

MINUTES

**Cromwell Recreation Commission  
Regular Meeting  
January 8, 2015**

RECEIVED FOR FILING  
*1-12* 2015 at *11:44* M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jean O'Neil*  
TOWN CLERK

**Present:** Commissioners Phil Gregory, Richard Nobile, Mark Carroll, Paul Cordone, John Schmaltz, Daniel Brisson, Recreation Supervisor Shelby Jones and Recreation Director Susan Schein.

**Absent:** Commissioners, Tony Amenta, Brenda Zielor, William Konopka, Shirley Banic-T/C Liaison, and Al Waters-T/C Liaison.

**Others Present:** Michael Conant/Park Maintenance Supervisor

Meeting called to order at 7:00 P.M. by Vice-Chairman Phil Gregory

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

**Approval of Minutes:**

**November 6, 2014 Regular Meeting:** Motion made by Mr. Carroll to approve the minutes of the Recreation Commission's November 6, 2014 Regular Meeting. Motion seconded by Mr. Brisson. Motion passed with Mr. Nobile and Mr. Cordone abstaining.

**Citizens Comments:**

None

**Councilmen's Comments:**

None

**Correspondence:**

None

**Program Report**

Director Schein advised Commission Members that programs are running smoothly. Basketball numbers are down, however, numbers also appear to be down in travel and CYO programs. Possible reason for drop in numbers may be due to the increase in participation of indoor soccer, baseball and lacrosse. The first Recreation Department's games are scheduled for this weekend.

The Winter Brochures were distributed to the schools today and are set to begin on the 19<sup>th</sup> & 20<sup>th</sup> and the following week.

**Committee Report:**

None

**New Business:**

Budget 2015/2016: Director Schein advised commission members that the deadline for the 2015/2016 Budgets has been pushed up and must be submitted by January 15<sup>th</sup>. With the new procedure in place for the Recreation Department Director Schein must now prepare budgets for two accounts (Town General Budget & a Revolving Account).

Director Schein distributed proposed budgets for the Town General Budget informing commission members that additional information/figures are needed before the budget(s) can be finalized. (See Attached)

At this time the General Fund Budget will be presented to the Town Council. The Revolving Account will be submitted upon finalization, just for informational purposes. The Recreation Commission approves these costs, not the Town Council.

Minor adjustments to budget may need to be addressed for contracted services subsidies and salaries.

Director Schein reviewed proposed budget explaining that the 2015/2016 budget is the same as the 2014/2015 submittal with the exception of increase in salaries that are contractual and/or dictated by the State's Minimum Wage increase.

Director Schein advised that Small Capital Items may include but not limited to Lacrosse Goals and Soccer Nets. The budget to be presented to the Town Council is the same that is being presented to the Commission at tonight's meeting.

Prior to a vote on the 2015/2016 Recreation Budget by the Commission additional numbers will be needed. Presently missing from budget sheets is Therapeutic Recreation and Small Capital Items.

**New Business (continued):**

Motion made by Mr. Schmaltz to tentatively accept the 2015/2016 Budget as presented to date until numbers can be finalized and final vote taken. Motion seconded by Mr. Carroll. Motion passed unanimously.

**Old Business:**

Splash pad: Director Schein reviewed with Commission Members the discussion held at the November-2014 Meeting regarding a location for the Splash pad. Location preferences were:

1. Pierson Park – behind playscape/Recreation Commission's first choice
2. Frisbee Park – not feasible due to its isolation and cost to prepare site (only the Recreation Commission liked this proposed site)
3. Watrous Park – on the side of the playground area next to the Skate Park / Town's preferred site due to availability of water and electricity

At a staff meeting a few weeks ago Snow Park was brought up as a possible site for the Splash pad. However, the cost to prepare this site would be very high in addition to the lack of a water line and electricity.

Although Watrous Park may be the site with access to water and electricity it is also the park with the heaviest use. Director Schein is concerned that with the many major activities (picnics, ball fields, skateboarding, playground, etc.) already occurring at Watrous Park placing the Splash pad there would not be practical. There would be inadequate parking as well as the concern of placing it so close to the Skateboard Park, which may expose younger children to inappropriate behavior/language of the participants of the Skateboard Park.

An additional concern is that the Watrous Park site would not allow a future expansion of the Splash pad.

Discussion held regarding the Pierson Park site. To the best of Director Schein's knowledge boreholes have not been done to determine whether or not Pierson Park would be able to sustain a Splash pad.

