

OL Parks and Recreation Commission
Regular Meeting Minutes
4/6/23 – 6:00 PM

Hybrid Meeting (in person and telephone call-in)
In-person location: Meeting Hall, Town Hall, 52 Lyme Street, Old Lyme, CT

CALL TO ORDER

Chairman Bob Dunn called the meeting to order at 6:00 PM.

ATTENDANCE

In Person: Bob Dunn (Chairman), Mary Ellen Garbarino, Brendan McKeever (Vice-Chair), Don Bugbee (Director), Winnie Edmed (Assistant Director)

On Phone: Missy Garvin, Tim Gavin, Ryan Lee

Absent: Sara van Vliet

Guests: Martha Shoemaker, Teri Lewis, Candace Fuchs, Katie Balocca

APPROVE previous meeting minutes – March 2, 2023

Brendan McKeever moved to accept the meeting minutes of March 2, 2023. Mary Ellen Garbarino seconded the motion. **SO VOTED.**

PRC Sub-committee for Town Enhancements at Hains Park

Bob Dunn read a draft of April 6, 2023 “Creation of Temporary Parks and Recreation Commission (PRC) Sub-Committee. This is included at the end of these minutes.

There was a discussion and Brendan McKeever moved to form a temporary five-person PRC sub-committee to study using donated funds for the beautification and enhancement of Hains Park, with the following membership: PRC members: Sara van Vliet as Chair, Mary Ellen Garbarino as Vice-Chair and Secretary. Non-PRC members: Phil Parcak, Teri Lewis and Greg Hack. Ex-officio: Martha Shoemaker. Ad-hoc Members (town hall staff): Don Bugbee, Winnie Edmed, Tom Meyer. Mary Ellen Garbarino seconded the motion. **SO VOTED.**

Director’s Report – Presented by Don Bugbee

a. Update on PRC programs and facilities

Program Registration

Rec-Desk Registration is required for all Parks and Rec Programs. Registration for all P&R Spring /Summer activities opened on April 3

Adult Volleyball

The winter sessions were completed on March 16. There were 26 participants on average. Spring sessions will not be held.

Adult Basketball

The winter sessions were completed March 29. There are 15-20 participants on average. The spring sessions at LOLHS gym have started as follows:
Wednesdays, April 5-May 31 6:30-8:45pm / Sundays, April 2-May 28 10am-12pm.

Zumba Fitness

The winter sessions were completed March 7. There were 10 participants on average. The spring sessions will run for 8 weeks, Tuesdays, April 18-June 6, 6:00-7:00pm at the LOLMS cafeteria. Fee \$70/ 8 sessions \$10 Drop-in fee.
Note: The May 15 session is a Monday.

Pilates

The initial sessions for this new program were completed April 5. There were 6 participants on average. The spring sessions will run for 8 weeks, April 19-June 7. Wednesdays, 3:45-4:45pm Mile Creek School/ media center. Fee \$80/ 8 sessions \$17 Drop-in fee.

Women's 3v3 Basketball

This new program will run on Thursdays, April 20-June 8 from 7-8:30pm at LOLHS gym. The program is free for L/OL Residents / \$25 fee for non-residents.

Adult Co-ed Softball

This new program will run on Sundays, May 7-June 25 from 4:00-6:30pm at Town Woods Park. The program is free for L/OL Residents / \$25 Fee for non-residents.

Summer Daycamp

The daycamp is scheduled to run June 26-Aug 4, from 9am-2pm, at the LOLHS. The camp is open to L/OL Residents entering Gr K-Gr 6. Fee \$300 per child/ \$150 2nd child / \$100 for each additional child.

After Camp Programs

These camps are scheduled to run June 26-Aug 4, from 2:00-4:00pm, at LOLHS. Fee \$50 per child/each week.

Boys Basketball Camp

This grades 4-9 boys camp is scheduled to run June 19-23, 8:00-11:00am at the LOLMS gym. Fee \$130 per child.

Girls Volleyball Camp

This new camp for girls grades 4-9 is scheduled to run June 26-June 30, 8:00-11:00am at the LOLMS gym. Fee \$130 per child.

CAS Soccer Camps

These camps are open for boys and girls ages 3-14 and will be held at Town Woods Park July 10-14 and July 31-Aug 4. Fees and groupings are as follows:
Ages 3-4 9-10am/\$90 / Ages 4-6 10:30am-12Noon \$105 / Ages 6-14 9am-12Noon \$140

Summer Staff

Summer staff hiring is in-process and expected to be completed by early May. Applications are currently being accepted and returning staff is being determined.
A Certification Class for Lifeguard candidates has been arranged at the East Lyme Aquatics Center. Updates will follow.

Parks and Rec Facilities

The water has been turned on at Cross Lane, Hains Park and Town Woods Park. All areas have been initially cleaned by Blackburn Cleaners and the maintenance schedule has been determined. Cross Lane is open and in use by L/OL Little League. We are waiting for satisfactory water test results at Hains Park and Town Woods Park before we can open these facilities for the season. Results are expected soon.

