

**March 6<sup>th</sup>, 2019**  
**Clinton Parks & Recreation Meeting Minutes**  
3:30pm  
Clinton Parks & Recreation Building  
560 High Street

**In Attendance:** Ed Verrier, Yoanna Osborne, John Baird, Jodi Breidel, Matt Kobus, Director Emily Easterling, Recreation Manager Rosa Kairat, Facilities Director Russell Karlstad, Matt Varakis, John Green, Jay Laganelli, Joe Grider - Intern, Jean Durkin

Call to Order: 3:36pm

**Administrative:**

- Review and Acceptance of Previous Meeting Minutes
  - 1/30/19, 2/11/19, 2/20/19
    - Jodi motioned to approve the minutes from 1/30 with updates. Matt 2nd motioned. Commission voted unanimously to approve the meeting minutes. Jodi motioned to approve the minutes from 2/11. Matt 2nd motioned. Commission voted unanimously to approve the meeting minutes. Jodi motioned to approve the minutes from 2/20. Matt 2nd motioned. Commission voted unanimously to approve the meeting minutes.
- Personnel Hours & Policies for Employees – Town Counsel was not present
  - Overtime compensation & proper reporting of hours worked
    - Motion made by Yoanna to table this discussion point. Jodi 2nd the motion. Commission voted unanimously to table the discussion point until Chair & Vice Chair meet with Town Counsel initially as requested.
- Letter to Board of Selectmen and Facilities Director
  - Chair & Vice Chair to attend BOS for Brody Monument
    - Yoanna motioned to put this on hold (until guests leave in order to deal with their agenda items first); Matt 2nd, all in favor.
    - Board did not feel comfortable sending letter in its current form and tone. Although everyone acknowledged the overall frustration we have been sensing in general, the commission as a whole felt it was better to engage other officials directly out of relationship rather than have a negative tone on record. Jody motioned not to send it, John 2nd, all in favor.

**Recreation**

- Discussion of fee charged for athletic field rentals and leagues
  - Director reviewed her research on rental fees, including utilities, field maintenance, parks, etc...
    - Jodi requested that Emily compile comparative pricing from surrounding towns in order to have more qualified information from which to judge.

- John motioned to table this discussion until the next meeting. Ed 2nd motioned. Commission voted unanimously to approve the tabling of the discussion and voting of the fees.
  - Jay Laganelli proposed off setting the lights costs with the cost donated as part of their field maintenance. Yoanna motioned to waive the fees (\$300) due to the financial investment of the organization. John 2nd the motion. All in favor with Matt abstaining.
- Little League – Board Members present
  - All Fields - Preseason Prep
    - Soil Survey Results, Ash St. Field 2, Savage Field Lighting
      - Ash St. Fields will be maintained (general mowing) and scheduled by Clinton Public School. However, Little League has agreed to make the infield on both fields “game ready”, removing our department directly from the process.
      - Russell approved lighting repositioning for the existing lighting at Savage Field until current lighting is replaced. Russ said the drawings will be completed by late March with a fast start by early April. Jodi motioned to approve repositioning the lighting so there’s no field downtime while they’re working on new lighting. Yoanna 2nd, all in favor with Matt abstaining.
  - Field Signage Update – Banners, Scoreboard
    - Yoanna motioned to remove the proposed language on the banner so that it only includes the logo, tagline and motto. John 2nd the motion, all in favor with Matt abstaining.
    - Matt agreed to pay for the \$40 set-up costs to the CP&R.
  - Spring/Summer Scheduling Update
    - Little League agrees to put Emily on the SI app distribution so that she’s receiving all of the updates moving forward regarding scheduling changes. They also agreed that they would get the game schedule to her in due order before the season starts.
  - Volunteering - The board reminded all present that it fully expects all LL members to clear any maintenance activity on the fields with our Park Manager or Director prior to execution.
  - Special request to the Park Manager that he use the bagger for the lawnmower so that there aren’t grass clumps left on the field which compromises the play conditions.
    - All agreed that it would be in the best interest of the CP&R if the Park Manager uses the bagger for the lawnmower. Yoanna said going forward that this become standard practice. Jodi 2nd the motion, all in favor with Matt abstaining.
  - Clinton Youth Softball – merger consideration w/Little League
    - Allocation of Recreation Dept. resources
    - Estimated 200 hours per month on in season. FT employee works approximately 140 hours. Requires 1.5 staff people in order to keep it up. Is this an efficient use of resources and what could we do with 200 hours a month? Little league would like to bring this

discussion up again and put it on the table to merge. We have 6 teams so there might be only 4 teams. Little League would like to resurrect this notion to have it go under them but with no strings attached. Yoanna asked if this would enhance the registrations and if it would open up the budget for softball. Matt said that they aren't going to separate the budget for them. Before Emily arrived it was falling apart at the seams and parents are very appreciative of her efforts. There's no perception of wanting to get rid of it. Right now there are 12 Little League board members. The Little League would like to know if it's the CP&R Board's will for LL to take over softball, then he can bring this back to the Little League Board for discussion and consideration.

