

Park and Recreation Minutes

Thursday, January 2, 2020

1. Call to order

Chris Hurlburt called the meeting to order at 7:00P.M.

2. Public Comment

There was no comment.

3. Approval of Agenda

Frank Wolak made motion, second by Brian McDermott to approve the agenda.
Motion carried.

4. Approval of Minutes

Carrie Anderson made motion, second by Brian McDermott, to approve the November regular meeting minutes. Motion carried.

5. Financial Report

Approximate amounts:

| | |
|---------------|--------------|
| Peckham Park | \$ 22,679.90 |
| Lake Beseck | \$ 5,342.89 |
| Capital | \$ 55,330.00 |
| Activity Fund | \$ 19,029.00 |

6. Old Business

Upcoming/Recent events:

1. Gingerbread House workshop went well, 15 people participated, 6 kits were leftover and will be used next year.
2. Christmas tree lighting went well. Fire Department supplied hot dogs and clam chowder. To thank them for their help they will buy them grinders from Lino's to be delivered at a Monday night meeting. Carrie Anderson will organize and Hannah will deliver.
Carrie Anderson made motion to spend \$250 for volunteer dinner, second by Brian McDermott. Motion carried.
3. Ice Skating Event / Winterfest: Will not be able to schedule this event, they'll have to notify people when the pond is frozen and put a notice on Facebook three days ahead.
4. Valentines Weekend movie: To be held on Saturday February 15th from 5:00pm to 9:00pm; movie TBA

Facility Captains check-up / Park Updates

none

Park Rules:

1. Need rules for the skating pond. Use at your own risk

2. Ski club participants: 75 children/parents have started. Policy update to handle negligent payments.

Brian McDermott made motion to approve late payment policy and how it is addressed, second by Frank Wolak. Motion carried.

Wish list:

1. Bird Fence for Pavilion: Brian McDermott will install to cost no more than \$1,000.00. Materials are already paid for.

Carrie Anderson made motion for Brian McDermott to install bird fence, second by Frank Wolak. Motion carried.

2. Pavilion roof is done. Dog water fountain will be coming in the Spring.
3. Old Home Days: June 19 & 20. \$600.00 raised from mailing, booked carnival, Joe Liseo for sound. Saturday night band TBA.
Carrie Anderson made motion to sponsor the Saturday band for \$550.00, second by Brian McDermott. Motion carried.

7. New Business:

1. Schedule of meetings for 2020

To be held on the first Thursday of each month with the exception of December at 7:00pm.

Brian McDermott made motion to approve the schedule of meeting for 2020, second by Frank Wolak. Motion carried.

2. Christmas Tree on Town Green

One tree needs to be replaced, could possibly leave just one tree.

8. Looking Ahead

Summer Camp planning has begun

9. Budget

Due at the end of January.

10. Adjourn

Meeting was adjourned at 7:47pm.

Donna M. Golub
Town Clerk

Folder B
TOWN OF MIDDLEFIELD

RECEIVED FOR RECORD ON 1/3/2020
@ 10:30 AM AND RECORDED BY
Dorinda M. Goluch
TOWN CLERK

MIDDLEFIELD PARK AND RECREATION

DATED: 1-2-20

① MOTION: To approve agenda

② Motion: To approve minutes

MADE BY: ① Frank Wolak ② Carrie Anderson
SECONDED BY: ① Brian McDermott ② Brian McDermott

VOTE: ① voice vote: unanimous pass ② unanimous pass

| IN FAVOR: | OPPOSED: | ABSTAINED |
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RESULT: (CIRCLE ONE)

① MOTION CARRIED DENIED OTHER: _____
② motion carried

TOWN OF MIDDLEFIELD

MIDDLEFIELD PARK AND RECREATION

DATED: 1-2-20

3 MOTION: To spend \$250 for Volunteer fire dinner.

4 Motion: To approve late payment policy and how it is addressed.

7 MADE BY: Carrie Anderson Brian McDermott

SECONDED BY: Brian McDermott 2nd Frank Webb

3 VOTE: vote vote: unanimous approval
4 vote vote: unanimous approval

Table with 3 columns: IN FAVOR, OPPOSED, ABSTAINED. The table is currently empty.

