

**East Haddam Recreation Commission
Regular Meeting Minutes
February 10, 2020**

Attending: D. Carbo; M. Davis; C. Grillo; M. Larson; M. Roberts
Absent: S. Blanchard; P. Laffan; C. Miner; T. Piscioti
Guests: L. Conroy; S. Wheeler

Mr. Davis called the meeting to order at 7:08 p.m.

Guests & Audience

No topics were discussed.

Approval of Minutes – December 10, 2019 Meeting

The Commissioners reviewed the minutes of the December 10, 2019 meeting.

MR. GRILLO MADE A MOTION, SECONDED BY MR. CARBO, TO APPROVE THE MINUTES OF THE DECEMBER 10, 2019 MEETING AS WRITTEN. UNANIMOUS AYE.

Committee Reports

- **Unified Family Basketball** – The Commissioners discussed the February 8th basketball event. Mr. Carbo noted that although pre-registration for the event was low, turnout was good.
- **Music on the River (MOR)** - Ms. Conroy reported that the Music on the River committee held its first planning meeting and that six concerts will be scheduled, beginning July 13th. She noted that the Committee has agreed to work with a starting budget of \$13,500.00 which is the balance remaining from last year's fundraising. The Commissioners discussed potential new sponsors/donors.

Director's Report

a. **Winter Programs Review**

Ms. Conroy reviewed the winter programs and stated that Pickleball continues to be a popular program. She reported that a Pickleball clinic was sponsored by ConnectiCare who also donated several paddles to the program. She noted that Mr. Miner recommended splitting the courts between beginner and experienced players.

b. **Spring/Summer Programs** - Ms. Conroy circulated copies of fliers for the Spring/Summer programs and provided the following report:

- Registration for 4-6yr. old Indoor Soccer is full and she will have to add a second coach if there is more interest.
- The increase in the minimum wage will impact the salary line for summer camp and the camp fees.

- A meeting of the Adult Co-Ed Softball Committee is scheduled for February 20th to review scheduling, rules, etc.
- A safe boating class is scheduled. In response to a question raised by Ms. Larson, Ms. Conroy confirmed that participants will qualify for a certification certificate when they successfully complete the course.
- Other new programs include, Ceramics & Pottery, Cake Decorating, and Adult Cornhole.

Ms. Conroy reported that, based on a request from a high school student, she is looking into setting up a flag-football program. She advised that the camera system for the Town Beach will be installed this summer.

OLD BUSINESS

No old business was discussed at the meeting.

NEW BUSINESS

- a. Refund Policy – 3% Admin Fee – Director Conroy stated that she would like to establish a policy of charging a 3% fee for refunds on cancelled registrations. She noted that the 3% fee will cover the cost accepting credit card payments. The Commissioners discussed the pros and cons of a 3% fee vs. a flat fee. They agreed that any fee assessed on refunds should be fully disclosed on forms and the on-line registration platform.

MOTION MADE BY MR. GRILLO, SCONDED BY MR. CARBO, TO ESTABLISH A 3% FEE ON REFUNDS MADE AS A RESULT OF CANCELLED PROGRAM REGISTRATIONS. UNANIMOUS AYE.

- b. Budget/Annual Report – Director Conroy circulated a copy of the Town's June 2019 Annual Report and called the Commissioner's attention to the Recreation Department's section in the report. She stated that the Rec programs and collections continue to do well and she will report appropriate statistics in the department's June 2020 report.

Ms. Conroy advised that her budget requests this year include an increase to the Lifeguard salary line, funding for a volleyball net system, resurfacing the tennis courts, and adding \$8,000.00 to the reserves for resurfacing Chap's basketball court at Nicols Field. She noted that she will also discuss with the Board of Selectmen the possibility of using funds from the department's Special Revenue account for the volleyball net system.

Ms. Conroy advised that she will recommend to the Board of Selectmen that the \$150,000.00 expense to improve the field behind the Municipal Offices be put off again this year in favor of other projects. She noted that the Board of Finance is asking Department Heads to project their list of capital projects/purchases they will need over the next 5-10 years.

- c. New Software Update – Ms. Conroy reported the Town has signed a contract with MyRec software and the expected roll-out is April 1st.
- d. Municipal Gym Improvements – Ms. Conroy reported that there is \$25,000.00 in the budget reserved for improvements to the basketball hoop system in the Municipal Gym. She stated that she would prefer to have manual cranks installed rather than a mechanical system and has received a quote of \$28,750.00 for the project. She noted that the reserves set aside to pay for a scoreboard for the gym, \$3,750.00, will be moved over to pay for the balance of the basketball hoops project as there may be funding from the MOC building plan for the scoreboard.

The Commissioners discussed repurposing the Municipal gym's basketball hoops.

- e. April Meeting Date – Move? – Ms. Conroy noted that the April meeting date is currently scheduled during the school spring break. The Commissioners discussed rescheduling the meeting and tentatively agreed to hold it on April 6th.

Mr. Grillo advised that he has received inquiries about the light bulbs that are out in the scoreboard at the Elementary School. He also recommended marking the maximum/minimum heights for the basketball hoops in the Elementary School gym. Ms. Conroy agreed to pass that information on to the Facilities Manager.

Adjournment

THERE BEING NO ADDITIONAL BUSINESS TO DISCUSS, MR. GRILLO MADE A MOTION, SECONDED BY MR. CARBO TO ADJOURN THE MEETING. UNANIMOUS AYE.

The meeting adjourned at 7:54 p.m.

Respectfully submitted,
/s/ Sharon R. Wheeler
Recording Secretary