

## **Park and Recreation Commission**

### **Minutes of the Meeting**

**December 14, 2022**

**Meeting called to order:** Vice Chair Kelly called the meeting to order at 7:30 P.M.

**Commissioners in Attendance:** Michael Kelly, George Caye, Genevieve Coursey, James Hennessey, Kristen Kozikowski, William Nowak, and Renee Powell.

**Also in Attendance:** Molly Keays, Leah Margelony and Erica Evans.

**Approval of Minutes:** Motion made by Commissioner Powell and seconded by Commissioner James Hennessey to approve the October 12, 2022 minutes. The motion passed unanimously.

**Public Input:** None present

**Report of Council Liaison:** Council Liaison Evans mentioned that the COVID memorial is finished and the opening ceremony should be sometime in January. The Strategic Planning Committee requested that Council Liaison Evans mention that they are working on their strategic planning survey. Their question for the commission is, if there were two questions that may be included in the strategic planning survey - does the PARC know what those may be? Councilor Evans suggested that this is something the commission should think about and come back next meeting with.

**Report of the B of E Liaison:** None due to the absence of the liaison.

**Special Reports/Task:** No special reports/tasks.

**OSTF:** No report, Commissioner George Caye reported that their meeting was canceled.

**Report of Parks and Rec. Director:** Molly Keays, Director of Parks and Recreation, provided updates on the following:

- Summer transition into fall cleanup has been extremely busy. The Leaf Program is coming to an end, and begins the transition into snow removal.
- The parks crew has made sure all dams are mowed for inspection. Winterized irrigation systems, community gardens and finished up the COVID memorial project. They have also been preparing the John J. Mitchell Fairground property as Parks and Recreation is planning to bring electricity into this area. This project is being prepped and pieced together as it is not fully funded as of yet. The goal is for it to be a capital project. Donations were received from ESI in terms of an electrical shed. There are plans to move Cricket to a more permanent space so they are not continuously interrupted.
- Approximately 125 acres of open space were mowed by the crew once the frost started.
- The parks crew also were responsible for the fall and holiday decorations set up around town such as the big tree at Nevers and the buckland islands.
- Lights are going to be installed at Rye Street, and ready for the softball league this upcoming summer.
- There have been over 25 vendors each week of the Winter Market. Preschool Session B is underway and all 3-5 year old classes as well as parent/child are full.
- Basketball season has commenced. Evaluations were held in November as well as a coaching clinic provided by WINS 4 Life and our coaches draft. Commissioner Hennessey is volunteer coaching for the rec league this year and suggested that it be required of all volunteer coaches to attend as he found it very beneficial. Practices have begun for the 50 teams.
- Wapping Gym space has been maxed out with Pickleball, Volleyball, Throwball, Futsal and family open gyms for Basketball.

- Events included 3rd Annual Turkey Trot, Veterans' Day Ceremony, Grinchmas and Skate with Santa.
- Recreation Staff attended the CRPA Annual Conference which allowed them to network with 300 other professionals and attend educational sessions to further development.

### **Discussion Topics**

Master Plan: The Commission referred to Chapter 3 of the Master Plan that has all surveys that went out in the past. They want to redevelop surveys and focus groups to see what the community needs in regards to projects. Currently a majority of Capitol and Master Plan projects are to go towards maintenance.

A timeline for when a survey should go out to the public should be by summer to capture the largest pool of people. Surveys in the past were online, at events and programs around town such as Little League. One set of questions should be used for in person and online surveys. The commission discussed creating a list of events and programs throughout one year to truly encompass the overall desires of the community.

It was discussed that a sub commission should be created with a mix of PARC members along with Recreation Supervisors in the department to create an adequate survey, to be brought back to the Commission for approval.

A motion was made to create a subcommittee for survey questions by Commissioner Hennessy and seconded by Commissioner Coursey. Vice Chair Kelly and Commissioner Coursey volunteered to take part in this subcommittee along with some of the Recreation staff. The motion passed unanimously.

### **Other Business:** South Windsor Walk and Wheel Way Bylaw Approval

The subcommittees bylaws were revised and created to guide and conduct meetings in a more formal setting. Liaison Evans suggested that the bylaws be looked at thoroughly by the Towns Attorney. The format and general writing of the South Windsor Walk and Wheel Way bylaws until the town attorney has a chance to review and deemed sufficient.

**Meeting adjourned** at 8:13 P.M. – A motion made by Commissioner Caye and seconded by Commissioner Hennessey motion passed unanimously.

**Next Meeting:** January 11, 2023

Respectfully Submitted –

Leah Margelony