

# MINUTES OF THE MEETING OF THE PARK COMMISSION OF THURSDAY, NOVEMBER 10, 2011

Present were Chairman Thomas Frizzell, Sr., Commissioners Harold Marrow, George Churchill, Billy Anderson and Superintendent Timothy W. Carpenter.

The meeting began at 7:05 P.M.

**MINUTES:** A motion was made by Commissioner Harold Marrow and seconded by Commissioner George Churchill to accept the minutes of the October 13, 2011 meeting as written.

## **EXTENSION OF GOLF MGT. SERVICES AND LUNCH ROOM CONTRACTS:**

A motion was made by Commissioner George Churchill and seconded by Commissioner Marrow to extend the Golf Management Services and Operation of Lunch Room contracts for the 2012 season. The motion was passed unanimously for the extension of the contracts.

## **FIELD PERMITS:**

Commissioner Anderson and seconded by Commissioner Marrow agreed there should be a fee charged for the adult leagues. Commissioner Frizzell stated The Commission should be looking into a fee that would assist in helping to maintain the fields that are being used. A flat fee for each league was suggested by Commissioner Marrow. Commissioner Frizzell suggested a fee of \$500 for the season per league. A fee for one time usage of a field could be set at \$50. A letter would be sent to all adult teams informing them about the fee. This would be a non-refundable fee paid in advance by money order or bank check. Commissioner Frizzell also stated that a warning system should be established regarding the condition of the fields littered with trash or damage. After a third offense or warning a "fine" would be added to the fee for field rental the following year.

A motion was made to set a standard fee for all adult leagues using public playgrounds of \$500 per season. Individual permits on an available basis would be \$50 per event per day. All fees would be paid in advance by bank check or money order and that no personal checks or cash would be accepted. The \$50 fee would be charged for the one time use of any Park Department maintained facility, including the "gazebo" area at D.W. Field Park.

Any league that receives repeated warnings regarding the condition of the field (rubbish, damage) will be subjected to a higher fee (to be determined on a case-by case basis) in future years.

Motion to accept was made by Commissioner Churchill and seconded by Commissioner Marrow with a unanimous vote.

### **SUPERINTENDENT REPORT:**

Superintendent Carpenter informed the Commissioners that he had a meeting with the Mayor regarding pool issues. He stated that we are State mandated to install a lift chair at the Cosgrove Pool and that he is looking into funds to assist us. Superintendent Carpenter stated he has completed an audit on department equipment and is also looking into the Montello Pool account to see if any funds could be used at the Cosgrove Pool.

He reported that the dams are a huge and expensive problem that needs to be inspected and repaired yearly. He is trying to see if DPW can help with 30 Acres Dam which is the most pressing one in need of repairs. The Park Department will be doing a lot of removing of the trees to bring the dam up to code. Cement work would be needed in the future and he is looking into hiring a contractor for this. Ellis Brett and Hunts Pond Dams are in worse shape and he is looking into trying to breach the two dams.

Superintendent Carpenter also stated he is looking into a cleaning contractor for the lunch room at the golf course. He stated that looking at the Lunch Room contract that the contractor is responsible for the cleaning of the lunch room and if we bring in an outside vendor there would be no rebates on poor play days. He also informed the Commissioners that the furnace in the lunch room is not working. It is 30 years old and he is looking to replace it with a new furnace.

Public Property will be helping us with wiring that is needed in the lunch room and also the floor this winter. He is still reviewing specs on the replacement of the roof at the golf course.

Mr. Carpenter stated he spoke with Chief Conlon of the Police Department and they will be responsible for opening and closing of the gates at D.W. Field Park in the winter on the weekends.

Superintendent Carpenter stated he is also looking into finding a software program for keeping the records for field permits.

Commissioner Frizzell stated there would be no meeting in December unless something important arises and that the next meeting would be in January.

Having no further business a motion was made by Commissioner Churchill and seconded by Commissioner Marrow to adjourn the meeting at 8:15 P.M.

Respectfully submitted,

Timothy W. Carpenter  
Superintendent of Parks