Hains Park is in use by the rowers on a daily basis. The Town Woods Park fields are open and in use by the CT River Lacrosse Club. Goals are out and the fields are expected to be lined shortly. Volunteers from L/OL Little League have been cleaning up and working on the baseball and softball fields at Cross Lane and Town Woods Park. General clean-up, mulching, aerating and over-seeding at Town Woods Park has been started by our contracted maintainer, Dan Jones Landscaping. OL Public Works has started their initial spring clean-up process at all facilities. White Sand Beach has been re-graded after recent storms and sand removed from the gazebo and parking lot. The final sweeping of the parking lot and re-striping of the spaces will take place soon. WSB water is expected to be on by May 1, bathroom clean-up and a regular schedule of opening/closing will be determined. A meeting with the President of the OLRA was held at Hains Park on Tuesday, April 4 to discuss dock locations at Hains Park. It was confirmed that one dock has to be moved so it won't interfere with swim line installation. A meeting was held at White Sand Beach on Monday, April 3 to review and determine a proper location for a handicap mat to be purchased and installed at the beach. The mat will be placed on the east side of the beach and will go from the parking lot towards the water. HC parking spaces will be reconfigured to accommodate installation.

OLD BUSINESS

LAX Fields, practices and games

Don Bugbee reported on an email that he sent to Region 4 administrators requesting a meeting and clarification of their policies for allowing private clubs access and use of the fields under their jurisdiction. The intent of the email is to address the long-standing situation of the CRLC inability to use field space in Region 4, which includes Essex, Deep River and Chester.

Response to the email indicated that a discussion would be arranged after the schools spring break vacation. The email, and the response, is attached as a reference.

A review of the CRLC schedule provided is in process. It is apparent at this point that the CRLC has access to more field space in Old Saybrook than in previous years. Updates will be provided.

Brendan McKeever asked that an agenda item be added to next month's agenda regarding reviewing the language of rules for use of TWP.

Bob Dunn gave an update on the installation of security cameras in Town.

NEW BUSINESS

No new business.

CORRESPONDENCE

Correspondence is included at the end of these minutes.

Bob Dunn, in reference to Paul Gianquinto's statement that a building permit was not obtained for the new sidewalk at Hains Park, stated that he (Bob Dunn) had spoken with the Town Building Inspector, and a permit was not required.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Mary Ellen Garbarino moved to adjourn the meeting at 6:38 PM and Brendan McKeever seconded the motion. **SO VOTED.**

The next meeting of this Commission is scheduled for May 4, 2023.

Respectfully submitted,

Mary Ellen Garbarino
Secretary

Bob,

I'd like to clarify my comments during last night's Park and Rec meeting.

I wanted all involved to understand that the terms of the STEAP Grant issued for the construction of the Hains Park Boathouse were fulfilled at the time of construction, that all features of the Boathouse itself were in compliance with applicable ADA requirements, and that

construction of the sidewalk linking the Boathouse and other features of the Park was not in the scope of that project or required by the Grant at that time.

However, I agree completely with your position that, having subsequently installed a fully accessible toilet building and upgraded parking lot including handicapped parking spaces as a separate project, the Town is legally obligated by the terms of the STEAP Grant to also provide an accessible route from those features back to the Boathouse; ideally that route would have been included as part of the Toilet Building/Parking Lot project scope.

I remain concerned that the Town reportedly did not issue a permit for that work.

Reference the surface water runoff entering the Park from Boston Post Road, this problem was discussed during design of the Boathouse; at the time it was decided that making the driveway safer for trailer access was the primary concern and that sheet flow of the water down the driveway as it always existed was acceptable. When you raised the issue in the Fall of 2017, I reviewed the issue with BSC and presented two options to the Committee; the addition of a bituminous berm or installation of a rubber speed bump across the entrance. During its meeting of 9 Nov 2017, the Committee authorized the expenditure of \$1,200 for the purchase of rubber speed bumps, pending approval of the plan by OLPW. Apparently, that approval was never received and the issue was never resolved. I have no meeting minutes after 9 Nov.

As I stated last night, increasing handicapped accessibility in all the Town parks is absolutely the right thing to do and P&R should be commended for their efforts; my suggestion is that those efforts be undertaken in a manner consistent with all State and Town Codes and regulations.

Please share this with all your members.

Regards,

Paul Gianquinto

Letter to Bob Dunn from Candace Fuchs - March 4, 2023

Dear Bob,
Thank you for a robust discussion at the Parks and Recreation meeting of 02MAR.

I think we are all looking forward to finally mobilizing the money generously donated to the Hains Park Beautification Fund several years ago.

I am looking forward to gathering input from a multidisciplinary group and generating ideas for the park which will be warmly welcomed by the whole community.

Per our discussion on Thursday evening, I am looking forward to your naming a representative from the Parks and Recreation Commission to serve on the expanded Hains Park Beautification Committee, which will report to the PRC at their regular monthly meetings.

Once I gather names from you, and from Harbor Management (Mike Presti and Terry Lewis are co-chairs), my goal is to have an organizational meeting of this group before your next PRC meeting in April. The goal of that meeting would be to name leadership of the committee, and lay down a framework for goals and operation.

