation department will seek a waiver to the bid process. Failure to meet these deadlines should result in termination of the remainder of the 2016 contract.

- b. Hot Dog Cart – A preliminary application has been received and the recreation department will seek a waiver to the bid process once all of the required documents have been received.

- iv. Proposed office hours at the OLD Crystal Lake Schoolhouse:
 - a. Requested by the First Selectwoman as a satellite office.
 - b. Items necessary to operate the satellite office include: ActiveNet registration, printer, recycled desk, and charge card device.
 - c. Waterfront Assistant to the Director will assist with hours during the summer months pending mitigating factors such as vacation hours, personal time, staff illness, or other extenuating emergencies within the program structure.
 - d. A log has been created by the recreation department for recreation staff to keep track of what staff are at the Schoolhouse, what hours it is open, and how many individuals are coming to register for programs, ask questions, etc. A blank copy was distributed to the board members in attendance at this meeting.
 - e. All board members in attendance have expressed concerns over this directive and the number of hours that Recreation Staff are being requested to work at the satellite office. They believe that a request should have been made by the First Selectwoman to the Parks and Recreation Commission for their consideration.

- v. Board Members received a copy of the internal posting for the Parks and Recreation Administrative Secretary which was developed by the Recreation Director, the Human Services Director, the First Selectwoman and Human Resources Coordinator.

- vi. Other Discussion
 - a. The First Selectwoman also broached the subject of the type of music and volume that may be allowed at sandy beach.
 - b. State Bond Grant – open for 5 years, add to agenda for the next meeting

vii. ADJOURNED: 7:55 PM

Submitted by: Allison Breen, Staff, Parks and Recreation

Allison Breen