

Board of Park Commissioners  
Wednesday, January 16, 2019  
First Floor Meeting Room, 6:00 p.m.

Present: Commissioner Sandra Bogdanski  
Commissioner Cynthia Donovan  
Commissioner Robert Fiorito  
Commissioner Maryellen Holden  
Superintendent Brian Wilson  
Mayor Ellen Zoppo-Sassu, Chairperson  
Commissioner Paula O'Keefe  
Commissioner Robert Kalat  
Jess Caetano, Recreation Coordinator  
Jaimie Clout, Aquatic Supervisor  
Robert Lincoln, Park Supervisor  
Sarah Larson, Recreation Coordinator

Absent: Council Liaison, Joshua Medeiros

**1) Call to order**

Chairwoman Zoppo-Sassu called the meeting at 6:00p.m.

**2) Acceptance of minutes from December 19, 2018:**

MOTION: Made by Commissioner Fiorito to approve the December 19, 2018 minutes as ammended  
Seconded by: Commissioner Donovan  
All in favor; Motion carried.

**3) Public Participation:**

Colonel Gregory Miller approached the Board explaining his objections to the mountain bike path for safety concerns for the elderly and people with dogs. The path is too close to the walking path.

Tom and Kathy Moody agrees with Colonel Gregory Miller.

MOTION: Made by Commissioner Fiorito to move item 6B to the top of the agenda.  
Seconded by: Commissioner Donovan  
All in favor; Motion carried

Mr. Brian Archibald approached the Commissioners. A buffer of approximately 15' will be established in order to avoid the walking path. Colonel Miller would like the path moved to the north side of the park and is proposing to park at Muzzy Field. Mr. Lincoln will maintain care of the walking path.

Mr. James Burke, a resident of Sherman Street approached the Commissioners is concerned about the proximity of the path to his backyard and about loosing the privacy. It's 20' off his property. Mr. Nicolas Parent of Mills Street is also concerned about the noise and privacy.

Mr. Archibald stated that there was a Special Meeting held with the Park Commissioners to inspect the one mile course. He is working with the Park Department and The Boys & Girls Clubs in order to establish programs. The concerns were erosion, cleanliness and neighbors buffer zones.

Commissioner Fiorito stated that people are not really against the proposal as mountain biking is now bringing the community together and believes it to be a positive concept.

Mr. Lance Archibald spoke to the Commissioners stating that he enjoys getting outside and using the courses at Session Woods and would like to ride locally.

There will be minimal interference with the walking path. It would be used when the bikers cross the path.

Mr. Archibald would like to see a temporary skill path area.

Mayor wants to keep this on the agenda and moved to Budget & finance and building and maintenance

MOTION made by Commissioner Fiorito to conceptually approve the concept of a mountain bike path in Rockwell Park subject to pending approvals and subject to further discussions with the appropriate departments such as wetland, engineering, police department and staff's approval.

Seconded by Commissioner Holden.

All in favor, motion passed.

Ray Rogozinski can support the Park Department and schedule the necessary survey. Committees will continue to meet. Boundries will need to be defined. Neighbors on Sherman, Mills, Putnam, Steele and Jacob will also be notified. Brian Wilson stated that Park staff is working on GIS plotting the proposed trail.

MOTION: Made by Commissioner Fiorito to move item 6A to the current agenda item.

Seconded by: Commissioner Donovan.

All in favor; Motion carried.

A. Review of the Farmington River Watershed Association Rain Garden At Page Park and take any action as necessary.

Aimee Petras of the FRWA approached the Board regarding the rain garden at Page Park. A site review was held with the Commissioners. The FRWA is moving forward with ordering the plants. Discussion transpired as how the project will be facilitated between Parks, FRWA and Public Works.

Motion made by Commissioner Fiorito for final approval of the rain garden in Page Park.

Seconded by Commissioner Bogdanski

All in favor, Motion carried.

Motion made by Commissioner Fiorito to move agenda item 7A to the current location.

Seconded by Commissioner Donovan

All in favor, Motion carried.

Raymond Rogozinski, City Engineer and Nancy Levesque, Assistant Engineer, presented five (5) potential layouts relating to Muzzy Field and expanding parking. First concept is proposing 59 parking spaces. The 2<sup>nd</sup> is maxing out the lot to be 64 parking spaces while the 3<sup>rd</sup> layout requires more landscaping and has only 47 parking spaces. The 4<sup>th</sup> layout is proposing two (2) parking lots versus one. The 5<sup>th</sup> plan is an experiment angle parking.