RESULT: (CIRCLE ONE)

3 MOTION CARRIED DENIED OTHER:
4 Motion carried

TOWN OF MIDDLEFIELD

MIDDLEFIELD PARK AND RECREATION

DATED: 1-2-20

5 MOTION: To hire Brian McDermott to install bird screening ~~screening~~ on the pavilion. To cost no more than \$1000.00

6 Motion: To sponsor the Saturday Band at Middlefield Old Home Day \$550

5 MADE BY: Carrie Andersen 6 Carrie Andersen

SECONDED BY: Frank Wolah 2nd Brian McDermott

5 VOTE: voice vote; unanimous approval -> Brian McDermott abstained
6 voice vote; unanimous approval

| IN FAVOR: | OPPOSED: | ABSTAINED |
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RESULT: (CIRCLE ONE)

5 MOTION CARRIED
6 motion carried

DENIED OTHER: _____

TOWN OF MIDDLEFIELD

MIDDLEFIELD PARK AND RECREATION

DATED: 1-2-20

⑦ MOTION: To have Park and Recreation meetings on first Thursday of each month with exception of December.

⑦ MADE BY: Brian McDermott

SECONDED BY: Frank Welch

② VOTE: size vote: unanimous approval

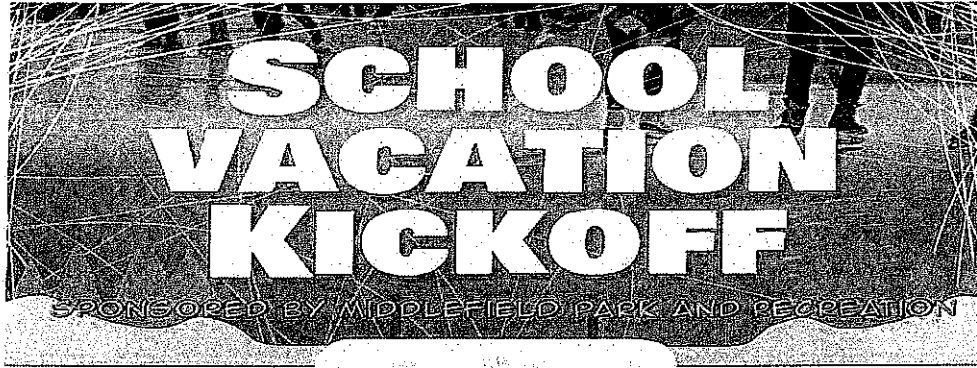
| IN FAVOR: | OPPOSED: | ABSTAINED |
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RESULT: (CIRCLE ONE)

⑦ MOTION CARRIED

DENIED

OTHER: _____



**Kick off to Vacation Ice Skating Event
(12/23/2019)
Expense Report**

| | |
|-----------------------------|-------------|
| Coffee, Hot Choc, Cups..... | \$20 |
| WOOD AND FIRE STARTERS..... | \$38 |
| TOTAL..... | \$58 |

*\$45 worth of wood, fire starters, coco/cups leftover for
next ice skating events



2019 Gingerbread Workshop Expense Report

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|---------------------------------|--------------|
| GINGERBREAD KITS..... | \$127 |
| EXTRA DECORATIONS..... | \$40 |
| TABLE CLOTH, UTENSILS, ECT..... | \$10 |
| FOOD..... | \$12 |
| TOTAL Spent..... | \$189 |
| TOTAL Collected..... | \$135 |
| Program Cost | -\$54 |

(*\$56 WORTH OF KITS LEFT OVER)

Middlefield Tree Lighting

Ceremony

Sunday, December 8th

5:30 PM

2019 Tree Lighting

Expense Report

| | |
|---------------------------------|--------------|
| FOOD..... | \$246 |
| GIFTS FOR VOLUNTEERS..... | \$185 |
| DECORATIONS (tree lights)..... | \$90 |
| EXTRAS (cups, plates, ect)..... | \$86 |
| TOTAL..... | \$607 |

Middlefield Park and Recreation Financial Report As of January 2nd, 2020

Line Items/Budgeted Accounts

How it works: These are the items that the town funds, but we have control over. This is money that the BOF asked us to budget for. This money is used to help maintain and improve the parks. The capital budget is an amount that does not get touched unless a big item is due to be improved such as the playscape.