Director Schein informed members that she was approached by a Town Council Member who advised her that the Splash pad would be on the agenda for their January 14, 2015 Meeting and the consensus is leaning toward the approval of Watrous Park for the site of the Splash pad.

Director Schein will be attending the Town Council Meeting on January 14<sup>th</sup> and will express the site choice of the Recreation Commission and their concerns with alternate sites.

**Old Business (continued):**

Field Use Fees Discussion: A draft of the "Field Maintenance Fee Policy" including items discussed in previous meeting(s) was distributed to Commission Members.

One of the first steps will be to have an account set up for the "Public Works Field Maintenance Division". This account will only be used for the purpose of field maintenance. It will be self-sustaining and will not be included in the General Fund Budget. This account may only be used by the Park Department and/or the Department of Public Works.

Director Schein reviewed the policy (see attached). Discussion held in which it was the consensus of those present that Snow Park needs to be included in the next bonding to allow for the addition of highly needed fields in Town. In order for this to happen the Commission as well as the various organizations/groups need to form a united stance in front of the Town Council.

A discussion regarding fee structure was held. Possible fee options discussed were:

1. Seasonal
2. Per Session
3. Hourly
4. Weekly

Park Maintenance Supervisor Mike Conant gave the Commission examples of fee structures from other towns.

Additional discussion held at which time it was determined that prior to setting fees additional maintenance costs need to be calculated. Director Schein and Park Maintenance Supervisor Conant will meet to calculate costs of maintaining fields. Upon the calculation of costs a proposed fee structure will be presented to the Commission.

Once field policy has been set meetings will be held with all groups/organizations to explain the new policy and involved fees for use of Town facilities.

Upon conclusion of discussion, motion was made by Mr. Nobile that fees to be included in the "Field Maintenance Fee Policy" will be determined based upon the determination of the groups/organizations "Priority Use" category and calculation of the costs to maintain fields. Motion seconded by Mr. Brisson. Motion passed unanimously.

**Commissioners Comments:**

None

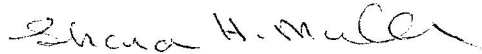
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Recreation Commission  
January 8, 2015-Regular Meeting

**Adjournment:**

Mr. Carroll made the motion to adjourn the regular meeting of the Recreation Commission. Motion seconded by Mr. Cordone. Motion passed unanimously. Meeting adjourned at 8:45 P.M.

Respectfully submitted,



Sharon H. Muller  
Clerk

## BUDGET EXPLANATION SHEETS 2015-16

Below find the explanations for the different budget categories in the two sections of the Recreation Department Budget:

### Town General Fund Expenses

**Wages-** This covers the salaries of the Director and Recreation Supervisor

**Part time Wages-** This covers the cost of the departments' Recreation Aides, Commission Clerk, Park Supervisor (person who locks Watrous Bathrooms) and the staff for the various holiday events and open gym type programs

**Contracted Services-** This line pays for the summer concert series, bussing for swim lessons over the summer, summer time school custodians.

**Equipment and Supplies-** the only programs covered in this line are the bike rodeo supplies (helmets) and holiday event supplies

**Subsidies-** This is the money given to the quasi-public youth sports leagues in town and help needed to cover the cost of playground or open gym programs during school year

**Departmental Expenses-** This is the account for all items needed in the administration of programs and the port a lets used throughout the year

**Therapeutic Recreation-** Fees and subsidies for the parents needing this type of programming for their child(ren)

**Small Capital-** Items the department needs to operate that are more than normal budget considerations—i.e. tennis court repair, announcement board Watrous, etc