MOTION: Made by Commissioner Fiorito to move this item to the Building and Maintenance Committee.

Seconded by: Commissionerr Kalat

All in favor, Motion carried.

MOTION: Made by Commissioner Fiorito to move agenda item 7B to the current location.  
Seconded by: Commissionerr Kalat  
All in favor, Motion carried.

Ms. Levesque addressed the Commissioners regarding the parking at Peck Park. She provided two(2) proposals for additional parking. Forestville Little League provided a proposed layout. Mr. Rogozinki took their layout and refined it. The large tree in the back would need to be removed. A lot of this in question is on the Board of

MOTION: Made by Commissioner Fiorito to move the conceptual Peck Park parking plan submitted by Engineering to Building and Maintenance Committee.  
Seconded by: Commissionerr Donovan.  
All in favor, Motion carried.

#### **4) Superintendent's Report:**

##### A. Superintendent's verbal report

Rockwell maintenance building roofing has been complete. Windows have been ordered for DMAC. Seasonal staff applications are now coming in. There has been several trees down within the parks and the department as been cutting them up and bringing it to PW for the disposal. A policy should be developed regarding wood that's harvested and Mayor will reach out to Corp Counsel.

#### **5) Financials**

##### A. Financials

MOTION: Made by Commissioner Fiorito to accept the financial report as presented and place on file.  
Seconded by: Commissioner O'Keefe.  
All in favor. Motion passed.

##### B. Trust Withdrawals for December, 2018

MOTION: Made by Commissioner Fiorito to accept the trust withdrawals as presented and place on file.  
Seconded by: Commissioner O'Keefe.  
All in favor. Motion passed.

#### **6) Old Business:**

A. Review of the Farmington River Watershed Association Rain Garden At Page Park and take any action as necessary.

B. Review of Rockwell Park site walk for the proposed mountain bike trail and take any action as necessary.

#### **7) New Business:**

A. Muzzy Field Parking Lot Design Review and take any action as necessary.

- B. Peck Park Parking Lot Design review and take any action as necessary.
- C. Review fee structure for fields and banner requests and take any action as necessary.

Mr. Wilson explained the permit process in the past and the proposed pavilion rental rates and policy for the future.

Mrs. Caetano approached the Board regarding the installation of banners and would like to place restrictions on the banners and establish a fee. Modify the size of the banner, a cost to install and remove the the banners and permitting only a two (2) week timeline. Establish a standard policy to have the banners picked up within 15 days; otherwise they will be disposed of.

Mr. Wilson discussed the new field request applications along with a proposed rate schedule. Mrs. Caetano informed the Board that the field request forms can be completed online. Mrs. Caetano explained in detail the fee structure that was in the past and the proposed fee schedule for the future. Muzzy Field will be reviewed in the near future.

MOTION: Made by Commissioner Fiorito to refer to Budget and Finance Committee.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

- D. By Commissioners:

Commissioner Fiorito received a request from the Hoppers Committee for financial funding in order to present a presentation at Rockwell Park for a snapping turtle presentation in April/May. The Mayor would like to ask the Park Board to waive any rates associated with this event.

MOTION: Made by Commissioner Fiorito to approve the presentation and sponser the event up to \$300 and waive any fees associated with the event.  
Seconded by: Commissioner O'Keefe.  
All in favor. Motion passed.

The Mayor inquired about the Legion's final payment.

## 8. **Other Business:**

- A. Review of the 2019/2020 budget.

Commissioner Fiorito indicated a Budget & Finance Committee held a meeting and discussed the budget in great detail.

MOTION: Made by Commissioner Fiorito to approve the 2019/2020 year budget as presented.  
Seconded by: Commissioner Kalat.  
All in favor. Motion passed.

The Mayor stated that once a meeting is adjourned, it's adjourned. A continued meeting with staff after the meeting is a violation of FOI and business cannot be conducted.

**Adjourn:**

MOTION: Made by Commissioner Fiorito to adjourn at 8:15 p.m.  
Seconded by Commissioner Donovan.  
All in favor. Motion carried.

Respectfully submitted,  
KEEP Cindy involved for the building & meeting.

Lisa Wilson, Recording Secretary  
Board of Park Commissioners