

OL Parks and Recreation Commission  
**Regular Meeting Minutes**  
11/6/2025 – 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, Missy Garvin, Tim Gavin, Ryan Lee, Brendan McKeever, Sara van Vliet (Vice Chairman), Don Bugbee (Director),

**On Phone:**

**Absent:** Winnie Edmed (Assistant PR Director)

**Guests:** First Selectwoman Martha Shoemaker, Mark Hastings (RLA), Matt Reed (LOL Little League), Mike Reiter (LOL Little League) and Candace Fuchs

**APPROVE previous meeting minutes – regular meeting October 2, 2025**

Tim Gavin moved to accept the meeting minutes of October 2, 2025, and Sara van Vliet seconded the motion with one change. Add under **Agenda Item OLD BUSINESS Hains Park playscape update** that “First Selectwoman Shoemaker stated that the bid policy is not uniformly followed.” **SO VOTED.**

**NEW BUSINESS (1)**

**RLA dock request Hains Park: meeting with District 18 superintendent and Mark Hastings**

Mark Hastings from the RLA reviewed the cost estimates for the proposed RLA patrol boat dock at Hains Park. Regional District 18 cost share is \$4,362.49, Lyme’s share is \$2,181.25 and Old Lyme’s share is also \$2,181.25. Dock placement will be revisited in the spring.

Sara van Vliet moved to approve the purchase of a new dock to be placed at Hains Park, with further discussion of exact placement in Spring 2026 prior to installation. Brendan McKeever seconded the motion. **SO VOTED.**

**LL Baseball – Matt Reed**

Matt Reed spoke to the commission regarding removing approximately 20 feet of grass from the infield (TWP) thus making the infield larger to serve more levels of play.

Ryan Lee moved to support the request from the LOL Little League to expand the infield area of the baseball field at Town Woods Park. Missy Garvin seconded the motion. **SO VOTED.**

## **DIRECTOR'S REPORT – Presented by Don Bugbee**

### **a. Update on PRC programs and facilities**

#### **Parks and Rec Programs**

Rec-Desk registration is required for all Parks and Rec programs. All details are listed on Rec-Desk and are advertised on the Parks and Rec website, Facebook, and Instagram.

#### **Fall Programs**

Current and on-going fall programs include men's basketball, women's basketball, adult co-ed soccer, adult co-ed volleyball, adult pickleball, and a middle school boys basketball camp. Youth pickleball, youth soccer, tennis and Zumba fitness programs have been completed.

#### **Winter Programs**

Men's basketball, women's basketball, co-ed volleyball and Zumba fitness are in the planning stages. Confirmation will happen after a review of the high school basketball schedules. Youth basketball registration is open. The youth basketball coaches organizational meeting is scheduled for Saturday, December 6. The season will run on Saturdays, January 3-31 for the Pre-K group and January 3-February 14 for the grades K-5 groups.

#### **Facilities**

The water at Cross Lane Park, Hains Park and Town Woods Park has been turned off, and the systems are winterized. The bathroom facilities will remain closed until the spring. The docks at Hains Park are expected to be removed from the water around December 15.

The 3-year Town Woods Park Facility Field Maintenance bid package for 2026-2028 is in progress. The bid package tentative schedule is as follows: Posted Friday, November 21. Site walk Friday, December 5 at 9am. Bids to be received and opened December 19 at 2pm. Updates will be provided.

The final drawings for the White Sand Beach pavilion have been received. The bid package is under review with Town attorneys and will be posted as soon as possible.

Updates will be provided.

#### **Miscellaneous Items**

Per the finance director, the 2026-2027 department budget requests are scheduled to be distributed by mid-November and returned mid-December.

## **OLD BUSINESS**

### **Hains Park playscape update**

Sara van Vliet had no new updates.

### **Hains Park picnic tables update**

Commission members all agreed that the picnic tables at Hains Park all look very nice.

**Hains Park beach cleaning update**

Both Don Bugbee and Bob Dunn stated that public works did a great job cleaning Hains Park beach.

**Review of current Parks and Rec program structure and fees**

There was a discussion which was mainly focused on the fact that at this time Lyme residents participate in programs at no extra cost to them even though they are non-residents. The commission agreed that the Town of Lyme should be approached with a request that Lyme provide financial support to the Town of Old Lyme's PRC programs.

Brendan McKeever moved that the Old Lyme BOS / BOF engage in a conversation with the Lyme BOS / BOF regarding making a financial contribution towards the administration and expenses of the Old Lyme Parks and Recreation programs. Tim Gavin seconded the motion. **SO VOTED.**

**NEW BUSINESS (2)**

**Hains Park Lifeguard – tabled**

**Any other New Business - None**

**CORRESPONDENCE - None**

**PUBLIC COMMENT - None**

**ADJOURNMENT**

Missy Garvin moved to adjourn the meeting at 7:27 PM and Brendan McKeever seconded the motion. **SO VOTED.**

**The next meeting of this Commission is scheduled for December 4, 2025.**

Respectfully submitted,

Mary Ellen Garbarino, Secretary