### Revolving Fund Account-

**Wages-** Cost of staff for programs

**Equipment and Supplies-** costs associated with running programs

**Contracted Services-** Bussing, custodial costs, league entry fees, trips for all programs

| PROGRAMS         | P.T. WAGES | CONTR. SERV | EQUIP/ SUP | SUBSIDIES | DEPT. EXP. | SALARIES | FUND |
|------------------|------------|-------------|------------|-----------|------------|----------|------|
| Swim Bus         |            | 1,500       |            |           |            |          |      |
| Winter Holiday   | 400        |             | 100        |           |            |          |      |
| Valentine's Card |            |             | 200        |           |            |          |      |
| Easter           | 200        |             | 600        |           |            |          |      |
| Summer Concert   |            | 2,500       |            |           |            |          |      |
| Bike Helmets     | 200        |             | 100        |           |            |          |      |
| Spring Concert   |            | 400         |            |           |            |          |      |
| Other Programs   | 200        |             |            |           |            |          |      |
| Port A Lets      |            |             |            |           | 1,000      |          |      |
| Amer Leg Base    |            |             |            | 500       |            |          |      |
| Little League    |            |             |            | 2,275     |            |          |      |
| Midget Football  |            |             |            | 1,950     |            |          |      |
| Travel Basket    |            |             |            | 500       |            |          |      |
| Travel Soccer    |            |             |            | 500       |            |          |      |
| Office Supplies  |            |             |            |           | 3,300      |          |      |
| Equip/Repairs    |            |             |            |           | 500        |          |      |
| Dues             |            |             |            |           | 600        |          |      |
| Meet/Travel      |            |             |            |           | 300        |          |      |
| Comm Clerk       | 600        |             |            |           |            |          |      |
| Park Super       | 2,700      |             |            |           |            |          |      |
| Rec Aides        | 18,903     |             |            |           |            |          |      |
| Rec Super        | 65,248     |             |            |           |            |          |      |
| Rec Director     | 95,510     |             |            |           |            |          |      |

| PROGRAM NAME          | BUDGET 14-15 | BUDGET 15-16 |
|-----------------------|--------------|--------------|
| SWIM BUS              | 1,500        | 1,500        |
| WINTER HOLIDAY        | 400          | 400          |
| VALENTINE'S CARDS     | 200          | 200          |
| EASTER                | 800          |              |
| SUMMER CONCERTS       | 2,500        | 2,500        |
| BIKE RODEO/HELMETS    | 100          | 100          |
| PORT A LETS           | 1,000        | 1,000        |
| AMERICAN LEGION BASE. | 500          | 500          |
| MENS SOFTBALL         | 0            | 0            |
| WOMENS SOFTBALL       | 0            | 0            |
| LITTLE LEAGUE         | 2,275        | 2,275        |
| MID FOOTBALL/CHEER    | 1,950        | 1,950        |
| TRAVEL SOCCER         | 500          | 500          |
| TRAVEL BASKETBALL     | 500          | 500          |
| OFFICE SUPPLIES       | 3,300        | 3,300        |
| EQUIP/REPAIRS         | 500          | 500          |
| NAT & STATE DUES      | 600          | 600          |
| MEETINGS/TRAVEL       | 300          | 300          |
| COMMISSION CLERK      | 600          | 600          |
| PARK SUPERVISOR       | 2,50 0       | 2,500        |
|                       |              |              |
| REC AIDES             | 23,657       | 18,903       |
| REC SUPERVISOR        | 65,248       | 65,248       |
| REC DIRECTOR          | 95,510       | 95,510       |
|                       |              |              |
|                       |              |              |
|                       |              |              |
|                       |              |              |
| <b>TOTALS</b>         |              |              |



## FIELD MAINTENANCE FEE POLICY

### **I. General**

The Town of Cromwell will establish an account to be used by the Dept. of Public Works Park Division for the maintenance of fields used by town and non-town organizations. These fields can either be located in town parks or on Board of Education grounds for which the Town of Cromwell is responsible to maintain. The types of expenses to be paid for will include: grass seed, fertilizations, paint, clay, sod, irrigation, and other maintenance expenses, not to include personnel costs, as determined by the Public Works Director or his/her designee.

All groups that book these facilities through the Recreation Department or their agents must supply the Recreation Department rosters for all teams at least 3 weeks prior to the start of usage. These rosters will be checked for current residency requirements as specified below. The Recreation Department will provide the roster sheets with a release statement attached. Groups will also have to provide the Recreation Department with an insurance policy with the Town of Cromwell listed as additional insured. Insurance requirements are listed in Section VII of this policy.

First Priority Users for all fields will be given to (in this order)

1. Cromwell Public School teams,
2. Cromwell Recreation Department programs,
3. Other Town of Cromwell departments
4. Other Board of Education activities,
5. Cromwell Youth Leagues and Cromwell Adult Leagues

. Please note that these leagues must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, additional baseball leagues, Youth Football, Travel Soccer, Lacrosse).

6. All team rosters must have 67% or more Cromwell participants to be exempt from fee charges.

Second Priority Users for all fields will be given in the following order:

1. Locally organized non profit groups comprised entirely of Cromwell residents,
2. Non profit organizations or individuals that have been approved by the Recreation Department staff
3. Cromwell businesses.

Third Priority users are:

1. For profit clubs, groups, business and associations,
2. Non- residents and others.

**Closed or restricted areas:**

## **II. Closed or Restricted Areas**

Due to factors such as inclement weather or poor usage conditions, the Cromwell Public Works Director or his/her designee reserves the right to deny the use of a town field or park area. Organized leagues will have one administrator added to an email blast to notify them when an area has been deemed unplayable. Teams, leagues or individuals and organizations that do not precisely follow the policy will be subject to revoking of their field privileges. Please refer to Section VIII regarding cancellation and refund procedures.