- Yoanna thanked Emily for the exceptional job she's done building the program.
  - Jodi made a motion to have Matt V. go back to the Little League Board and ask them to consider merging Softball into their league, see if they have any questions and then come back to Emily to bring to our Board for the next meeting. John asked for clarification on this motion. Jodi explained. Jodi motioned again. John 2nd the motion. All in favor with Matt abstaining.
- Clinton Youth Softball 2019 Season Update (Report from WSA League Meeting)
- The age change of the Softball League to keep the quality of play level across towns. Trying to decide if they have a U12 or U14. Pick an age and make it equal across the towns. Emily is working with Sterling to combine teams with them. Jodi commented how much more work that would be. Talked about tournaments at the end of the season and the all star games at the league again.
  - Impact on Director's schedule and time over 50% of staff time
    - Jodi commented how she felt this was too much time spent on any one program for staff and that we should evaluate whether or not the program can be absorbed by an organization already managing similar programs. Yoanna commented on how it would impede our ability to introduce new programs at our current staffing levels.
  - Should we be creating a board this year?
    - This conversation was tabled and all agreed that it should wait while CP&R and the Little League Board evaluates the feasibility of merging programs.
- Daddy Daughter Dance/Mother Son Movie - Review and recap
- Event evaluation form included in parking and survey results and comments. These are done every year. The numbers were down and the PTA put a sweetheart dance on the night before. Rosa will be set up on Friday night next year. Emily encourages us to bring this up at a school meeting. We should be working together and waiving fees. Emily took care of this all by herself. Donations from McDonalds for apple slices and yogurts. We had 350 people vs. 250 people this year. We may have to consider renaming the event because of changing family dynamics. Emily

- and Rosa will check the survey results and implement improvements/changes next year based upon feedback.
- Mother/Son Dance: Our numbers were up from 128 attendees to 250 attendees despite the cost going up. Emily and Rosa will check the survey results and implement improvements/changes next year based upon feedback.
- Dodgeball Tournament: Went very well. Awesome donations were secured by Emily.
- Holiday Pops 2019 Event Discussion (date, theme, performers). Looking for direction on the event. Should we do 12/7 or 12/14? Philharmonic Symphony only available on 12/7 and the Wind Symphony in Lancaster is available on 12/14. The prices are similar \$5,000-\$6,000. Is there something else to enhance the 14th (school students?) - Yoanna asked. Russ Lowe is the communicator for the Wind Symphony.
  - All thought 12/7 with the Philharmonic Symphony would be the best option for the Holiday Pops. It also is far enough away from Christmas to secure a better turnout.

### **Meeting Policy:**

- Monthly board meetings on regular cycle (alternate date swap)
  - Last Wednesday of the month 6:00-7:30
- Personal lifestyle choices affecting meeting schedule
  - Children in Workplace Policy (liability, appropriate space, safety, noise)
    - Matt tabled, Jodi 2nd, all in favor

### **Department Issues:**

- Quote on Video Surveillance Camera Equipment for building
  - \$40 for each camera; 5 units needed. Purchase has to wait.
- Quotes for Cleaning Service for CP&R Building
  - Vendor already familiar with town policies. They charge \$150 per week for two times per week. So they can clean Mondays and Thursdays. Key and code after hours. Matt made a motion to hire Discover Cleaning Corp. Yoanna 2nd, all in favor.
- Reimbursement of tax paid retroactive to Director for Credit Card use - too lengthy to explain this time around.
  - Yoanna motioned to table the discussion to next meeting. Matt 2nd, all in favor,
- Snow Removal Sidewalks
  - Turini's Corner, Hamilton Square, Mechanic/Chestnut St. Park
    - Yoanna motioned to table discussion to next meeting, Ed 2nd, all in favor.

### **Open Business**

- Jean Durkin from NAMI presented about a support group that is requesting to use Central Park to support a Walk on 4/27/19 and to waive the user fee. The walk would be used to raise awareness in the community

and to do some fundraising. Ed motioned to waive the user fee of \$25. Yoanna 2nd the motion. Commission voted unanimously to approve the waiver. Yoanna suggested Jean reaching out to Emily and Rosa about promoting the event online and through social media, especially having a presence on Clintonrec.com.

- Brody Monument discussion is on hold from the donor because they were put off about installation costs - didn't perceive the additional expense.
- Unos fundraiser for Clinton Youth Softball - pass them out to people
- Need Celtics people to go to the game in two week. Sales are not going well.
- John will head up By-Law Research. (mentioned in passing and will be expanded on at next meeting)

**Action items for future meetings:**

- Sensory Friendly Event – Carrie Trenholm partnership to seek grant funds and explore adaptive sports
  - Yoanna motioned to table discussion until next meeting. Matt 2nd motion. All in favor.
- Grant writing duties and overall delegation of workload
  - Yoanna motioned to table discussion until next meeting. Matt 2nd motion. All in favor.

Ed motioned to adjourn 5:45 p.m. Yoanna 2nd, all in favor.

\*\*We went right up to the moment when the Holiday Pops Committee meeting needed to convene.