



TOWN OF LEDYARD

Parks, Recreation & Senior Citizens Commission

Meeting Minutes - Draft Minutes

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Chairman
Kenneth J. DiRico

Regular Meeting

Tuesday, March 19, 2024

7:00 PM

Parks & Recreation/Senior Citizens
Center

I. CALL TO ORDER

Chairman DiRico called the meeting to order at 7:03 p.m. at the Ledyard Senior Center.

II. ROLL CALL

Present Commissioner Jessica Cobb
Chairman Kenneth J. DiRico
Commissioner Margaret Anne Harding
Commissioner Paula Crocker
Commissioner Lucrezia Finegan
Commissioner Carol Ann Schneider

Excused Commissioner Loretta Kent
Commissioner Charles Gallagher
Commissioner Norma Sokolski

In addition, the following were present:

Scott Johnson, Director of Ledyard, Parks, Recreation and Senior Center
Jim Kelly, Winthrop Road, Ledyard Resident

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Jim Kelly stated he would like to thank Parks and Recreation for the playscape for the little ones behind the community center. The playscape is very used and the padding is very nice.

Mr. Kelly stated he was there to get an update on the Pickleball courts. He also stated that Pickleball is much more intrusive and very noisy. As a neighbor to the Community Center he nor any neighbor would like the increase in Pickleball courts due to the noise it makes.

Mr. Kelly said he guessed on where the courts would go, would like to know the impact on the grass area that is used by children for football, ball playing etc. He asked if any trees would be taken down because the trees help with the noise level. He also stated that he would like to see the site plan for the space. He voiced concern about a safety issue for the children with Pickleball there.

Mr. Kelly stated that the courts had a significant number of cracks from the winter, the tennis posts have sunk and the net is not tight enough. There is severe cracking on the fence line and

there should be a guard on the bottom and hopefully will be filled in the Spring and there is a need to come up with a more permanent fix for the cracks on court.

Mr. Kelly urged the Parks and Recreation to communicate better with the neighbors.

Mr. Johnson responded that the plan for the Pickleball courts is now with the Town Council and Mr. Kelly should attend the town council meeting, He also stated that is the site the Pickleball players wanted to the new courts.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

Ms. Crocker stated she attended the Shining Stars at Gallup Hill School on Friday and although the school had planned a very nice event she would not suggest we go there again due to the amount of walking for the seniors and the seniors were seated in elementary school chairs which was very difficult for the seniors.

Ms. Crocker asked about the status of purchasing a fryolator as had been discussed several times before. Mr. Johnson replied that he would check into removing the oven that has not worked for a long time and replacing it with a fryolator.

Ms. Crocker stated that she would like communication issues to be discussed. She that she is at the senior center almost every day, reads FaceBook, and tries to read the bulletin board and still misses things. She felt that if she misses things others are also.

Ms. Crocker asked if they should think about raising the lunch prices which are the same as before COVID and the price of food has gone up, Mr. Johnson stated his staff will track the costs and the amounts brought in and will report back.

Ms. Finegan asked to consider adding a park tour in the spring.

Ms. Cobb requested that a Facilities Committee be scheduled.

Ms. Harding asked why there was not anything on the Director's Report about the Senior Center. Mr. Johnson said he would add senior news on the report.

Ms. Harding also requested that a big calendar of events be put up. Mr. Johnson stated he could order one and have it updated.

Ms. Harding asked for the status of the chairs, Mr. Johnson responded they have not been ordered.

Ms. Harding asked about the status of the raised gardens, Mr. Johnson responded he will check with Shaun.

VI. REPORTS

1. Director's Report

We have hired a Park Site Facilitator to replace Russell when he retires. The person will start next week so he can training with Russell before retiring.

We have increased our camp fees to accommodate the minimum wage increase and to include field trips. Including field trips simplifies things for the office.

We will be holding the Egg Hunt on Saturday, March 30th at 9:00 AM on the Town Green.

We have started replacing and rising the irrigation heads on Judge Crandall Field. Our turf manager has irrigation experience so we were able to handle this project "in house" which allowed us to start immediately and save some money. We found 2 possible leaks that were also addressed.

The 4 front facing windows were replaced with the new storm shutters at Judge Crandall.

We are having trouble getting the red clay needed to start the Pfizer Field Improvements Project. We have located one company who does have the material and are waiting on a quote. After talking to other rec departments there appears to be a shortage and a few companies no longer keep it in stock.

We are looking into adding a place on the MyRec website for members who sign up and pay could also make a donation to the scholarship fund.

Our van will need to be repaired after hitting an overhang. There did not seem to be much damage to the overhang but the fans were tore off the van.

Hopefully we can begin work in July the things discussed with the AARPA money.

