

November 20, 2019
Clinton Parks & Recreation Meeting Minutes
6:00pm
Clinton Senior Center
271 Church St.

Called to order: 6:02pm

Attendance: Chair Jodi Breidel, Vice Chair Yoanna Osborne, Commissioners John Baird, Matt Kobus, Edward Verrier; Director Rosa Kairit and Facilities Director Russ Karlstad

Administrative:

**Jodi stepped down as Chair to make a motion to introduce the 9/25/19 minutes for review and approval, Ed 2nd, all in favor – 5. As discussion ensued, multiple revisions were needed. Jodi motioned to table these minutes until edits are made and corrections are included before the end of this meeting; Ed 2nd, all in favor – 5. Jodi resumed Chair duties at this juncture.

-Review and Acceptance of Previous Meeting Minutes

- 9/25/19 (Regular Board Meeting)
Matt motioned to approve with submitted corrections as discussed; Yoanna 2nd, all in favor – 5.
- 10/23/19 (Regular Board Meeting)
Minutes were amended to reflect the suggested corrections. Matt motioned to approve the amended minutes with edits; Ed 2nd, all in favor – 5.

Jodi introduced a topic for discussion to be added as an agenda item at our next meeting. She would like the department to purchase cameras to record our sessions in order to upload the content quickly and have it accessible the next day.

Matt suggested reaching out to Paul Morrison @ Clinton High School – manages group that records public meetings for other town boards. Students compensated with funds from Marketing Committee (CCTV connected; Ed Devault - member), equipment supplied by BOS. School Dept. granted \$25K to buy equipment; camcorder recommended. Rosa will do research for next meeting.

Parks & Recreation:

1. Update on Dugout Variance at Savage Field – Russ Karlstad

- Russ was supposed to attend the Zoning Board Monthly Meeting but missed it. He will go to the December meeting (12-10-19).

2. Savage Field Lighting Update – Russ Karlstad

- Town Counsel has already determined that we would have to go to Town Meeting to re-appropriate existing funds towards lighting.
- Commission has to create warrant and start marketing process to get public support behind it. Extra \$40-50K required to complete this project.
- Big expenses coming up soon. Splash Pad (\$180K) warrant article; Savage Field lighting (Little League Field only) is \$220,000. Both items are included in his plan. Selectmen will be seeing 1st Draft of Capital Budget request this evening.
- Unsure about other departments' status on contract negotiations and how that relates to calling a Special Town Meeting where we could potentially reallocate SF funding toward lighting costs.
- Savage Field Lighting Tour – 11/21/19 @ 5:30 (Russ & Ed Devault). Exploratory in nature ~ Ed V. and Yoanna will attend.
- Splash Pad has a 10 to 15 year life expectancy. Repairs would include an upgrade component (to be shared later). Ed pointed out how vital it is and that it is used all the time. Russ fully supports both projects and recommends that we strongly market both of these items.
- Softball Field – needs 6 poles replaced (~ \$510K, total for both fields). Discount is not based on the quantity of lights being used overall (approx. 30% savings on LED sport lighting). Some complain about fixing parks when roads are in tough shape; however, these are two separate items and funding sources.
- Russ would love to see all lighting replaced at the same time if possible. Phasing isn't favorable because money is saved when projects are done all at once and not in sections. (Admin costs can run up to 30% of the job).
- Yoanna motioned to have Russ price out lighting for both fields for a combined bid; Matt 2nd, all in favor – 5.
- [Comments at end of meeting] Marketing the Issue – Yoanna pointed out strategizing more aggressive timeline to inform voters. Matt said that the LL and softball communities are showing tremendous support for the parks in general right now. Target folks who use the fields the most such as the adult leagues so they consider supporting funding the repairs. [**CP&R and Clinton Early Childhood Resource Center will provide childcare the night of Town Meeting so parents can attend. Last year's meeting had a difficult time reaching quorum.]

3. Policy & Procedure Process/Bylaw Research Overview – Jodi Breidel & John Baird

- According to Town Counsel, any change to a bylaw must occur at Town Meeting.
- Decisions from prior meetings can be collected into a Policies & Procedures Manual for review. It can also be updated without having to go to Town Meeting for approval of content.
- Policies are being pulled from prior minutes (2009 – 2019) and listed in a single document for easy reference by topic. (Hardcopies of minutes are kept for five years by our department, not the Town Clerk).
- Material will be organized by category rather than chronologically. Currently about 15 categories with potential of combining some.
- Table of Contents to be decided but material should also include Composition of the Board, Board Responsibilities, Official Committees, etc. Much easier to update it yearly going forward and can be a model for other P&R departments to pattern themselves after.
- Also can be used as a board training document with a focus on Robert's Rules of Order and OML to impart instruction and guidance.
- Rosa pointed out that Bob Gibbons said he should look over the material once it is gathered.
- Yoanna thanked John on behalf of the board and the Town by extension for all of his efforts.

4. Town Wide Closing Policy – Rosa Kairit

- Rosa attended Town Wide Emergency Response Meeting – all dept. heads need to be unified so roads are cleared.
- Non-essential departments should follow school closings
- Matt motioned to adopt town-wide policy, i.e., follow the Clinton Public Schools closing policy for CP&R Department; Ed 2nd, all in favor – 5.

5. CP&R Staffing and Program Updates

- Central Park Tree Lighting ~ **11/30/19 @ 5pm**
Christmas décor company hired by Russ; tree should be a showstopper!
WHEAT Toy Drive – Justin Lamb, rep. for Firefighter's Union, with old fashioned fire truck on display; Girl Scouts singing and free refreshments
- Better marketing for **Celtics Tickets** this year; will probably sell out.
- Drama Program – doesn't seem appealing enough to the public to pay for it; all other programs doing well.

John motioned to adjourn at **7:22pm**, Matt 2nd; All in favor - 5