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MINUTES

Cromwell Recreation Commission
Regular Meeting

Thursday, December 1, 2016

Present: Commissioners Brenda Zeilor, William Konopka, Phillip Gregory, Paul Cordone, Richard Nobile, Recreation Supervisor Shelby Jones and Recreation Director Chris Rusack.

Absent: Mark Carroll, John Schmaltz, Al Waters/Town Council Liaison, and Samantha Slade/Town Council Liaison.

Others Present: Michael Conant/Park Maintenance Supervisor

Meeting called to order at 7:03 P.M. by Chairman Brenda Zeilor

Approve/Amend Agenda: Motion was made by Mr. Nobile to approve the agenda as presented. Motion seconded by Mr. Brisson. Motion passed unanimously.

Approval of Minutes:

September 1, 2016 Regular Meeting: Motion made by Mr. Konopka to approve the minutes of the Recreation Commission's September 1, 2016 Regular Meeting. Motion seconded by Mr. Gregory. Mr. Nobile and Mr. Brisson abstained. Motion passed.

October 6, 2016 Regular Meeting: Motion made by Mr. Nobile to approve the minutes of the Recreation Commission's October 6, 2016 Meeting. Motion seconded by Mr. Gregory. Motion passed with Mr. Brisson and Mr.Cordone abstaining.

Citizens Comments:

None

Councilmen's Comments:

None

Correspondence:

None

Program Report

Director Rusack informed the Commission that although he is only into his third week as director he has set some goals for the department. Goals to be concentrated on first will be Customer Service, Image/Branding of the department, Communication & Marketing and updating brochures.

Increase in Customer Service has already begun, a new logo for the department is presently being worked on and increasing exposure through Social Media is being looked into.

Discussion held regarding upcoming changes. Summer brochures that were sent out in May will now be sent out in March.

The program for on-line program sign up/use of fields, etc. being proposed by Director Rusack will allow multiple departments to access what is scheduled. This feature will assist in the preparation for programs as well as informing the various departments who has been approved to use the various Town facilities.

The cost for a program of this type can run anywhere from $4,000 - $15,000. The program that would service Recreation Department's needs would be around $4,000. If possible, Director Rusack would like to have the program up and running when the March brochure for Summer Camp is sent out.

Director Rusack passed around several brochures from other towns to show commission members options that are available. Presently Supervisor Jones is working to put together the January brochure in addition to looking into possible new programs and assisting with present programs.

Director Rusack asked Park Maintenance Supervisor Mike Conant to update commission members on status of parks. Mr. Conant advised that all park buildings have been winterized and shutdown. Discussion held regarding lighting at fields and how they work. Additional discussion held regarding budgets and cooperation between the Town and Board of Education.

Mr. Conant is working together with the CHS Booster Club to set up a meeting with all athletic groups at one time to discuss use of fields, cost of maintenance, etc.

Signage stating "Reservation & permit required for this facility. Contact Cromwell Recreation Department". In order to keep unauthorized individuals off fields/facilities cooperation needs to be established amongst organizations, the Police Department, etc. Discussion held regarding issues that came up this past year.

Program Report (continued):

The Eagle Scouts have completed their project ripping out flowers/overgrowth and putting down red mulch in the park.

Commissioner Brisson inquired how the charge for Cromwell's Recreation Programs and use of facilities compare to those in other towns. Presently they are very low in comparison. A review of fees will be done. Discussion held concerning how fees are based.

Committee Report:

None

New Business:

a. 2017 Meeting Dates: Director Rusack presented the proposed meeting dates for the Recreation Commission for 2017. Motion made by Mr. Nobile to accept the dates as presented (see attached). Seconded by Mr. Cordone. Motion passed unanimously.

Old Business:

None

Commissioners Comments:

Discussion held regarding the membership of the Recreation Commission. In the last Charter Revision membership was lowered from a nine member Commission to a five member Commission. Commission Members were asked to contact the chair of their party for appointment and renewal of their terms based on the revision of the Charter. Director Rusack requested that this be done as soon as possible so that members will be in place for the January-2017 meeting. Brief discussion held.

Adjournment:

Mr. Nobile made the motion to adjourn the regular meeting of the Recreation Commission. Motion seconded by Mr. Brisson. Motion passed unanimously. Meeting adjourned at 8:00 P.M.

Respectfully submitted,

Sharon H. Muller

Sharon H. Muller
Clerk

Cromwell Recreation Commission
Proposed dates 2017

First Thursday of each month @ 7pm

January 5
February 2
March 2
April 6
May 4
June 1
September 7
October 5
November 2
December 7