

Rec'd 2/10/16
Town Clerk

Members Present

Bill Bradley, Denis Day, Brian Griffin, Chuck Lee, Chris Mayhew, Paul Oleszewski, Jim Trowbridge
Alternate: Rick Torgeson

1. **Call to Order**

Trowbridge called the meeting to order at 7:00 pm.

2. **Seating of Alternates**

Rick Torgeson was seated as an alternate.

3. **Citizen's Participation**

Trowbridge read a letter commending the Commission for its dedication to developing a Park Plan for Nahaco.

4. **Approval of Minutes**

MOTION (Mayhew, Day): TO APPROVE THE 11-18-15 MINUTES. Unanimous.

5. **Treasurer's Report**

Mayhew presented the Operating Statement YTD revenue as \$9,261.10 and YTD expenditure as \$45,001.98

MOTION (Lee, Mayhew): TO ACCEPT THE TREASURER'S REPORT. Unanimous.

Per Commission discussion:

1. Baywood will keep and provide, upon request, an accounting of revenues she handles and Purchase Orders she approves.
2. A detailed Fiscal Year format will show the Commission exactly where the money comes from and exactly where it goes.

6. **Nahaco Park Plan**

Trowbridge distributed copies of the Nahaco Park Plan. BOS meetings on December 3rd (W) and December 7th (E) may provide feedback.

7. **Rental Fees**

The Commission reviewed the recommendations brought forward by Bradley, Mayhew, Torgeson, and Trowbridge. Discussion ensued on the adjustment of rates.

MOTION (Day, Lee): TO ADOPT THE SCHEDULE OF RENTAL FEES AS ADJUSTED. Unanimous.

By December 15th: Mayhew will apprise Tom Hawkins of the new fee schedule and notify CRO of the rental rates for 2016; Trowbridge will notify Director Jen Larkin of an upcoming discussion on Day Camp maintenance fee and provide Town Halls with rental info.

8. **FY 2016-2017 Park Budget**

Commissioners reviewed budget documents and figures presented by Trowbridge who suggested that the Commission adopt a FY 2016-2017 budget based on FY 2014-2015 numbers, the most recent concrete figures. In this approach, Day Camp revenue and expenditures balance out and development of a capital budget takes place in 2016, before July 15th. Discussion ensued and minor adjustments were made.

MOTION (Day, Lee): TO APPROVE THE FY 2016-2017 PARK BUDGET AS ADJUSTED. Unanimous.

Trowbridge will deliver the approved budget to the BOS in Eastford and the BOS in Woodstock.

9. **Maintenance and Management**

Contact Protocol: To simplify and improve communication, Commissioners will direct contact to the Chair or Vice Chair.

Leaves: Mayhew, Oleszewski, Torgeson, and Trowbridge cleaned leaves off roofs and away from foundations on November 28th.

Electricity Shut-off and Rubbish Removal: Baywood will address these end-of-season tasks.

Emergency Lights Manual: Trowbridge will inquire about shutting off emergency lights for the winter.

Woodstock Business Association Meeting: Torgeson and Trowbridge attended as invited guests. Outreach was discussed.

State of CT/ Nahaco Park Access: On November 5th, Allyson Clarke of the CT DEEP informed Trowbridge that Day Camp may prohibit public access provided other areas of the park have reasonable access from either Trepal Drive or Weeks Rd.

Trails: Commissioner Lee stated that he has respectfully backed out of the trail maintenance project.

Caretaker Contract: The caretaker ad was submitted to the Commission and needed adjustments were made.

Trout Pond Dam: Trowbridge will inquire about a Flood and Erosion Control Board in Woodstock.

Website: the Commission discussed the idea of a subcommittee to review and update the website.

10. **Citizen's Participation**

None.

11. **Adjournment**

MOTION (Mayhew, Day): TO ADJOURN AT 9:00 PM. Unanimous.

Next meeting is January 6, 2016 at 7:00 pm, Eastford Town Hall.

Respectfully submitted by Emily Hughes.