Regular Meeting
Litchfield Park and Recreation
Town Hall Annex
80 Doyle Rd. Bantam, Ct. 7:00 P.M.
February 22, 2021

Present: Lisa Bauer, Helen Bunnell, Jim Keller, Michael Lyn Cappello, Jay Bolton
Present via telephone/zoom: Pam Orde, Ray Schmid, Rob Gollow, Gianni Perugini
Also present: Colleen Kinkade, Director, Jeff Reid Tri-Town Rep

Call to Order: Jim Keller, Chair called the meeting to order at 7:05 p.m.

Appointment of Alternates: None

Approval of Minutes: R. Schmidt moved to approve the minutes from the January 25, 2021 regular meeting, P. Orde seconded, unanimously approved.

Budget Review: Commission discussed the current budget reports and the proposed 2021-2022 budget. Discussion involving turf and park maintenance and programming. H. Bunnell explained the budget process where monies come from for each account.

The operating budget is basically limited to salaries, meetings, membership dues, senior lunch, portable restrooms and summer concerts. That money is given to the department from the taxes residents pay to the Town.

The program account (fund 22) is extra money that comes from previous programs earnings sponsored by the Park & Rec Dept. such as ski club, summer camp and basketball. It was established to be used for programs/items that the department needs to provide services to residents such as MyRec, summer program items and/or improvements to our facilities that are not capital expenses.

The current administration is removing the $10,000 designated for summer concerts along with other line items stating the monies currently in our program (fund 22) account can be used for those purposes. However, that Commission is not in agreement with that statement and feels that money, given by the town from taxes paid by residents, is the only taxpayer money we receive to use for free programs for our taxpayers.

P. Orde questioned how the 2021-2022 budget was developed. L. Bauer explained L. Bachetti was directed to submit a budget last Friday and basically she replicated this current year’s budget. P. Orde felt this item should have been discussed with the Commission especially in the absence of a director before being submitted.

H. Bunnell moved to ask the Board of Selectmen to reinstate the following to our 21-22 Park and Recreation Operation Budget: $10,000 for Special Events, $1000 for Senior Programs and $2000 for Professional Other (portable restrooms and minimal maintenance to Community Field). G. Perugini seconded unanimously approved.

Capital Update: Dock Repair: C. Kinkade explained three bids were submitted opened and reviewed with R. Schmid. The low bid and recommendation was from William Deacon & Son Contractors. The Commission reviewed and agreed with the recommendation. L. Bauer moved to award the dock repair project to William Deacon & Sons, seconded by G. Perugini, unanimously approved. C. Kinkade will contact Mr. Deacon. Public works has agreed to deliver the docks to the contractor and pick them up upon completion.
Basketball Court: R. Schmid reviewed the project and explained the specs used for the high school courts will be used for those at Community Field.

**Correspondence:** None

**Commissioners’ Request:** R. Schmid suggests looking for a vehicle for the coordinator to use and was discussed by the Commission. He also suggested an increase in mileage reimbursement for the office as it is presently at $100.00.

G. Perugini discussed his meeting in January with Jeff Reid of Tri Town baseball, J. Keller and R. Gollow regarding safety issues at the Community Field fields. J. Reid presented a list of improvements and estimates he received to do the work. Members discussed field maintenance and questioned if monies were in the Public Works budget designated for field maintenance. H. Bunnell will inquire if this money is in the DPW budget. H. Bunnell asked J. Reid about the monies that were given to Park & Rec in the past from snack bar sale which were used improvements at the fields.

J. Reid explained the lease that Tri Town had with the town expired about 5 years ago. Tri Town since had had a “gentlemen’s” agreement paying the Town $750.00 until a couple of years ago when it went up to a $1,000. The snack bar now is just breaking even. J. Reid thought the money went into an account in DPW budget to pay for the clay necessary for the fields yearly.

C. Kinkade suggested creating a subcommittee to discuss the issues between the two groups and report back at future meetings. C. Kinkade, R. Gollow, J. Bolton and J. Keller will represent the P&R department, J. Reid and another member/s of Tri-Town. C. Kinkade will arrange the meeting.

**Old Business:**

MyRec: C. Kinkade stated the invoice was submitted and paid and will report at next month meeting as to where that payment was made from. She will be meeting with a MyRec rep to review several items that were not previously set up properly. One issue is the 2.8% credit card fee we are now paying. Discussion on setting the proper fee schedule for programs and how it will look in MyRec will be explained at the next meeting. The option to pay by cash or check is still available to the consumer. Ornament sales were discussed and C. Kinkade will check with finance for information and report at the next meeting.

**Town Beach Ordinance:** Tabled. A special meeting will be held March 15th at 6pm.

**New Business:**

**Monthly Programing:** C. Kinkade will start to offer monthly special events to residents through MyRec notifications. March will be “find the leprechauns”. She will hide 12 Leprechauns in all sections of town, place a QR code on each, and send clues via MyRec. The participants will find each one, take a picture of the QR code and send it to their MyRec account. Winner/s will be randomly selected from all completed entries and prize/s awarded. The cost, from the program (fund 22) account for the Leprechauns is $495.00.

Easter: Because of Covid the traditional egg hunt will not be held. C. Kinkade will offer via MyRec an egg decorating kit. She will contact WZBG, Litchfield Candy Co, and one of the local dentist for their participation as in the past. She will make a video of the “guess how many candies in the jar” and participants can view it, send in their guess and winner will be awarded the prize as in the past.
**Juke Box Bingo:** Will be planned for either March or April. The cost to run the program is $250.00. Discussion on charging for participation the charge of $5.00 per person or $10.00 per family of 2 or more was discussed. Commission felt the bingo was a success and support doing another. C. Kinkade will arrange and report at the next meeting.

**Juke Box Bingo for seniors:** C. Kinkade discussed providing this for our seniors. Music selected would be from the 40’s, 50’s, and 60’s. Possibly charge a small fee per person and offer refreshments. Setting up in the gym would allow for Covid distance regulations and other location suggestions are the Community Center and Brandywine.

**Entertainment Showcase:** The movie (Grease) we had booked last year will be scheduled for this spring.

**Summer Concerts:** C. Kinkade will submit an application to The Borough Board for use of the green or Community Field pending Covid regulations. She will also contact some bands as to their availability.

**Senior Picnic:** Tabled

**Rebranding Campaign/Slogan Logo:** C. Kinkade would like to come up with a logo/slogan for our department. She is looking for ideas/suggestions and will discuss at the next meeting.

Items for next agenda: summer camp programs, field maintenance, elections of officers

**Adjournment:** G Perugini moved to adjourn at 9:25, second H Bunnell, unanimously approved.