



Monthly Meeting
Thursday, Jan 16, 2025
7:00- Senior Lounge - 80 Main St., Terryville, CT
MINUTES

1. **Call to Order- Please state Date & Time for the Record**

The meeting was called to order by **Chairman Gerry Bourbonniere** at 7:02 p.m. in the Senior Lounge of the Plymouth Town Hall, 80 Main St., Terryville, CT.

2. **Attendance** – Members in attendance included: **Chairman Gerry Bourbonniere, Dennis Fowler, Rich Schnaars, Kelly Vitale, Director Maureen Cappetto, Councilman T.J. Zagurski** and Pam Pelletier – Recording Secretary.

Special Guest – **Mayor Joseph Kilduff**

Maureen Cappetto advised that Dave Downes contacted her to be excused from the meeting, he is participating a Recreation program.

3. **Pledge of Allegiance** – Led by the **Chairman**.

4. **Fire Exits** – Pointed out by the **Chairman**.

5. **Mayor Kilduff**

Mayor Kilduff thanks the Commission for allowing him to participate in tonight's meeting. He would like to clarify the charge of the Commission and the relationship between **Mayor**, Recreation **Director** and Commission.

The **Mayor** helps set the vision and direction of where he would like the department to go. The Commission helps the **Director** to carry out the vision. The Commission cannot expect to always approve decisions made by the **Director** as there may be times when a decision is made due to time constraints. The Commission should not be micro-managing the **Director**. The **Director** needs to be allowed to do their job. The **Mayor** suggests the Commission to provide the **Director** with the authority needed to run the department. This can be clarified and updated as needed and should become policy.

Mayor Kilduff has received positive feedback on Lake Winfield and feels that as the public becomes more familiar with the event additional sponsor should step up. He understands and has been kept in the loop about over-expenditures that might have occurred and is happy with the direction of the department. He is pleased with the programs that are being offered, old and new. We have a wide range of interests for all age groups.

Regarding Budget – It will be very tight this year. We are looking at large increases proposed by the Board of Education and have special funding requests that must be included in the budget for the Community Investment Downtown Improvement project. He appreciates the **Director** and the Commissions efforts. He recommends that the Commission put policies in place to avert questions in the future. He understands that there have been questions related to balances in the Recreation Department accounts and has confidence that our new Finance Direct will help us determine accurate numbers in the accounts (specifically Recreation Revolving Fund).

Dennis Fowler comments that we have discussed allowing the **Director** authorization on many items in the past. We have approved allowing her to set fees for programs and trips.

There is general discussion regarding a cap on startup costs of programs/trips.

Rich Schnaars feels that the **Director** should have control over fees for trips – it's basically the cost of the trip, the number of participants needed for the trip to pay for itself, associated costs, divided by participants. We do sometimes break even or allow for a small loss if we feel it will provide positive feedback for future participation.

There is discussion regarding a maximum cap, the Commission will allow the **Director** authorization for up to a maximum of \$1500 for start up costs over expenditures without Commission approval.

Secretary asks for clarification – Large Programs (Capital costs) will still need approval of the Commission.

MOTION: **Dennis Fowler** makes the **MOTION**, which is seconded by **Rich Schnaars** to authorize the **Director** to approve expenditures on trips and programs up to a maximum of \$1500 as discussed. The **MOTION** is voted on unanimously and will become policy.

Dennis Fowler asks the **Mayor** to elaborate where he would feel comfortable for the Recreational Budget to come in at. There is general discussion, and the **Mayor** recommends that the operating budget be kept under 3%, but understands that they need enough funding to operate.

Mayor Kilduff advised that the Senior Lounge requested funding was not approved by ARPA. We are looking to put together a Bond Package for the new Police Dept. and were hoping to include Town Hall renovations, but it does not look like those funds will be included although funds for relocation of the Skatepark are included. The Commission will have input on where it might be relocated.

He understands that we need to consider the future use of this building, it was looked at by the Municipal Facilities Committee. He hopes to at least be able to fund upgrades to the Senior Lounge with other funding methods this year.

Mayor Kilduff explains the process for referendum and is hoping to schedule if needed/recommended by late Spring (May). A tri-board meeting is being scheduled with the Municipal Facilities Committee, Town Council and Board of Education.

6. Approval of Minutes

• November 21, 2024 - Regular Meeting

MOTION: **Dennis Fowler** made a **MOTION**, which was seconded by **Kelly Vitale** to approve the minutes of the November 21, 2024 meeting and the **MOTION** is voted on unanimously.