Peckham Park: **\$22,679.90**

Lake Beseck: **\$5,342.89**

Capital: **\$55,330.00**

**Approximate amounts. Was not able to double check with
finance director on 1/20/2020*

Park and Rec Activity Fund:

How it works: Hannah Collects money from instructor run programs, donations, pavilion fees, and other miscellaneous income. The only money going out (expenses) is money that we have to pay back the instructors for running the camp. Park and Rec will typically collect \$5-\$10 per person for each club that runs through us. Other expenses that are removed from this fund is money that we used for events, donations, and items that the commission has found necessary to buy.

Funds that we have accumulated for our use: \$19,029

Money in Liberty Account but not yet usable

Funds in transit= ~\$28,520

Funds going to vendors= ~\$23,972

Funds spent for events=~\$719

Will be profited into our account= ~\$3,829

**Approximate amounts. Was not able to double check with finance director on 1/2/2020*

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|--|--|---|
| Town Of Middlefield, CT Policy | Policy Title: Payment, Refund, and Applicable fee Policy | |
| Policy Issue Date: January 22, 2018 | Last Update: January 22, 2018 | SECTION: Parks and Recreation Management |
| POLICY SOURCE: Parks and Recreation Department | | TOTAL PAGES: 2 |
| Reviewed by Attorney's Office Date: N/A | Parks and Recreation Committee Approval Date: January 22, 2018 | Board of Selectman Approval Date: N/A |

Purpose: The purpose of this policy is to establish uniform standards for the Parks and Recreation Department for payments, refunds, and other fees related to the facilitated programs, events, programs, or parks. The policy also establishes uniform refund protocols, as well as other applicable fees to the facilitated programs, events, programs, or parks.

Policy: This policy authorizes the Parks and Recreation Department to request payment for registrations and reservations to their facilitated programs, events, or facilities.

Payment

Payment must be made by the start of the first class. We accept cash and checks made payable to Middlefield Park and Recreation. Returned checks will be charged a bank fee of \$30.

Late Payment Policy

Payment must be made three (3) days prior to the start date. If payment is not fully paid by the start date of a program, rental, or event a \$35 Late Payment Fee will be assessed for each month of neglected pay. For example, if a participant attends a program that costs \$100 starts on September 1st and does not make a payment, the participant will need to pay \$135. If the participant does not pay that program cost and the fee by October 1st, the participant will accrue an additional \$35, totaling \$170 for the program.

Fees can be waived on a case by case basis by the Park and Recreation Commission. Participants with late payments may appeal to the Commission either in person, by letter, or in an email to parkrec@middlefieldct.org. The Park and Recreation

Commission will hold an executive session to discuss the appeals on a case by case basis

Late Registration Fee

All program registrations accepted one day prior, day-of, or any time after the program start date will incur a \$25 late fee. Some clubs such as the Ski club, may include an early registration fee and a regular registration fee. A prorated fee may be given at the instructor's discretion.

Returned Check fee

A \$35 service charge will be assessed on returned checks.

Refunds

Since programs are self-supporting and commitments need to be made to instructors and staff, the following statement reflects our refund policy.

- A full refund will be given if the program is cancelled by the Park and Recreation Department.
- In case of illness or injury, a refund will be given with a doctor's note for any unused portion of the program.
- If you cancel our registration a week or more before the program begins, refunds, minus the \$10 processing fee, will be issued, processing time is approximately 30 days.
- No refunds are given once the program has begun or for any unused portion of the program. In a case by case basis where a refund is needed, the park and recreation director will credit the customers account on RecDesk, or if they so choose, a check will be distributed through the finance dept. A written refunded check can take up to a month to receive
- No refunds for expulsions.

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| Town Of Middlefield, CT Policy | Policy Title: Photo Policy | |
| Policy Issue Date: January 22, 2018 | Last Update: January 22, 2018 | SECTION: Parks and Recreation Management |
| POLICY SOURCE: Parks and Recreation Department | | TOTAL PAGES: 1 |
| Reviewed by Attorney's Office Date: N/A | Parks and Recreation Committee Approval Date: January 22, 2018 | Board of Selectman Approval Date: N/A |

Purpose: The purpose of this policy is to establish uniform standards for the Parks and Recreation Department to facilitate photographs taken during our events, parks, programs, community events, and/or personal use.

