Regular Meeting  
Litchfield Park and Recreation  
Town Hall Annex  
80 Doyle Rd. Bantam, Ct. 7:00 P.M.  
April 26, 2021

Present: Lisa Bauer, Helen Bunnell, Michael Lyn Cappello, Gianni Perugini, Ray Schmid, 

Present via telephone/zoom: Jay Bolton, Pam Orde, Rob Gollow joined at 7:12. 

Absent: Jim Keller 

Also present: Colleen Kinkade, Director 

Call to Order: Gianni Perugini, Chair called the meeting to order at 7:07 p.m. 

Appointment of Alternates: None 

Approval of Minutes: R. Schmidt moved to approve the minutes from the March 29, 2021 regular meeting, E. Bauer seconded, all ayes except H. Bunnell and P. Orde not in attendance, motion passed. 

Budget Review: Operating budget was reviewed. Commission agreed to schedule a special meeting in the near future to develop a plan on how to spend the Fund 22 account money in the future and develop a budget for all programs. 

Capital Update: Dock Repair Update: As stated previously additional floats were in need of repair at the approximate cost of $1,890.00. The Capital project was given $10,000 for the project. Additionally, anchors will have to be replaced at a cost of $3,000.00 which was not known at the time of the Capitol request. Because this is a Capital project the monies cannot come from the P&R Operating or Fund 22 accounts as previously discussed. The directive from the Finance Director is to go back to the BOS or the Capital committee and request the additional funds. R. Schmidt & C. Kinkade will request the additional funds at the next BOS meeting. 

Sand for Town Beach: C. Kinkade advised the Commission the need for a load of sand at the Town Beach. This is an example of why P&R should have a line in their budget for park maintenance. It is now a line item in the DPW budget under large improvements which holds money for such items as mulch, clay, Litchfield and Northfield field maintenance. The payment will not be taken from our Fund 22 Account. C. Kinkade also informed the Commission the $10,000 that was deleted from our 2021-2022 Special Event line was reinstated. 

Basketball Court: Only 1 bid was received for the project. The decision to not open it and rebid was made. The bid will go out next week. N. Boccio, Public Works Supervisor, will contact the previous 12 contractors that asked for information the last time to let them know the bid is being reissued. The nets have been replaced on the hoops and a cold patch was done on the court and it is now useable. 

Correspondence: A Request from CT Water Sports, to use the Town Beach parking area for their business customers’ use, while they are on tours of the lake on his boat was received. After discussion Commission felt this is a commercial business, Town Beach use and parking is for our residents, and we cannot accommodate the request. 

Commissioners’ Request: None
Election of Officers:

Secretary Position: P. Orde was nominated but refused, as did J. Bolton and R. Gollow. Discussion on hiring a person to do the minutes and/or using L. Bachetti, Park & Rec Assistant to transcribe them. C. Kinkade do will look into the possibility of hiring a secretary and using L. Bachetti. M.L. Cappello volunteer to do the minutes until a permanent solution is found.

L. Bauer nominated Michael Lyn Cappello as secretary, seconded P. Orde no other nominations heard, nominations closed.

L. Bauer moved to appoint Michael Lyn Cappello as secretary, seconded P. Orde, unanimously approved.

Old Business:

Community Field Sub Committee Report: C. Kinkade reported meetings are going well playing fields are still being discussed. J. Bolton will contact Pro Services for an estimate for repairs to the fields.

Senior Juke Box Bingo: There were several participants from Litchfield Community Center, Brandywine, Goshen Rec and 7 people here at the Annex. It was a success and will be offered again in the future.

Summer Concerts: C. Kinkade advised we have been approved for summer concerts on the Green and currently have 4 bands scheduled. They will begin on June 30th with one rain date of August 18th if needed. Covid restrictions continue to monitored, possible parking changes are being discussed. C. Kinkade spoke with all businesses on the Green explaining the idea of highlighting them on certain Wednesdays and parking issues, was received well by most. Concert goers will sign up on MyRec as they did last year. Resident Trooper Holm will be contacted for any additional requirements regarding parking and the use of the Municipal and Town Hall parking lots. After the Governors’ May 19th announcement details may be changed.

Senior Picnic: Working with Social Services, discussing having here at the Annex as a “car-hop” theme. May wait until the fall to offer.

Rebranding Campaign/Slogan Logo: Several suggestions were distributed. Still looking for suggestions and ideas. Discussed using high school students for designs and perhaps having town residents vote on designs. R. Gollow will provide a contact at the high school for art students involvement. Suggestion was also made to check with a graphic design professional for any suggestions on size of print and graphics.

Movie Screen and FM Transmitter: Have been purchased and will be used throughout the summer at the Annex.

Kayak Stand at Town Beach: Discussion for design, cost and fees for using the kayaks. C. Kinkade did contact the Lions Club, they are interested in helping with the cost. She suggests placement on the beach near the rowing club dock. C. Kinkade will research and purchase one or two cedar Adirondack/log style rack that will hold 6 to 10 kayaks. The fee for the use of the rack/s will be discussed after the purchase. Users will sign a “hold harmless” waiver, provide their own locks, and register to reserve a spot will be through MyRec. Suggestion was made to use the boy scouts perhaps for building/installing them. R. Schmidt will provide a contact at the next meeting.

Fireworks: Scheduled for July 2nd at Litchfield High School. Premier parking and other details will be discussed at following meetings. Advertising will begin in Mid-May.

Summer Camp: C. Kinkade has scheduled several sports camps, art camps, and Historical Society programs to offer for summer programs. May have some programs in the evenings for skills clinics. There is interest in starting a Pickle Ball Club. C. Kinkade is working on the
details and will report at the next meeting. P. Orde asked about back ground checks for anyone hired to coach and/or run camps and programs. C. Kinkade will check into who and how this is done. Suggestion to contact Resident Trooper J. Holm for information.

**New Business:**

Cross Country Series: White Memorial will be contacted if they will be allowed this year.

Summer Staff for Beach and Concerts: C. Kinkade is working on a job description for monitors for the beach and summer concerts. Revenue from the beach pass should be used for their salaries. A special meeting needs to be set to create a budget for these programs. Commission feels office staff should also be available to help monitor.

Fertilization of LCF and NCF: Fertilization should be done approximately three times a year using “kid safe” material. A lime PH test should also be done. Quotes need to be obtained for budgeting purposes. R. Schmidt will research and report at the next meeting.

**Adjournment:** H. Bunnell moved to adjourn at 9:22, second E. Bauer, unanimously approved.