Thank you in advance for your cooperation in our goal of leveraging the value of Hains Park, and for the nomination of a PRC representative.

Kind Regards,
Candace Fuchs

Bob Dunn's response to Candace Fuchs

Dear Candace,

Thank you for your note, which I read today. While I appreciate your enthusiasm, I believe you have misunderstood what the PRC has proposed.

At its March 2nd meeting, the PRC moved to "form a subcommittee which would report to PRC to study beautification and enhancement issues for Hains Park".

The PRC did not "propose naming a representative from the Parks and Recreation Commission to serve on the expanded Hains Park Beautification Committee."

As discussed at the PRC meeting, and captured in the meeting minutes, the PRC proposed the PRC subcommittee include at least 5 members, including a representative from the Hains Park fundraising committee, as well as others: PRC, Facilities Director, Harbor Management Commission, and PRC Director.

At its next meeting, the PRC will begin formalizing the subcommittee's charge, leadership/membership, and ensuring compliance with FOI requirements, etc.

Again, your good intentions are appreciated, but please take no action on behalf of the PRC or its subcommittee. Thank you!

Everyone's input will be welcome once the subcommittee is up and running.

Best regards,

Bob Dunn

Chair, PRC

April 3, 2023

Email to Principals, AD and Superintendent of Valley Regional from Don Bugbee

Good morning all.

I'm not sure who to contact about this, so I included you all.

I am inquiring about how one goes about requesting the use of fields in your school district.

In particular, private clubs like the Soccer Club, the Lacrosse Club and Little League.

These Clubs request, and are granted, use of our fields in Old Lyme.

The main point of the discussion would be about the CT River Lacrosse Club's seemingly inability to use fields in your district. We are repeatedly told by their representatives that fields are unavailable for them at John Winthrop and at VRHS.

Approximately a third of their registrations each year reside in the Tri-Town area and our Parks and Recreation Commission has tasked me to look into this situation. I am told that the Soccer Club is allowed to use fields at John Winthrop. I have no information about Little League usage. Our Commission is only looking to assure a fair share of facility usage between our towns for these types of clubs that have participants from multiple towns.

We are trying to understand the situation from all points of view. If I could meet briefly with a representative to discuss this soon it would be greatly appreciated.

If a meeting cannot be arranged, a phone call would suffice.

Please let me know what might work for you.

Thank you.

Don @ OLPR

Reply to Don Bugbee from the AD at Valley Regional Schools, April 6, 2023

Hi Don,

Thanks for reaching out. Organizations that are interested in using the Region 4 facilities would complete our Facility Use Form. The form can be found under "Facilities Information" at [<https://sites.google.com/reg4.k12.ct.us/maintenance/region-4-schools/r4-facilities-information?authuser=0>] <https://sites.google.com/reg4.k12.ct.us/maintenance/region-4-schools/r4-facilities-information?authuser=0>. The request would then need approval from district staff to ensure that there is no disruption to school programming. I will be in touch after April vacation to discuss in greater detail.

Take care,

Lewis P.

Lewis A. Pappariella

Athletic Director

Valley Reg H.S. & John Winthrop M.S.

April 6, 2023

Creation of Temporary Parks and Recreation Commission (PRC) Sub-Committee

Name: Hains Park Enhancement Sub-Committee (HPEC)

Charge: Develop a prioritized list of recommendations with suggested timings to PRC for using donated funds for the beautification and enhancement of Hains Park. The recommendations are to include, but are not limited to, the purchasing and installation of new ADA-accessible playground equipment, additional landscaping, and whether to retain any funds for future enhancements.

Working Process: Hold FOI-compliant meetings (Posted Agendas and Minutes). Invite input from the Old Lyme community, park users, Town staff and officials, and local expert volunteers. Strive to meet monthly, with additional meetings scheduled, as needed.

Membership:

5 Full Members (volunteers):

Chair: Sara van Vliet, PRC Member

Vice Chair/Secretary: Mary Ellen Garbarino, PRC Member

Non-PRC Members: Phil Parcak, former Facilities Director, with extensive knowledge of Hains Park and former Hains Park Bathroom Committee Chair
Teri Lewis, Co-chair of the Harbor Management Commission and former co-chair of Town Woods Park Playground Committee

Greg Hack, an organizer and contributor to Hains Park Fundraising Committee and former President of Old Lyme Rowing Association

Ad-hoc Members (Town staff):

Don Bugbee, Parks and Recreation Director

Winnie Edmed, Parks and Recreation Assistant Director

Tom Meyer, Old Lyme Facilities and IT Director

Date Created: April 6, 2023

Duration: Approximately 6 months, with final recommendations anticipated by 4th quarter 2023.

Basis of creation: **Motion** passed at March 2, 2023 PRC Meeting: “form a sub-committee which would report to PRC to study beatification and enhancement issues for Hains Park. At a minimum a representative from PRC, the HP fundraising committee, the Town Facilities Director, a member from the Harbor Management Commission, and Don Bugbee should be on the committee.”