Policy: This policy authorizes the Parks and Recreation Department to post, share and use any photograph taken of participants in a Middlefield Park and Recreation Department program or activity may be used for publication or marketing purposes such as brochures and website content. Any participant, or parent of youth participant, who wished to not have a photograph of them used must notify the department in writing.

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| Town Of Middlefield, CT Policy | Policy Title: Cancellation and weather/sudden Cancellation Policy | |
| Policy Issue Date: January 22, 2018 | Last Update: January 22, 2018 | SECTION: Parks and Recreation Management |
| POLICY SOURCE: Parks and Recreation Department | | TOTAL PAGES: 1 |
| Reviewed by Attorney's Office Date: N/A | Parks and Recreation Committee Approval Date: January 22, 2018 | Board of Selectman Approval Date: N/A |

Purpose: The purpose of this policy is to establish uniform standards for the Parks and Recreation Department to cancel a program that may have already had registrations or interest from the public. This policy will also establish uniform a protocol for facilitated programs, events, and parks to be cancelled due to weather concerns or other

Policy: This policy authorizes the Parks and Recreation Department to to reschedule, relocate, or cancel any announced program due to facility availability and public response. The Park and Recreation Department may also establish minimum or maximum class sizes to ensure appropriate instructor-to-participant ratios.

This policy also serves to inform the public of the standard sudden cancellation or sudden short term closure of Park and Recreation programs, events, and parks. The Middlefield Park and Recreation programs follow the school cancellation policy. All programs that use an RSD13 owned building are cancelled if school is cancelled or dismissed early. Event cancellations or rain dates will be made on the The Middlefield Park and Recreation Facebook page. Efforts will be made to show cancellations on the town web page as well. The department will also make an effort to reschedule the date, but reserves the right to not continue the event with or without refunds for prepaid programs.

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| Town Of Middlefield, CT Policy | Policy Title: Registration Policy and Protocol | |
| Policy Issue Date: January 22, 2018 | Last Update: January 22, 2018 | SECTION: Parks and Recreation Management |
| POLICY SOURCE: Parks and Recreation Department | | TOTAL PAGES: 1 |
| Reviewed by Attorney's Office Date: N/A | Parks and Recreation Committee Approval Date: January 22, 2018 | Board of Selectman Approval Date: N/A |

Purpose: The purpose of this policy is to establish uniform standards for the Parks and Recreation Department for the registrations to the facilitated programs, events, programs, or parks. This policy will also establish uniform protocols that relate to the use, reservations, and registrations of facilitated programs, events, and parks.

Policy: This policy authorizes the Parks and Recreation Department to open registration and reservations to their facilitated programs, events, or facilities. The Park and Recreation Department may also establish minimum or maximum class sizes to ensure appropriate instructor-to-participant ratios.

This policy also serves to inform the public of the standard sudden cancellation or sudden short term closure of Park and Recreation programs, events, and parks. The Middlefield Park and Recreation programs follow the school cancellation policy. All programs that use an RSD13 owned building are cancelled if school is cancelled or dismissed early. Event cancellations or rain dates will be made on the The Middlefield Park and Recreation Facebook page. Efforts will be made to show cancellations on the town web page as well. The department will also make an effort to reschedule the date, but reserves the right to not continue the event with or without refunds for prepaid programs.

There are three ways to register for a program. Registration can be done online, in person, or by mail-in.

Most programs allow for online registration. Visit our website and login as a member or register as a new member. You will input your information, choose all the programs you wish to register for, and will have the ability to pay by credit card.

You may mail in the registration form (available on website) and payment to our office. Payment must be received at least three (3) days before the start date of the program. If

you plan to pay on the day of, you must contact the instructor or Park and Recreation Director at least 8 days before the start of the program. Exceptions can be made if the program has not filled

You may register in-person at the office during business hours. Phone registrations are accepted as long as you currently have a RecDesk profile

If the session you wish to register is filled you will be placed on a waiting list and notified immediately if and when an opening occurs.

Children must be the proper age before the program begins.

Only those enrolled in the program may attend. Participants "visitors and family" will not be permitted in the program unless specified.

Registration is accepted on a first-come, first-serve basis and class sizes are limited. Programs will be canceled if registration does not meet the minimum.