



GORDON OLIVER  
CHAIRMAN

STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED

# TOWN OF ELLINGTON

## Parks and Recreation Commission

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

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

### Parks and Recreation Commission Special Meeting Minutes: November 29, 2018 7:00 PM at 31 Arbor Way

**MEMBERS PRESENT:** Gordon Oliver, Shay Drake, Jennifer Mullin, Thomas Boscarino Christopher Weitz  
**OTHERS PRESENT:** Mary Bartley, Assistant Director of Recreation; Kristen Wasielewski;  
Administrative Assistant II; Peg Busse, Board of Finance Member; Erin Orvis

#### AGENDA:

- I. **CALL TO ORDER:** Gordon Oliver, Chairman, called the meeting to order at 7:09 PM.
- II. **CORRESPONDENCE:** None
- III. **APPROVAL OF MINUTES: November 14, 2018 regular meeting**  
MOVED (BOSCARINO) SECONDED (DRAKE) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES FROM THE NOVEMBER 14, 2018 REGULAR SCHEDULED MEETING.
- IV. **PUBLIC FORUM:** None
- V. **CHAIRMAN'S REPORT**
  - A. **Position Description – Director of Recreation**

Discussion of the Board of Selectman Special Meeting in regard to the job description for the Director of Recreation. The commission reviewed the changes applied to the job description for the Director of Recreation. Gordon Oliver stated that he would be present on the committee hiring for the Recreation Director position. Commission members were asked to review the edited copy and the current copy of the job description and send any comment to Gordon. Gordon Oliver then discussed the background checks of employees and how it fits into the job description. Oliver noted that the current Recreation Department policy for filing the background checks needs to be moved to the Town Hall for security purposes.
  - B. **Tribute ideas – Robert Tedford**

Gordon Oliver led a discussion on the numerous ideas that could be done to honor Robert Tedford. Jenn Mullin noted using a Velcro band that can be strapped onto the uniform of the current travel teams, and continued through each season for the year, as an honor to Bob.

MOTION (BOSCARINO) SECONDED (WEITZ) AND PASSED UNANIMOUSLY TO PURCHASE 150 BLACK COMMEMORATIVE VELCRO STRAPS FOR TRAVEL TEAM UNIFORMS.

Gordon Oliver will speak with the family in regard to what they would like to do as a tribute for Robert Tedford.
- VI. **RECREATION DIRECTOR'S REPORT:**
  - A. **WINTER: program /review/update**

Mary Bartley noted that the winter program flier will be finalized within the next 7-10 days. Once the flier is finalized it will be sent out through the school system.
  - B. **Capital Improvement budget proposal for: 2018-19 FY**

**C. Scoreboard installation @ Pinney Fields: In memory of Hunter K. Giroux(status)**

Commission members and Erin Orvis discussed the scoreboard installation. The scoreboard is in and Christopher Weitz will speak with the Giroux family for a ceremony and installation for the 2019 spring season. Christopher Weitz and Erin Orvis, Lacrosse President, will work together to determine a spring ceremony date.

**D. Review assignment of commission members as liaisons re Rec/bball leagues(update)**

Sherri Kraus and Kevin McKee will run the evaluation date for the boys' recreation level with the help of Kristen Wasielewski. Mary Bartley will run the evaluation for the girls' recreation level program.

Keith Jarvis, Gordon Oliver, and Kevin McKee will work with Mary Bartley and Julia Connor to run the men's league program.

Kevin Hayes is working with Mary Bartley and Kristen Wasielewski to set up the travel basketball schedule.

Christopher Weitz will work with Mary Bartley and Kevin Hayes on the Hunter Giroux tournament.

Commission members requested the list of what programs they are currently the liaisons for. They would also like the finalized games schedules so they can attend games as needed as members of the commission.

**E. Security: Create ID (laminated) for all volunteer staff, especially indoor (gymnasium) use**

Volunteer and staff members will have self-laminated ID cards for use in the schools. Commission members will also have ID cards noting their role on the Parks and Recreation Commission.

**VII. COMMITTEE REPORTS:**

**A. Finance: 2018-19 (revenue) Budget review**

**B. Maintenance: Field usage**

Erin Orvis was asking about the condition of the fields for the upcoming spring seasons. Christopher Weitz noted that DPW has the budget and will be reseeding and maintaining the fields. The commission had a quick discussion in regards to the grant money from the proposed turf field project and that they will need to have a plan for the next steps.

**C. Operations: Attendance (program) recommendations.**

First meeting in January we will revisit the attendance recommendation to have it in place for the spring season. Tom Boscarino will share the draft of the attendance recommendation to the presidents of lacrosse, soccer, etc. for review and input before the January scheduled meeting.

**VIII. OLD BUSINESS: None**

**IX. NEW BUSINESS**

**A. Discuss: Plan of Conservation and Development (plan).**

Christopher Weitz will send a draft from the plan from ten years ago and Weitz's recommendations for the upcoming plan. Christopher Weitz recommends an independent study to be conducted on the town facilities fields.

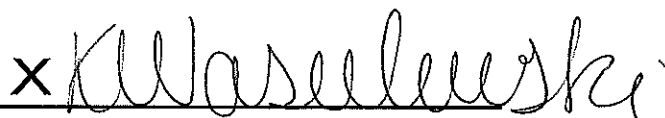
**B. Approve 2019 Parks and Recreation Commission Meeting Dates**

MOTION (BOSCARINO) SECONDED (MULLIN) AND PASSED UNANIMOUSLY TO APPROVE THE 2019 PARKS AND RECREATION COMMISSION MEETING DATES.

**X. ADJOURN**

MOTION (BOSCARINO) SECONDED (OLIVER) AND PASSED UNANIMOUSLY TO ADJOURN AT 8:42 PM

Submitted By:

  
Kristen Wasielewski