

**COVENTRY PARKS & RECREATION COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JANUARY 12th, 2023**

The Coventry Parks & Recreation Commission held a meeting on Thursday, January 12th, 2023 in Town Hall Conference Room B & on ZOOM Virtual Application. Marie Gallo-Hall called the meeting to order at 6:37 pm.

Members Present In Person: Marie Gallo-Hall & Pam Miller (arrived at 6:46pm)

Members Present Virtually: Jennifer Rodgers, Bob Martin & Jillian Miner

Members Absent: Beverly Carlson & Ashlee Pascarelli

Also Present: Lesley Munshower, Director of Parks & Recreation and Caterina Merriam, Recreation Supervisor

Audience of Citizens: None.

Acceptance of Minutes:

Jillian Miner moved to accept the meeting minutes from November 17th, 2023. Bob Martin seconded. Motion voted in the affirmative by Marie Gallo-Hall, Jennifer Rodgers, Jillian Miner and Bob Martin. Motion carried.

Correspondence: None.

Chair's Remarks:

- Marie Gallo-Hall said that Public Act 22-82 (section 7, subsection 9) regarding the *Commission on Human Rights and Opportunities* was passed last year, which changed the definition of "employee" to include those who serve on Boards and Commissions. As a result, volunteers are now required to participate in a two-hour sexual harassment training program, by March 31st, 2023. Ms. Gallo-Hall noted that staff will reach out soon with more information.

Staff Report:

A written staff report was distributed to the Commission for their review (attached). Ms. Munshower & Ms. Merriam reviewed certain important items:

- Connecticut Recreation & Parks Association's Annual State Conference:
 - Ms. Munshower and Ms. Merriam both attended the 2022 CRPA State Conference and attended several professional development workshops.
- Facilities:
 - Miller Richardson:
 - The SHIPO report came back clear. Staff is now fine-tuning the bid packet for Field #2, which is expected to go out by February 1st.
 - Ms. Munshower met with the new Baseball League President; the league would like to replace the backstop which would be a significant Capital expense. They will be going through the Rec. Budget, with a match from Baseball & letter of support.

- Ms. Munshower noted that the Football Board has elected new Board members and hope to have an update by February. The Football field is resting through the winter and remains on track to be ready for play come fall 2023. Softball Field #1 will be ready for play by Spring 2024.
 - Creaser Park:
 - Items in storage were moved from building C & D to the back buildings in anticipation of demolition. Earth Dynamics expects to demo in late January/February. They will be removing foundations and basements, and additional tree planting will take place.
 - Patriots Park:
 - Ms. Munshower reported that UCONN will likely be seeking a longer-term contract, since making so many upgrades to the boathouse. We are currently in year-2 of a 5-year contract.
 - Ms. Munshower said that quotes have come in for repairs to the deck at the Lodge and the Art Hut. Quote for the deck was high, so additional quotes are being sought out. We are in talks to make repairs to the Art Hut for repurposing to UCONN Sailing Club who will contribute to the costs.
 - Protected Spaces & Trails:
 - Ms. Munshower reported that the group has established a 501C3 and are in the process of applying for CT DEEP grant, to install uniform trail markers.
 - Eric Thomas held a Trail Work Party on November 19th and 8 participants worked on the Laidlaw Park Trail. He also held a Fresh Air Walk on New Year's Day at Williams/Rose Preserve with 12 in attendance.
- Basketball:
 - Basketball is ongoing and numbers are great. Ms. Munshower said that a 9th & 10th grade boys rec team has been added.
- Programs:
 - Ms. Merriam reviewed programs that ran with enrollments, and those that were cancelled.
 - Ms. Merriam reported that our new on-site supervisor at the Recreation Daze After School program began work in December, and that it is going well so far. Staff are currently reworking the staff schedule as most of our college-aged staff's availability changes with the new semester.

Old Business:

- Miller Richardson Park Update:
 - Reported under Staff Report.

Jillian Miner moved to seat Pam Miller, Alternate for absent Regular Member Beverly Carlson. Bob Martin seconded. Motion voted in the affirmative by Marie Gallo-Hall, Jennifer Rodgers, Jillian Miner and Bob Martin. Motion Carried.

New Business:

- Elections: Call for Nominations

Pam Miller moved to nominate Marie Gallo-Hall for the position of Chair; Jennifer Rodgers for the position of Vice-Chair; and Bob Martin for the position of Secretary. Jillian Miner seconded. Motion voted in the affirmative by Marie Gallo-Hall, Jennifer Rodgers, Bob Martin, Jillian Miner and Pam Miller. Motion carried.

- Budget Proposal FY24 Review:
 - Ms. Munshower began with a review of changes made in the FY23 budget, and general fund contributions. She reported that we are submitting a budget proposal including a \$6,130 increase (approx. 8%). We anticipate netting approximately \$20,000 which will benefit our fund balance.
 - Ms. Munshower said that we are budgeting to increase fees for both Camp and Before School, while all other fees are expected to remain the same. We are also budgeting to increase revenue generated by facility rentals, however we must determine whether that is an increase in the number of groups or an increase in fees charged.
 - We are also expecting a decrease in beach sticker sales for this year, as a result of the blue-green algae concern from this past summer.
 - Ms. Munshower noted that the proposal is submitted to the Town Manager in January, and our presentation to the Town Council will be scheduled for sometime in March.

Adjourn: With no other business to discuss, Jennifer Rodgers adjourned the meeting at 7:11pm.

Respectfully Submitted,

Caterina Merriam,
Recreation Supervisor

Please note: These minutes are not official until approved by the Parks & Recreation Commission at the next Parks & Recreation Commission Meeting. Please see the next Parks & Recreation Commission Meeting Minutes for approval or changes to these minutes.