

**REGULAR MEETING  
LITCHFIELD PARK AND RECREATION  
Town Hall Annex  
80 Doyle Rd. Bantam, Ct. 7:00 P.M.  
August 31, 2020**

**Call to Order:** Commission Chairman, Jim Keller call the remote meeting to order at 7:03 p.m.

**Present:** Lisa Bauer, Helen Bunnell Michael-Lynn Cappello, Jim Keller, Alex Larsson, Pam Orde, Gianni Perugini, Ray Schmid

**Absent:** Rob Gollow

**Also Present:** Denise Raap, John McKenna

**Appointment of Alternates:** None needed

**Approval of Minutes:** P. Orde moved to approve the of minutes from June 8th, June 22<sup>nd</sup>, June 29<sup>th</sup>, July 27<sup>th</sup> and August 10<sup>th</sup>. seconded A. Larsson, unanimously approved.

M.L. Cappello moved to approve the minutes from August 3<sup>rd</sup>, seconded A. Larsson. All ayes except P. Orde who abstained due to non-attendance.

**Monthly Budget Report:** L. Bauer received a report and forwarded to members. She reviewed and explained several line items. Discussion about the money to pay the temporary help at the Town Beach. D. Raap stated the money came from the summer program account. H. Bunnell explained that the program budget is completely different from the regular department budget. Because there was no summer playground program that expense could not come from that account. D. Raap stated she had been told by E. Callahan and A. Obi to pay the expense from there but said she would follow up with finance and report back to the Commission. The item of tickets for Lake Compound was also discussed and explained the procedure from past years. This item is shown as an expense but should not and D. Raap will again review with finance and have it corrected.

**Correspondence:** None Received

**Comments from the Public:** None

**Commissioners Requests:** G. Perugini Community Field

**Old Business:**

**Concerts:** Commissioners reviewed procedure and felt the concerts were successful and went smoothly. Some comments from attendees were: enjoyable, liked at Community Field because of the extra space and availability of parking, and felt safe with the COVID restrictions set up. Commissioners discussed a possibility of location change for next year. D. Raap and L. Bauer advised have heard no complaints from neighbors as have in the past.

**Movie Night at Community Field:** This event was postponed because of inclement weather. Commission discussed rescheduling. It was decided to wait for the hire of a new director would be too long and wanted to proceed rather than wait. Suggestion was made to use Litchfield High School instead of Community Field and thought Columbus Day weekend would be a good date. The school would be closed for three days giving the option of a rain date during that weekend. J. Keller will ask L. Bachetti to contact the movie company and the school for the possibility of the new date, M.L. Cappello will provide the contact information.

**Assistant Work /Programs:** Commission discussed the tasks they had developed for the Assistant to do in the absence of the director and questioned why L. Bachetti was not covering the

office three days a week as requested. D. Raap felt there was not enough activity for her to do for three days, Commission disagreed and requested she be given the time to do the work identified as needed. Calls forwarded to the First Selectmen's office should be stopped and go back to the Park & Rec Dept. telephone number with the assistant checking messages from her remote assigned areas. The need to begin scheduling programs is now, even if COVID restrictions continue, we will be ready when they are lifted rather than rushing to establish at that time.

**Directors Status/Job Description:** Commission felt the need to discuss and review the current job description before an opening was posted. Union notification and the job offering will have to take place before any posting. D. Raap explained her thoughts on a regional director and that she had reached out to B. Valentine, First Selectman of Goshen to discuss the idea. Because of several differences he did not feel it would be viable therefore the job will continue as is. D. Raap will forward the directors current job description to the Commission members for review and suggestions and the hiring process was discussed. D Raap stated that she, her Administrative Assistant Liz Callahan, a few Commissioners, the Commission Chair and perhaps an outside volunteer will be the hiring committee. E. Bauer asked about the salary to be offered and if it could be increased should a candidate warrant? D. Raap stated the pay scale can only go down 20% or stay the same but it cannot be offered any higher than the current rate. D. Raap suggested further discussion on this item be done in executive session.

J. McKenna left the meeting.

G. Perugini moved to add executive session to the meeting agenda, seconded L. Bauer, unanimously approved.

G. Perugini moved to enter executive session at 8:00 to discuss the Park & Rec Director position, seconded P. Orde, unanimously approved.

A. Larsson moved to come out of executive session at 8:51, unanimously approved, no action taken.

H. Bunnell suggested a Special Meeting be scheduled to discuss, review and give our input for the hiring of a new director, Commissioners agreed and D. Raap offered to email the current job description to Commission members tomorrow.

H. Bunnell moved to schedule a special meeting on September 8, 2020 at 700 pm to discuss and compose a job description for the opening of a Park & Recreation Director, seconded E. Bauer, unanimously approved.

**Town Beach Ordinance:** R. Schmid moved to table the item and add to the special meeting agenda of September 8th, P. Orde seconded, unanimously approved

H. Bunnell moved to amend her previous motion to add Town Beach Discussion to the Special Meeting of September 8, 2020, Seconded G. Perugini, unanimously approved.

### **New Business:**

**Commissioners Requests:** G. Perugini Community Field: Two items at the field need addressing: the light above the men's restroom door on the outside is out and the privacy fence between the bathroom and the field has jagged edges and nails exposed creating a potential hazard. In the absence of the Park & Rec Director and assistant E. Bauer will report the problems to Public Works in the morning and request immediate fixing to avoid any injuries.

**Adjournment:** L. Bauer moved to adjourn, seconded M. L. Cappello, unanimously approved, at 9:51 p.m.