

## SOUTH KINGSTOWN RECREATION COMMISSION

### MEETING MINUTES

January 19, 2010

**CALL TO ORDER:** Chairperson Biafore called the meeting to order at 7:05 p.m. at the Neighborhood Guild.

**MEMBERS PRESENT:** John Biafore, Joanne Blessing, Mark Noble, and Janice Prochaska

**MEMBERS ABSENT:**

**STAFF PRESENT:** Terry Murphy, Rex Eberly and Cathy Larlham

**GUESTS PRESENT:**

**MEETING MINUTES:** A motion was made by Commissioner Noble and seconded by Commissioner Blessing to approve the December 2009 meeting minutes. The motion was approved 4 - 0.

**CORRESPONDENCE AND PUBLIC COMMENTS:**

**MONTHLY REPORT:** A motion was made by Commissioner Blessing and seconded by Commissioner Noble to approve the January 2010 administrative monthly reports. These reports include budget materials for the Guild, PDOB, and Town. The motion was approved 4 - 0.

**OLD BUSINESS:**

A. Policy Manual:

The *South Kingstown Parks and Recreation Commission Policy Manual* was reviewed with recommended amendments by the Parks and Recreation Superintendents and Leisure Services Director. The majority of changes to the document were in relation to title changes, general formatting and fee schedule changes. There was some discussion regarding section 7 – *Committees*, and whether the commission felt it necessary to maintain the committees, as they have not been convened in recent months. It was agreed that the committees would remain and be utilized on an as needed basis as a resource for the Parks and Recreation Department. Amendments in the Program Fee Schedule – Addendum B, included further detail under Item 4: “Scholarship Program”, to include programs offered by independent contractors. Amendments to the Facilities Fee Schedule- Addendum A included recommended increases for athletic fields, tennis courts, lighted basketball court and lighted street hockey facility.

This was the first reading of the Policy Manual. The second reading will take place at the February Commission meeting. A motion was made by Commissioner Blessing to accept the first reading of the manual as amended and seconded by Commissioner Prochaska.

B. Dog Park:

The Dog Park recommended rules were presented to the Commission. The Director indicated that the rules were developed in collaboration with the South Kingstown Dog Park Association and the Department of Parks and Recreation, with review by Brian Ahern from the Inter Local Trust. Parks Superintendent recommended adding a rule regarding maximum number of dogs per handler. Director will review rules with SKDPA at their January meeting and bring final recommendation to the Commission in February.

Commissioner Noble discussed the South Kingstown Dog ordinances and suggested that once the dog park is open that the public be reminded of such ordinances and that they will be enforced.

The Director informed the Commission that an application for use of the National Grid easement to expand the Dog Park has been submitted.

The Parks Superintendent also noted that the wire mesh fencing will be added to the three rail fence during the winter months.

#### C. FY 2009-10 Budget Reduction

The Town has implemented a revised budget for 2009-2010 with a 5% reduction due to the elimination of the State Motor Vehicle Tax reimbursements for the third and fourth quarter.

#### D. 2010-11 Budget Update & Schedule

The Department Director reviewed the Parks and Recreation General Fund Expenditure and Revenue statement for FY 2010-11 and noted that it is a zero based budget. Depending on the state budget there could be further reductions before the budget is adopted.

The 2010-11 Budget Hearings Schedule was distributed. As of this date, the Parks and Recreation Department budget will be presented on Tuesday, March 2, at 7:30 p.m.

### **NEW BUSINESS**

#### A. Nature Center – Program Modification & Usage

Department Director explained that the Tri Pond Park Nature Center programs for 2009-2010 are falling short of projected participation rates and revenues. For 2010-11 the Department will maximize the facility usage with the addition of other programming. The expansion will include an Arts and Crafts component with a popular, local, independent contractor, and is anticipated to generate participation and increase revenues to help offset the facility costs. The commission agreed with this approach in order to keep the Nature Center operational and open to the public.

#### B. DEM Grants

The Department Director informed the Commission that the Department will be submitting an application to RI DEM for a Recreational Trails Grant to improve the bike trail at Old Mountain Field. The Parks Superintendent explained that it will be used primarily to replace the dilapidated bridge on the trail around the pond.

#### C. Peace Dale Office Building – Lease Agreements

The Department Director informed the Commission that there are four tenants of the PDOB whose leases expire in 2010. Commissioner Noble requested that a rent roll of the current lease obligations along with the recommended terms of renewal be presented to the Commission for review before re-negotiations begin. The Director will submit this report to the Commission before the February meeting.

#### D. Copy Machine

Department Director informed the Commission that the Administrative office of the Parks and Recreation is in need of a new copy machine. The current machine is nine years old and has become cost prohibitive to maintain. The current year's budget has funds for the purpose of leasing a new machine to replace the front office copier where the usage is highest, and relocating the first floor machine to the second floor administrative offices. Recommended product and pricing will be presented at the February meeting for Commission consideration.

**DIVISION REPORTS:** A motion was made by Commissioner Prochaska and seconded by Commissioner Noble to accept the division reports. The motion was approved 4- 0.

Recreation Division: Superintendent Larlham provided a review of division activities.

Parks Division: Superintendent Eberly provided a review of division activities and project updates.

**NEXT MEETING:** Tuesday, February 16, 2010 at 7:00 p.m. at the Neighborhood Guild.

**ADJOURNMENT:** A motion to adjourn was made at 8:35 p.m. by Commissioner Blessing and seconded by Commissioner Noble. The motion passed 4-0.