Examples of conditions that may require the alteration or cancellation of an activity are:

- Standing puddles of water on the field
- Footing that is unsure or slippery
- Ground that is water logged or squishy
- Grass that can be dislodged from the ground easily
- Lightning
- Severe weather storms
- Unsafe facility conditions
- Uses that prove to be destructive or detrimental to the site

## **III. Conditions of Use**

The Town of Cromwell in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel rental of parks, facilities or fields

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for organizations behavior on said property.

## **IV. Mandatory Reservations**

Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of the parks, facilities or fields must give way to all times to a permit holder. Any group of 10 or more persons must apply for a permit for usage.

All groups must adhere to the published guidelines of the Cromwell Recreation Department, Cromwell Board of Education or Town of Cromwell ordinances. There is no authorized usage of alcohol or tobacco products on any Town or Board of Education property with the exception of a permit of exemption for alcohol use at picnics issued by the Police Department

## **V. Rental Requirements:**

All interested parties wishing to rent a field(s) must complete the field/facility use request form. If approval of use is granted, applicants must complete the Town of Cromwell Facility/ Field Use contract and submit the rental fee required.

**Fees:**

First Priority Users are exempt from fees

Second Priority Users that are not exempt must pay a fee of \$100

Third Priority Users must pay a fee of \$150

Weekly charge of        will be assessed for

All user groups will be responsible for additional fees associated with the mandatory presences of police, fire or park personnel at their event.

The Recreation Commission and the Town Manager will determine long-term rental fees.

**VI. Utility Charges**

The Town Manager and Public Works Director or his/her designee may decide that users could be charged for utilities (i.e. field lighting) but would inform the group of this during the reservation process.

**VII. Insurance Requirements:**

All groups using the fields must supply the Cromwell Recreation Department with liability insurance. The Town of Cromwell requires a minimum of \$1,000,000 liability insurance with the town listed as additional insured. This insurance must be submitted to the Recreation Department at least two weeks prior to the event. If not received the application will be voided.

**VIII. Cancellation and Refund Procedures:**

The Town of Cromwell in its sole and absolute discretion, reserves the right to cancel permission for any group to use a park, facility, or field if the purpose of such use is not considered to be in the best interest of the community or neighborhood.

If the town cancels a permit due to weather or field conditions, all fees will be refunded if it is a one-day event. For long-term usage a rescheduled date will be given. Please allow up to 15 business days for a refund to be issued.

If police coverage or park maintenance coverage is required, all fee structures and cancellation policies must be in accordance to their contracts with the town of Cromwell.

No refunds will be made in any amount for failure to show on a reserved rental date.

If it is deemed necessary to cancel a permit due to a violation of town policy or town ordinances, all user fees paid will be automatically forfeited.

**IX. Additional Supervision:**

The town of Cromwell reserves the right to require any lessee or user to provide police protection when deemed necessary. Additional park personnel will be assigned, if deemed necessary, by the Recreation or Public Works Directors or their designee; any resulting expenses or costs will be billed to the lessee or user.

**X. Appeals Process:**

All waiver requests to any provision of this policy are to be directed to the Recreation Director. Appeals from the Recreation Director's decision can be made to the Town Manager with a subsequent appeal to the Town Council, if necessary. The decision of the Town Council is final.

CROMWELL RECREATION DEPARTMENT  
41 WEST STREET, CROMWELL, CT. 06416

860-632-3467

FIELD/FACILITY USE REQUEST FORM

Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Field/Facility Requested \_\_\_\_\_

Time Start \_\_\_\_\_ Time End \_\_\_\_\_

Dates to be used \_\_\_\_\_

Attach a separate sheet for rentals or long-term field use with dates, times, fields etc.

It is understood that the use of the fields/facilities by the applicant is subject to any and all of the conditions listed in the Parks, Fields, and Facilities Use Policy

Applicants Name (please print) \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use:

Contract \_\_\_\_\_

Insurance \_\_\_\_\_

Other \_\_\_\_\_

Fees \_\_\_\_\_ Amount \_\_\_\_\_ Received \_\_\_\_\_

Deposit \_\_\_\_\_

Rental \_\_\_\_\_ 1

Lights \_\_\_\_\_

Parks \_\_\_\_\_

Police \_\_\_\_\_

Other \_\_\_\_\_