7. Vote on version of Revolving fund policy per previously approved policy.

Director Maureen Cappetto provided the Commission with a marked up copy of their last approved version of the Revolving Fund Policy. The Commission has been reworking this policy over the last few years. She explained that the hand-written comments on the copy were made after the last review by the Commission.

Chairman Bourbonniere advised that he found a copy of the original Policy that was written by previous **Mayor** Dave Merchant and former Finance **Director** Ann Marie Rheault, this version was approved by the Commission during their tenure. It is noted that he was unable to find Board of Finance approval on the document.

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Mayor Kilduff briefly reviewed the document and advised that some changes would need to be made as we consolidated bank accounts and the interest that is reference in the document would need to be calculated. He also wants to make the Commission aware that there is a push by some in the public to eliminate “slush funds”. He believes that the Board of Finance will insist on a capped amount for the balance in the fund. It is also important that we have a written agreement in place. He suggests that the Commission take the time to review both documents and to consolidate them into a single policy. There is also discussion on language included in the documents; the Commission feel if we are doing the work going after the funding if there is remaining money it should stay in the Revolving account.

Dennis Fowler would like to give the **Director** an opportunity to review both documents; this is her first time seeing the old language. The documents can be tweaked, and information can be sent out prior to the next meeting for Commissioners to review and have discussion at the next meeting.

MOTION: **Dennis Fowler** made a **MOTION**, which was seconded by **Kelly Vitale** to table this item until the next meeting and the **MOTION** is voted on unanimously.

8. Public Participation - NONE

9. Program Financials to date

The **Director** reviews the financial report with the Commission and each line item is discussed. With clarifications.

Facility cost for School use - \$45 hour for each Maintenance staff at each school for the length of the program – totaling approximately \$2700

Part-time staff line item shows a deficit – grant monies need to be transferred to cover the cost as some of the expenses qualified under the grant.

Chairman Bourbonniere wants account line items added to the budget to clarify income and expenses. **Director Cappetto** explains she has meet with the new Finance **Director** and he is working on the 2026 Budget; he will look at our budget and consider our request at a later date. This is his Finance software, and this is currently the way the templates are set up, she is unsure whether they can be reformatted.

10. Director's Report - Reviewed and Discussed – written report attached.

Facebook Page idea was revisited. **Director** feels that she can facilitate it and would like to try. **Dennis Fowler** supports this request as does **Rich Schnaars**. **Chairman Bourbonniere** says we can try, if it goes well, we can continue it or if not trash the idea.

MOTION: **Dennis Fowler** made a **MOTION**, which was seconded by **Rich Schnaars** to authorize the **Director** to move forward on this project.

11. Review and Debrief of Lanterns on Lake Winfield

Dennis Fowler made a **MOTION** to table this discussion until a future meeting, the **MOTION** is seconded by **Kelly Vitale** and the **MOTION** is voted on unanimously.

12. Review of Budget and Capitals submission for 2026 – Reviewed and discussed – written proposals attached. **Chairman Cappetto** reminds the Commission that the increases in the budget for programs and field trips are because we do not anticipate any grant monies this year to off-set the cost of our Summer Camp programs. The **Director** advised that there was a lot of discussion and support for the program, but nothing was done with it.

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Councilman T.J. Zagurski will reach out to his State contacts for additional information on this.

Councilman T.J. Zagurski would like the Commission to consider adding to a project to upgrade the lights at Ososki field. He has been hearing complaints from the public that the Town is neglecting maintenance on its fields and facilities. **Councilman Zagurski** also heard that they are looking for another field and may not be coming back.

Director Cappelto comments that the Titans only pay \$1500 a year to use the field, and are responsible for the cost of the electricity. The meters at the field are billed directly to the Titans by Eversource per an agreement with the **Mayor**. She has (3) Capital requests that are more critical and is concerned that if she includes this request that it may bump something more important off the consideration list.

MOTION: Rich Schnaars made a **MOTION**, which was seconded by **Kelly Vitale** to approve the Budget and Capital Budget requests as submitted to the Board of Finance and Capital Improvements Committee respectively; the **MOTION** is voted on unanimously.

13. Chairman/Commissioners Comments

All positive comments. **Dennis Fowler** – Basketball program is going great.

Rich Schnaars comments that it was nice to have the **Mayor** present at the meeting, his comments will help us get through the process.

14. Adjourn

MOTION: Dennis Fowler made a **MOTION**, which was seconded by **Rich Schnaars** to adjourn the meeting, and the **MOTION** is voted on unanimously. 9:30 pm.

Submitted by,

Pam Pelletier, Recording Secretary