Mr. Johnson and the Mayor are looking into storage units for the overflow

MOTION to accept Directors Report

RESULT: APPROVED AND SO DECLARED

MOVER: Jessica Cobb

SECONDER: Lucrezia Finegan

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

VII. APPROVAL OF MINUTES

1. MOTION to approve the Parks, Recreation, and Senior Citizens Commission Special Meeting Minutes of January 17, 2024.

Approved with the following notations.

Ms. Finegan was absent and did not second the motion to seat Carol Schneider.

The discussion under approval of minutes erroneously stated that grant money was received from the Ledyard Rotary Club when it was received from the Eastern CT Conservation Committee.

RESULT: APPROVED AS AMENDED

MOVER: Lucrezia Finegan

SECONDER: Jessica Cobb

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

2. MOTION to approve the Parks, Recreation & Senior Citizens Commission Special Meeting Minutes of February 20, 2024 and the Parks, Recreation & Senior Citizens Commission Administration Committee Special Meeting Minutes of February 20, 2024.

RESULT: APPROVED AND SO DECLARED

MOVER: Lucrezia Finegan

SECONDER: Carol Ann Schneider

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

VIII. OLD BUSINESS

1. Boy Scout Skate Park Project Proposal

RESULT: CONTINUE

2. MOTION to approve the Rules and Procedures.

The name should be changed to match the ordinance and be consistent. Take out the term of commissioners as per the ordinance.

RULES AND PROCEDURES FOR THE LEDYARD PARKS AND RECREATION AND SENIOR

CITIZENS COMMISSION

ARTICLE I - THE COMMISSION

The Commission will be known as Town of Ledyard Parks and Recreation/Senior Citizens commission. Membership on the Commission shall be nine (9) electors of the Town of Ledyard. Seven (7) regular members and two (2) alternate members as prescribed by applicable Ledyard Ordinances. The Mayor and The Director of Parks and Recreation/Senior Center shall be non-voting ex-officio members of the Commission.

Commission Members (Commissioners) are appointed by the Town Council to serve a term of two (2) years continuing until replaced as prescribed by applicable Ledyard Ordinances. Commissioners may be removed from the Commission by the Town Council for cause. A Commissioner may resign from the Commission at any time by submitting a signed letter to the Town Council.

Sub-committees will be established by the commission as needed. The Sub-committees now formed are:

A. Facilities and Maintenance Committee - which oversees all requests for quotes, requests for qualifications and proposals, and contracts along with review of all maintenance procedures for all facilities assigned to the Commission.

B. Administrative Committee - Reviews all commission and Department policies, budgets summer and quarterly reports, and assists with the budget and other administrative functions.

The Chairperson will appoint members, potentially including non-Commissioner members to all sub-committees. The Chairperson will appoint sub-committee Chairpersons. The Chairperson will be a member ex-officio of all sub-committees.

The sub-committees meet when items are referred to either committee by the Commission, There is no training necessary.

By vote, the Commission may limit the discussion of Commissioners to a specified length of time in debating a particular matter.

Commissioners shall not speak until recognized by the Chairperson, shall confine their discussion to the pending matter and shall avoid personalities or improper motives.

The Chairperson may limit the discussion of petitioning citizens to a specified length of time.

All matters that relate to the use and operation of the Ledyard Parks and Recreation/Senior Center or its staff brought to the attention of the Commission, or a Commissioner, should first be referred to the Parks and Recreation/Senior Center Director.

All requirements of applicable Ledyard Ordinances are to be strictly followed and no Rules shall be adopted by the Commission which will conflict with the ordinance.

All of these rules may be temporarily suspended for the proceedings of a meeting by a two-thirds ($\frac{2}{3}$) vote of Commissioners present. A motion to temporarily suspend a Rule shall detail the specific Rule and the reason for suspension.

ARTICLE II - ORGANIZATION

Section 1 - Officers

The following officers shall be elected by a majority vote held in January of each year:

A. Chairperson

B. Vice-Chairperson

C. Secretary

Each officer will also perform all the duties and accept all responsibilities of a Commissioner.

The Chairperson will preside at all meetings of the Commission. The Chairperson shall call the meeting to order at the stated hours and upon the appearance of a quorum. It will be the duty of the Chairperson to preserve order, to require the conducting of business in accordance with these rules, to recognize and grant the floor to Commissioners wishing to speak, and to declare all votes.

The Chairperson may speak on and will rule on questions of order including questions of parliamentary procedure and the Rules. The Chairperson's ruling is subject to appeal to the Commission by a motion duly seconded. Such appeals shall be entertained by the Chairperson and have precedence, provided they are made at the time of the Chairperson's ruling and no debate or business has intervened between the ruling and the motion to appeal.

Section 2 - Vacancies and Attendance

Any commissioner who is absent from three (3) consecutive meetings shall be considered to have resigned from the Commission, except that the Commission may vote to waive this in each case where illness or other extenuating circumstance make it impossible for the Commissioner to meet this requirement.

Section 3 - Alternate members

If a regular member or members of the Commission is absent at the beginning of the meeting, an alternate shall be designated to sit for each absent member by the Chairperson. Designation of alternates to sit for absent Commission members shall be rotated so that each alternate is given equal opportunity to participate in the actions of the commission.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings

Regular Commission meetings shall be held at the Parks and Recreation/Senior Center at the date and time recorded with the Town Clerk as prescribed by Connecticut General Statutes (CGS) Section 1-225(b).

All Commission meetings, except executive sessions, shall be open to the public and the votes recorded as prescribed by CGS Section 1-225(a).

All meeting agendas and minutes shall be available to the public as prescribed by CGS Section 1-225. Meeting agendas are to be available and filed with the Ledyard Town Clerk at least twenty-four (24) hours before the meeting. Meeting minutes shall be available within seven (7) days after the meeting.

The Secretary will ensure all papers, correspondence and records of the Commission shall be made available to the public at the Town Clerk's office and at the Parks and Recreation/Senior Center.

The Secretary will prepare the meeting minutes and make them available to the public at the Town Clerk's office and at the Parks and Recreation/Senior Center.

The secretary will prepare the meeting minutes and make them available to the public at the Town Clerk's office and at the Parks and Recreation/Senior Center. Votes are to be recorded in the meeting minutes. In the event the Secretary is not present at a meeting, the Chairperson will appoint a Secretary Pro Tem to prepare the minutes of that meeting.

Section 2 - Special Meetings

Special Commission meetings may be called by the Commission Chairperson, Parks and Recreation/Senior Citizen Director, or upon written request to the Chairperson by three (3) Commissioners.

When an executive session is in order, the reason(s) for such a session, and all persons who will be invited to attend, shall be publicly stated as prescribed by CGS Section 1-231. A two-thirds ($\frac{2}{3}$) vote of the Commissioners present shall be necessary to enter into an executive session.

Section 3 - Conduct of Meetings

Four (4) Commissioners constitute a quorum. In the absence of a quorum, no business shall be transacted at the meeting but the following actions may be taken and will be binding:

- A. Fix the time at which to adjourn
- B. Recess to contact absent Commissioners
- C. Adjourn

Section 4 - Manner of Voting

All voting shall be by roll call vote

Section 5 - Rules of Order

Robert's Rules of Order shall be a guide in conducting all meetings.

Section 6 - Agenda

The Chairperson will prepare the meeting agenda with the support of the Parks and Recreation/Senior Center staff and make it available on the Town Website and/or delivered electronically to each member no less than one day prior to such meeting.

The Vice Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.

Section 7- Order of Business

The regular meeting agenda shall normally be ordered as follows:

I. Call to Order

II. Roll Call

III. Residents & Property Owners Comments

IV. Presentation/Informational Items

V. Member Comments

VI. Reports

1. Director's Report

2. Committee Reports

VII. Approval of Previous Meeting Minutes

VIII. Old Business

IX. New Business

X. Adjournment

ARTICLE IV - POWERS AND PURPOSE

To plan and control the use of parks, playground, swimming pools, gymnasiums, recreation places, and public gardens with the Town of Ledyard, as authorized.

To plan the development, improvement, and expansion of parks and recreation lands of the Town

To plan the acquisition, erection, installation improvement and replacement of park or recreation facilities and equipment.

To develop, establish, improve, and coordinate park and recreation/Senior Citizen programs.

To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

By ordinance, The Commission also prepares and approves the budget.

The following items require Commission Approval:

1. Annual Report
2. Capital Improvement Plans
3. Specific Maintenance Contracts
4. Quarterly Reports
5. RFQ's and RFP's
6. Large equipment purchases

If any item in the Rules is found to be contrary to federal, state, or local law, it shall be considered null and void and shall not affect the validity of any other items in these rules.

Adopted by the Ledyard Parks and Recreation/Senior Citizens Commission on:

Kenneth Dirico, Chairperson

RESULT: APPROVED AND SO DECLARED

MOVER: Paula Crocker

SECONDER: Carol Ann Schneider

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

3. Any other OLD BUSINESS proper to come before the Commission

None

RESULT: CONTINUE

XI. NEW BUSINESS

1. Rotary Request

Mr. Johnson stated that the rotary had requested to put their awards in our glass cabinet. Ms. Crocker replied that there has been nothing in that cabinet for years and she thought they should be able to use it.

2. Any other NEW BUSINESS proper to come before the Commission

None

RESULT: CONTINUE

X. ADJOURNMENT

Ms. Crocker moved the meeting be adjourned, seconded by Ms. Cobb

The meeting adjourned at 8:29 p.m.

VOTE: 6-0 Approved and so declared

Respectively Submitted,

Chairman DiRico

Ledyard Parks, Recreation and Senior Citizens Commission

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.